



PARENTS HANDBOOK

Our Mission Statement

We will provide a safe, fun & educational environment where every child is valued and respected without discrimination, in order that they may develop social, physical, intellectual, creative and emotional skills. This will enable them to grow and maximise their potential and develop positive self esteem.

INTRODUCTION

Kidz World Nursery has been created to offer a new concept of childcare in Clackmannanshire. Every aspect of a child's needs have been considered and we have worked closely with the appropriate Agencies to ensure that we offer a safe, secure and caring environment for the children.

We believe that a child's time at nursery should be used to lay the foundations for life long learning. We pledge that your child will :

- * Have fun while learning through play
- * Be warm, safe and secure
- * Be happy

in a secure environment from the time that they are entrusted into our care until they are ready to progress into primary school. Our qualified staff will nurture their minds through individual attention and encourage active participation within their group, developing social skills and preparing them for formal education.

STAFF

Our staff have all been chosen for their qualifications and experience and their willingness to learn and respond to your child's individual needs. All of our staff are either fully qualified or are undergoing continuous training to meet the qualification criteria.

Each member of staff has a first aid, food hygiene, child protection and fire training certificate and will also have undergone an enhanced disclosure check by the Criminal Record Office who will verify, via the Police National Computer, that they have been deemed a fit person to care for your child.

We have a very high Staff to Child ratio to ensure that your child receives the best care and attention during their time with Kidz World Nursery.



NURSERY

The nursery has been divided into playrooms to meet the different age and development needs of the children attending, from babies to toddlers to inquisitive 2-3 year olds and onwards to our pre-school room for 3-5's. In addition to the playrooms we also have a sleep room, a baby changing room, and Kidz World soft play centre for the use of the nursery children. Each room is bright and welcoming and has an area themed on a different place in the world to add some adventure to moving through the nursery as they grow up. Each room has an area which will allow your child to develop their creative skills including baking, painting, sand and water play. All rooms will also be equipped with a library corner for quiet times and technology zone for educational computer play.



DOWN UNDER

For 6 weeks to 18 months

The babies are cared for in a warm, bright and stimulating environment with a big sunny Australia themed wall filled with sensory stimulating pictures, fabrics and colours. Here they will have lots of fun throughout the day playing with visually stimulating toys as well as participating in Heuristic Play where they have the opportunity to feel natural textures and play with everyday real objects in a safe setting rather than just playing with bright plastic toys. Babies will also be taken for regular walks as well as joining in simple activities such as finger and foot painting, singing and music. Babies will also be encouraged in their physical and mental development so they begin to reach the early milestones of sitting up, crawling, walking, beginning to feed themselves and babbling, the sign of early language.

The toddlers are encouraged to expand on the skills they have already learned with stimulating challenges and the provision of fun learning experiences delivered through play. Toddlers will be introduced to creative and messy play and will be given every opportunity to explore their environment, socialise, share and make friends with other children. The children will continue to grow in confidence and reach their development milestones. Children will be given music lessons, introduced to French language and encouraged to take part in child yoga/dance activities.



BIG CITY

From 18 months to 3rd Birthday

We are aware that at this stage, children become more independent and staff will gradually lead them into a slightly more structured environment where themed activities are planned to enhance the children's skills and give them a greater knowledge of the world around them. The children in our city themed room will begin to join group activities and will be given every opportunity to make choices that will enable them to develop their own personalities. They will also take part in music lessons, French and child yoga/dance activities.



TREASURE ISLAND

From 3rd birthday to start of school

The start of a new adventure to pre school learning begins in our Treasure Island room. Here we ensure children follow the national curriculum for 3-5 year olds as set by the Education Department. All activities will be planned to meet the five key areas of learning: communication and language; emotional, personal and social development; knowledge and understanding of the world; expressive and aesthetic development and physical development. When planning to meet these areas our staff will assess individual needs, abilities and interests. Staff will encourage and motivate the children to develop at their own pace and help them to gain self-confidence and self respect. Children will also take part in music lessons, dance/fitness and French.

GARDEN

In the gardens different groups of children are able to engage in different activities. They can participate in environmental activities such as looking for different types of insects or planting different flower and vegetable seeds and bulbs and tending to them as they grow. A story corner has also been created, where on a fine day, children will be taken to a shaded corner and can participate in story telling. Picnic tables with umbrellas are available on our decked area for days when we can work and eat outside. We also have a large activity playground with swings, trampoline, see-saw and climbing frame.

BREAKFAST CLUB

Kidz World Nursery will provide a Breakfast Club for school children between 8am and 9am within Kidz World Soft Play Centre. Children attending this club will be given a nutritional breakfast and will be delivered safely to their primary school by the nursery minibus.



EXPLORERS AFTER SCHOOL CLUB

Children attending the after school club will be picked up from their primary school and taken safely to the nursery premises where they will have exclusive use of Kidz World Soft Play Centre. Children will be invited to join in with various activities, encouraged to complete homework or just relax and read if they prefer.

Children attending the After School Club will be provided with a seasonal hot/cold snack and a drink.

OPENING HOURS

Kidz World Nursery will be open from 0800 hrs to 1800 hrs Monday to Friday and can offer full and part-time places.

Morning Session

8am-1pm Breakfast/snack/lunch & drink provided

Afternoon Session

1pm-6pm Snack/drink provided

Full Day Session

8am-6pm Breakfast/snacks/lunch/drinks provided

Kidz World Nursery will close for 2 weeks at Christmas. Exact dates are available on registration.

SETTLING IN

Before your child starts with us for full sessions, we recommend that you bring your child to the nursery for an hour or so, spread over a few days. These periods will not only help your child to acclimatise themselves to the nursery, they will also allow you to see if our nursery is appropriate to your child.

KEY CARER

Upon enrolment to the nursery, your child will be allocated a member of staff to be their key carer. The key carer will be your first point of contact within the nursery and they will listen to and discuss any queries which may arise. The Nursery Manager will be available at any time should you wish to meet with her. You will receive a regular written report on your child's progress. These reports will enable us to continue to meet the individual needs of your child. A daily report for babies and toddlers will be given to parents detailing foods eaten, naps, walks nappy changes etc. My Best Work Books are created for our 3-5 year olds to enable them to chart, and be excited to show, you what they are achieving. We will encourage you and your child to spend time looking at and sharing this together.



NURSERYCAM

Digital Cameras will be fitted in each playroom and each parent will have their own individual password, which allows them to view live video images of their children in the nursery. NurseryCam is video only and there are no audio components. All live images are encrypted before being sent through the internet and are securely accessed only by bona fide parents with the correct passwords.

NurseryCam is designed to allow parents to see their children from anywhere, be it at work, at home or on a business trip. There is no special software required as long as you have an internet connection. NurseryCam has many benefits including:
allowing absent grandparents to see their grandchildren growing up, reassuring parents that their child is happy, settled and well cared for and helps other appropriate agencies to ensure that the correct procedures are being followed at all times.

NurseryCam has an excellent facility which allows staff to post notices to parents on line relating to activities taking place within the nursery.

NurseryCam has been given an Award-of-Excellence for Protective Childcare Services and is as safe as on line banking. Parents who would like further information can visit their website on www.nurserycam.co.uk.

SECURITY

The nursery will have a secure entry system to ensure that only people authorised to do so have access. All entrances to the property and the garden grounds will be continually monitored and recorded on closed circuit television. These will be supplemented by the NurseryCam System which will be placed at strategic locations throughout the building.

COLLECTION

Kidz World Nursery operates a password system for the collection of children. Parents will be asked to volunteer a password known only to themselves and anyone who has permission to collect their child. Kidz World Nursery will not pass your child to anyone who does not have the correct password. Please ensure that your child holds your hand when in the car park as it will be a very busy place.

KIDZ WORLD IS AN ALL INCLUSIVE NURSERY

WHAT IS INCLUDED:-

1. Overview

Kidz World Nursery will offer many extra curricular activities within their fees. These will include introduction to French, Dance/Yoga, Music Lessons and all trips out with the nursery including our end of year annual trip. We will supply all food, drinks and snacks as well as baking ingredients. Toiletries, creams and nappies will be provided for all children who require them.

Kidz World Nursery has a supply of strollers and reins to take the younger children out for their daily walks.

2. All meals & snacks

These will be happy, social occasions where children will be encouraged to develop good eating habits and table manners, assisting in preparing their tables for lunch and using cutlery. They will also be encouraged in the use of good etiquette and personal hygiene.

All meals will be provided by our chef for full-time weaned children and will be carefully planned to ensure that they receive a healthy, nutritious and well balanced diet. We will also cater for children with special dietary requirements within reason. Fresh fruit and milk will be a part of their stable diet. Children who attend part time will receive a healthy snack and drink. After every meal, the children will brush their teeth with toothbrushes supplied by the nursery as advised by our dental hygienist.

We would ask parents of babies who are not yet weaned to provide ready prepared bottles which will be stored and used as required.

BREAKFAST	0800 HRS	-	0845 HRS	—breakfast will not be available after 8.45
SNACK	1000 HRS	-	1030 HRS	
LUNCH	1200 HRS	-	1300 HRS	
SNACK	1500 HRS	-	1530 HRS	

All children who are present in the nursery between 0800 hrs and 0845 hrs will be offered breakfast.

3. Toiletries

Quality brand nappies, wipes and creams are included in the fees. Our strict hygiene policies dictate that each child will be allocated their own cream for their exclusive use. Our staff will always use disposable gloves whilst changing children to preclude any possibility of infection or illness.

4. Out & about

The children are taken on outings to experience, first hand, all things we have been discussing to give them a greater knowledge and understanding of what they are learning. Included in the places we will be visiting are: farmyards, libraries, museums, shops and places of local interest. In warm weather, children will be provided with high factor sunscreen and sunhats. All staff carry a non-photographic mobile phone whilst on outings with the children. Your permission will always be sought in advance for visits out with the nursery.

5. Free Entry to Kidz World Soft Play until they start school

All children who attend Kidz World Nursery will receive a membership to use Kidz World Soft Play for free until they start school.

6. 4 weeks per year free

All children are entitled to 2 weeks free per year and an additional 2 weeks free is available to all parents who pay fees by standing order or vouchers. The extra 2 free weeks are on the condition that all fees are paid on time within the payment terms. Free weeks will be repaid by the nursery at the end of 12 months attendance

OTHER INFORMATION

CLOTHING

Please do not send your child to the nursery in their best clothes. Not only will they hamper your child's physical play but they may also get messy. The nursery will have a supply of clothing to change your child in the case of unforeseen accidents. Wellington boots and warm clothes are necessary for outdoor play.

CONFIDENTIALITY

All assessments, reports and information regarding your child will be treated with the strictest of confidence by all members of staff. This information will be available for parents/carers to view at any time. The only exception being if we have concerns regarding the wellbeing of the child for example if we suspect child abuse, we would report our concerns to the Care Commission, Social Work Department or Police as necessary.

We aim to make a significant contribution to your child's development and we are here to help you, as the parent. If you are worried or concerned about your child please feel free to talk to key members of staff in the strictest of confidence.

COMPLAINTS

Should you have a complaint regarding any aspect of your child's development whilst in our care or any concerns regarding our policies please speak to the Nursery manager or the **Care Commission who are based at Springfield House, Laurelhill Business Park, Laurelhill Road, Stirling, FK7 9JQ. Tel: 01786 406363.**

MEDICINES

Please note that staff will only administer prescribed medication that is essential to your child's medical wellbeing and only when authorised by a parent/carer.

ILLNESS

If your child displays signs of being unwell or are likely to have a contagious illness please do not bring your child to nursery. Periods of absence for certain illnesses are available on request.

Children should be kept at home for a period of 24 hours after sickness and 48 hours after diarrhoea to prevent the spread of infection.

Should your child become unwell during the nursery day they will be made comfortable and cared for by a member of staff until you have been contacted and have collected your child.

ADMISSIONS POLICY

Kidz World Nursery will operate from a waiting list on a first come first served basis.

EQUAL OPPORTUNITIES

We will actively support equal opportunities for each child regardless of gender, race, religion, special needs or social class. Prejudices will be challenged and discussed. Children will be encouraged to help each other and respect other children's traditions and cultures. Multicultural activities will be integrated into various aspects of play

BEHAVIOUR

Kidz World Nursery aim to promote good behaviour through positive encouragement and by example. Children will be encouraged to:

- Show kindness and consideration towards other children and staff.
- Care for their environment—looking after toys, books and equipment.
- Listen to nursery staff and follow simple instructions

In the case of children with behavioural difficulties we will discuss the management of the child with parents and the appropriate professionals.

EMERGENCY PLACES

Kidz World Nursery will hold a small number of emergency places for parents who have been “let down” by their current carer, have hospital appointments, need to attend a funeral or just need a “day” to themselves. These will be allocated on a first come first served basis

AIMS AND OBJECTIVES

At Kidz World Nursery we aim to provide a quality childcare facility, which will encourage children’s development in the 5 key areas, (Social & Emotional, Communication & Language, Knowledge & Understanding, Expressive & Aesthetic and Physical) in a warm, secure and safe environment. To provide a setting which stimulates the children through a range of changing play activities allowing them to develop and flourish.

Kidz World Nursery recognises that discrimination is unacceptable and will treat all children, parents and staff, as individuals no matter their ethnic origin, culture, religion, gender, ability or social background.

All staff will strive to deliver a high level of care, meeting that required of the National Care Standards. Kidz World Nursery staff will undertake appropriate training to enhance their performance, and will at all times be aware of their own continual professional development as a person.

Staff will work with Parents/carers in partnership to provide children with quality care and pre school education. We will deliver pre-school education, meeting both national and local guidelines which cover the key areas for a child’s development. “The Birth to Three “Document for our younger children, and we will focus on “The Child at the Centre 2” document and Curriculum for Excellence as the basis for our delivery of the 3-5 curriculum.

We aim to enhance their communication and language development through engaging in a secondary language - from an early age.

We aim to expand their language skills and cultivate their knowledge and understanding of both the local community and our environment, through visits from nature specialists and community workers.

We aim to allow children to appreciate free expression through a range of artistic, musical and physical activities, delivered by additional qualified staff visiting the nursery on a regular basis.

Staff will always take time to listen to a child, and will aim to build their confidence and self esteem through developing and nurturing the individual child.

Staff will help children develop social eating habits, and encourage them to try a variety of cultural foods.

Staff will work with children, and encourage their knowledge and appreciation of personal hygiene, and acceptable behaviour.

Kidz World Nursery will provide parents with a regular report on their child’s progress and development. Kidz World Nursery will evaluate the provisions performance, through audit procedures by HMIE , Care Commission, and home surveys to provide the best quality service possible.

PARENTAL INVOLVEMENT

We believe that children benefit most from early years education and care when parents and settings work together in partnership. **At Kidz World we will involve parents by inviting you in to help in the nursery to share experiences or just to play, distribute newsletters and keep you informed of all aspects of your children's experiences and leaning in our establishment. We are looking after your child therefore you are entitled to be involved in your child’s early years development.**

POLICIES AND PROCEDURES

A folder containing all of our policies and procedures is available to all parents and carers. You are welcome to read these at your leisure within our consultation room or request a copy. These should not be removed from the nursery.

ADVERSE WEATHER POLICY

On any occasion where we have to close the nursery due to bad weather, parents will be informed of this as soon as possible. Staff will only contact parents if the nursery is closed not to advise it is open. Please check www.kidz-world.co.uk for updates on bad weather closures.

FEE STRUCTURE

NURSERY

All nursery fees will be calculated over 48 weeks and divided by 12 equal monthly payments to create a fixed monthly charge (or weekly if requested) which will enable parents to budget. The Nursery will be closed for two weeks over Christmas and New year. **KIDZ WORLD NURSERY ARE HAPPY TO ACCEPT ALL CHILDCARE VOUCHERS**

Fees will be payable on all periods of absence from the nursery including sickness and circumstances outwith our control, such as adverse weather where there are local school closures.

A non-refundable admin deposit of £75.00 full-time, £50.00 part time, £35.00 Breakfast Club and £35 After School Club will be payable upon reserving a place at the nursery.

Fees are payable strictly by Standing Order in advance on the first of each month.

0-3 YEARS

8-1pm	£25.00 AM	Includes breakfast/snack/lunch
1-6pm	£20.00 PM	includes snack
Full Day	£45.00	All Inclusive
Full Week	£200.00	All Inclusive

3-5 YEARS

8-1pm	£20.00	Includes breakfast/snack/lunch
1-6pm	£17.50	includes snack
Full Day	£37.50	All Inclusive
Full Week	£175.00	All Inclusive

There are discounts available in the 3-5 room for children not attending a local authority nursery. Dependent on how many sessions the child attends there is a maximum discount of 20% available on the above fees.

Parents should be aware that they may be entitled to up to 90% of the above fees reimbursed through Tax Credits. Our Care Commission registration number will be required if you are claiming benefit.

AFTER SCHOOL CLUB

After School Club From £6 per day. 38 weeks payable over 10 months by standing order.

FUNDED PLACES

Kidz World Nursery are not in partnership with Clackmannanshire Council to provide funded places for 3-5 years olds but we offer our own discount scheme for 3-5's as detailed above.

WRAPAROUND CARE FROM LOCAL NURSERY SCHOOLS

We provide a pick up service from Claremont and St Johns Nursery Schools (other schools by arrangement may be possible). Morning places are preferable for this service to work effectively. This is a free service and is included in the fees quoted above.

TERM TIME ONLY PLACES

We have a limited number of term time only places available. These are charged at 42 weeks, spread over 12 months. Please enquire as to whether we have any spaces available.

Holidays for term time places are 2 weeks at Christmas & Easter and the last 6 weeks of summer holidays as set by Clacks Council

SAMPLE OF NURSERY EVENTS

JANUARY

Looking at Winter and Scottish Week with Burns celebrations

FEBRUARY

Valentines Day -Making cards and looking at Chinese New Year

MARCH

Mothers Day—Making Activities for mum and planting our summer flowering bulbs and tend to the garden.

APRIL

Celebrating Easter

MAY

Spring is here—Lots of outings to the park and story time in the garden

JUNE

Fathers Day—Making activities for Dads and End of Term Trips

JULY

Graduation Ceremony and Buffet

AUGUST

New term and welcome celebrations.

SEPTEMBER

Autumn is here—collecting leaves and looking at the changing seasons

OCTOBER

Halloween Party

NOVEMBER

Planting our spring bulbs and tending to the garden

DECEMBER

Christmas Party—Visit from Santa
Nativity Play including all our little angels

SAMPLE MENU

BREAKFAST CLUB

Rice Krispies, Corn Flakes, Weetabix, Toast, Yoghurt, Orange Juice, Milk

NURSERY

SNACKS

Fresh Fruit, Breadsticks, Home Baking, Cheese, Toast, Crackers

LUNCH

Monday Sweet and Sour Chicken with Egg Noodles
Banana Mousse
Mixed Seasonal Vegetables

Tuesday Macaroni Cheese
Garden Peas
Blackcurrant and Apple Jelly

Wednesday Beef Casserole with Creamy Mash
Carrots
Assorted cookies with Milkshake

Thursday Pitta with chicken or tuna & sweetcorn
Cherry tomatoes
Pineapple Upside Down Cake

Friday Spaghetti Bolognese
Ice Cream and Pears

All meals include assorted breads and a choice of milk juice or water. Fresh fruit or yoghurt are available as alternatives to soup or pudding. A vegetarian option is available on request.

This menu adheres to the Scottish Executives Nutritional Guidance for Early Years.

AFTER SCHOOL CLUB

Warm Soup and Bread, Yoghurt, Home Baking, Fruit, Milk, Fruit Juice

Cold Sandwich, Yoghurt, Home Baking, Fruit, Milk, Fruit Juice



KIDZ WORLD “ALL INCLUSIVE” NURSERY

Four weeks fee free per year

Curriculum linked resources

Quality brand nappies, wipes and other antibacterial toiletries

Christmas party with Gift from Santa

Healthy eating plan for weaned children

All cooking and baking ingredients

Secure NurseryCam

Secure outdoor play area

Free entry to Kidz World Soft Play at all times (min 2 sessions to be attended per week)

Disposable gloves for each nappy change

Clean bedding for every sleep

Birthday cake for every child

Graduation day with gowns & certificates

Emergency places

Total sunscreen and sun hats on warm days

Caring qualified and experienced staff

CONTACT

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