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Spring 2016

Dear Parents

Thank you for showing interest in our nursery. Please find enclosed more information about our setting, which we hope you find informative.

Our aim is to provide a warm, secure, stimulating and caring environment in which your child can develop and progress by learning "through play". Our team of specially selected staff will help your child develop socially, emotionally, physically and intellectually ensuring a natural progression is made towards school age.

Our quality curriculum enables your child to achieve their true potential. Play plans and activities are developed through the Early Years Foundation Stage; which merges the Curriculum Guidance for the Foundation Stage (2000), the Birth to Three Matters (2002) framework and the National Standards for Under 8s Daycare and Childminding (2003), building a coherent and flexible approach to care and learning. They provide essential underpinnings of good practice with our emphasis on learning through play.

I hope this information is useful however, please feel free to contact us should you require any more information.

Kind regards
Yours faithfully

Zena Tikrity
Manager
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BIZZIE KIDZ PRIVATE DAY NURSERY

Our Mission

Bizzie Kidz Day Nursery provides professional care for 45 children from 0 to 5 years of age, in a relaxed and happy atmosphere which is safe and secure. In this supportive environment your child will be able to learn through play and follow the Early Years Foundation Stage curriculum that will help them to develop to their full potential.

The building has recently been renovated and is equipped with new furniture and updated selection of toys. Our toys and materials have been carefully selected to provide opportunities for play and learning.

Standards

We are registered with OFSTED and the National Day Nurseries Association (NDNA). We will comply with all the standards put forth by OFSTED, Investor in People and Quality Counts.

Opening Times

We open Monday to Friday from 7.30am to 6.00pm throughout the year, with the exception of Bank Holidays, Christmas and New Year's Day (charged at full rate).

Fees

Fee Structure

Per session	Full day	Full week	Per calendar month
£23.00	£42.00	£180.00	£780.00

A 10% discount is given to siblings, attending full-time.

Session Times

Full time	7.30am-6.00pm	Breakfast, Lunch & Tea
Full day	7.30am-6.00pm	Breakfast, Lunch & Tea
AM Session	7.30am – 1.00pm	Breakfast & Lunch
PM Session	1.00pm – 6.00pm	Afternoon tea

Prices include milk, snacks and main meals as indicated above.

Fees are payable in advance on the first day of the month. Fees are payable throughout the year whether a child is in attendance or not. Parents are respectfully reminded their fees should not fall more than one week in arrears.

NB: Fees do not include nappies.

Funding

We accept tax credits, university grants and are eligible for Government funding for 3 and 4 year olds.

Registration

To register your child/ren please fill in the enclosed form and send together with a registration fee of £50.00. This fee is non-refundable and must be received before a nursery place can be confirmed. Alternatively you could complete the registration form on our website www.bizziekidz.com.

ADMISSIONS POLICY

Bizzie Kidz Limited Private Day Nursery is registered for 45 children;

20 Children between the ages of 0 and 2 years

10 Children between the ages of 2 and 3 years

15 Children between the ages of 3 and 5 years

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

1. Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.
2. When the application is received (extra weight is given to those who have been on the waiting list longest).
3. The nursery's ability to provide the facilities for the welfare of the child.
4. A child wanting a full-time place will usually have preference over one requiring part-time only.
5. Extenuating circumstances affecting the child's welfare or his/her family.
6. Children who are siblings of those already with us.

We never have discriminated, and have no intention in the future of discriminating, against any child on the grounds of sex, disability, race, religion, colour or creed.

SETTLING IN

- 1 The nursery staff will work in partnership with parents/carers to settle the child into the nursery environment.
- 2 After a child has been registered with the nursery, we will arrange times for the parents/carers to bring the child into the nursery. These visits will enable the child to familiarize him/herself with the staff and nursery environment.
- 3 Three initial visits will be arranged.
 - Visits can be arranged if needed. 1st visit – parent/carer stays with the child throughout the one hour session
 - 2nd visit – parent/carer stays with the child for the first half hour of the session then leaves them in the room with the staff for the last half hour
 - 3rd visit – parent/carer leaves the child for the full hour session and stays either in the office or in the immediate area so they can be contacted if necessary.
 - Additional settling in sessions can be arranged.
- 4 For the first few sessions, parents/carers may collect the child early if they so wish.
- 5 No child will be taken on an outing from the nursery until he or she is completely settled.

EQUAL OPPORTUNITIES POLICY

Statement of intent

The nursery takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or child. Discrimination under sex, race, religion, colour, creed, marital status, ethnic or national origin, or political belief, has no place within this nursery. Should any person believe that this policy is not being totally complied with it is their duty to bring the matter to the attention of the Manager at the earliest opportunity.

The Nursery and staff are committed to:

- 1 Encourage positive role models, displayed through toys, imaginary play and activities that promote non-stereotyped images. Books will be selected to promote such images of men and women, boys and girls.
- 2 On a daily basis all children will be given a choice of activities, i.e. dressing up, shop, home-corner, dolls, climbing on large apparatus, bikes, etc.
- 3 Regularly review child-care practice to ensure the policy is effective

The Nursery aims to ensure that individuals are recruited, selected, trained and promoted on the basis of occupational skill requirements. In this respect, the Nursery will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, gender, marital status, race, religion, colour, cultural or national origin or sexuality, which cannot be justified as being necessary for the safe and effective performance of the work or training for the work.

Service Provision

No child will be discriminated against on the grounds of sex, disability, race, religion, colour or creed. The Nursery will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups.

SAFEGUARDING CHILDREN POLICY

Statement of Intent

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Duty of Care

The Children Act (1989) (s47) places a duty on persons or agencies involved with a child to report to Social Services departments any concerns about their safety or well being that may constitute "actual or possible significant harm"

We have a designated person responsible for carrying out child protection procedures. The designated person will have received appropriate training on child protection matters and that all staff are adequately informed and/or trained. The designated person ensures that aspects of diversity in traditions and culture, as well as disability and special educational needs, receive full consideration in child protection related matters.

The setting is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (DoH 2004.)

SPECIAL EDUCATIONAL NEEDS POLICY

Statement

The Nursery is committed to the integration of children with special needs.

All children have the right to be educated and develop their full potential alongside each other. It is a positive experience to be able to share the same opportunities and overcome any difficulties together.

Aims

- 1 To recognise any special needs a child may have and ensure all staff that all staff are aware of the DfES Code of Practice on identification and assessment of special needs.
- 2 To employ a Special Needs Co-ordinator who is experienced in the care and assessment of children with special needs.
- 3 To assess each child's specific needs and adapt our facilities as appropriate.
- 4 To liaise with parents and other agencies including the health and education authorities and seek advice, support and training.
- 5 To develop and maintain a core team of staff who are experienced in the care of children with special needs.
- 6 To ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day.
- 7 To promote positive images of those with special needs wherever possible.

The nursery has a Special Needs Co-ordinator, Miss Zena Tikrity. She works closely with all staff to make sure there are systems in place to: plan, implement, monitor, review and evaluate the special needs into the nursery, always making sure plans and records are shared with parents.

NURSERY INTERNAL LAYOUT

Baby, Honey and Flower Bees - Birth to 24-26 months

Our very comfy and cosy baby and toddler rooms are decorated in pastel colours and have a home-like environment. The rooms provide stimulating and easy "hands on" educational and developmental activities, providing opportunities to learn through play, concentrating on sensory awareness such as touch, smell, taste and movement to ensure the first stage of developmental progress at this early age.

Our Under two's unit has been divided into two base rooms. The Baby Bees is the base room for children from birth to 16 months, which can accommodate nine babies at any one time. During their day, we endeavor to follow your individual baby's routine, keeping where possible very close to their home routine.

Additionally we use this room also for our quiet room, where children from the under two's unit come to sleep after lunchtime. The Honey Bees is the base room for children from 16 months to 26 months, which can accommodate six children at any one time. Although a routine is in place for the children it is also very flexible, to meet the individual needs of each child.

Bumble Bees - 24 to 36 months & Busy Bees – 36 to 60 months

Our inside activities are countless and activities are offered freely so children can initiate their own activities. The rooms have a book corner for quiet times, construction area, which promotes sharing, and numeracy and problem solving skills and an ICT area with a computer that the children can access freely. We also have an investigation table where children can explore the world around them by using equipment such as magnifying glasses and telescopes; there are mark making and writing tables to encourage early writing and sharing skills.

The children are encouraged to participate in creative activities: painting, gluing and sticking, sand play, water play, junk modeling, messy play and creative designs, which the children proudly display around the nursery. Both rooms are also used for free play and role-play. This promotes imaginative play where the children can express themselves freely and interact with their peers.

In our pre-school, our fully trained carers provide stimulating and interesting activities and experiences, which encourage every child to develop and progress across all the areas of learning. The pre-school room is purposely designed to replicate a school classroom, which helps to ease the transition from nursery to school.

Your child will also be encouraged to develop their personal and social skills. They will also learn to be independent individuals, who will be happy and confident making their first day at school an exiting, memorable and a HAPPY ONE!

THE KEY PERSON

Your child will be assigned a Key Person. The key person will be responsible for your child, giving them reassurance to feel safe, cared for, and build relationships with their parents. A key person will play a fundamental role in your child's life and will demonstrate consistency, sensitivity and be responsive to your child's needs. They will engage, interact and connect with your child and their family. They will observe, assess, record and plan.

OUTDOOR AREA

Our outside activities are second to none. We have a very large play area for toys such as bikes, prams and slides. We also have an area for picnics, story time, imaginary play and adventurous play. Our planted area is the place little children love to try their hands at gardening! The children get plenty of good old-fashioned fresh air every month of the year, and in warmer months, we have lots of water play or a shaded snooze in the sunshine.

MEALS

Meals and snacks are carefully planned to be nutritious and well balanced. All meals are made from fresh produce and are prepared by our cook on the premises daily. Mealtimes are happy occasions where the conversation and the tasting of new foods are made fun. Children are shown and are encouraged to use good table manners and to help set up a table and serve food to one another (under the guidance of staff). This encourages independence whilst having fun at the same time.

Babies

If your baby is still having milk feeds, please provide enough bottles of made up milk on the day in a sealed container. Otherwise, you can leave bottles and formula milk; we will sterilize and make feeds when required.

Weaning

We will be happy to continue weaning your child during his/her time at Bizzie Kidz. A weaning guide is available to parents; all information received from parents regarding weaning will be recorded and kept in your child's file. Baby food is freshly cooked on our premises using appropriate ingredients for their age, no salt or sugar is added.

We will be happy to cater for special dietary needs e.g. religious, medical or vegetarian, on request.

What to bring to nursery;



Nappies & nappy cream



Spare clothes



Formula milk (if applicable)



Sun cream and sun hat



Wellington boots and raincoat



CHILD REGISTRATION FORM

CHILD DETAILS

Child's Name		Date of birth	
Home Address			
		Postcode	
Home Tel		Religion	
Nationality		Ethnic origin	
Details of any disabilities/special needs			

PARENTS (1ST POINT OF CONTACT)

Mother/carer		Father/carer	
Title		Title	
First Name		First Name	
Surname		Surname	
Password		Password	
Home address (if different from above)		Home address (if different from above)	
Postcode		Postcode	
Home tel no		Home tel no	
Mobile number		Mobile number	
Home email		Home email	
Place of work		Place of work	
Work tel no		Work tel no	
Responsibilities (tick all that apply)		Responsibilities (tick all that apply)	
Parental responsibility		Parental responsibility	
Collect child from nursery		Collect child from nursery	
Contact in emergency		Contact in emergency	
Payment of fees		Payment of fees	

EMERGENCY CONTACTS (IF MOTHER AND/OR FATHER ARE UNREACHABLE)

Contact 1		Contact 2	
Title		Title	
First Name		First Name	
Surname		Surname	
Relationship to child		Relationship to child	
Password		Password	
Address Postcode		Address Postcode	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	

Responsibilities (tick all that apply)		Responsibilities (tick all that apply)	
Collect child from nursery	<input type="checkbox"/>	Collect child from nursery	<input type="checkbox"/>
Contact in emergency	<input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>

MEDICAL DETAILS

Does your child have any allergies?	Yes / No (Please circle)
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If yes, please give details

Has your child had any of the following immunisations?

Please tick and date	BCG	Date:	Meningitis C	Date:
	<input type="checkbox"/>		<input type="checkbox"/>	
	Diphtheria	<input type="checkbox"/>	Date:	Poliomyelitis
		<input type="checkbox"/>	Date:	<input type="checkbox"/>
	HIB	<input type="checkbox"/>	Date:	Tetanus
		<input type="checkbox"/>	Date:	<input type="checkbox"/>
	MMR	<input type="checkbox"/>	Date:	Whooping cough
		<input type="checkbox"/>	Date:	<input type="checkbox"/>

GP Name Address	Health Visitor Address
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Telephone no	Telephone no
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Are you getting support from a social worker? YES/NO	If yes, please provide contact details
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SESSIONS (PLEASE TICK)

Day	Time	Session	Session	
Monday	AM	PM	FULL	REQUIRED START DATE
Tuesday	AM	PM	FULL	
Wednesday	AM	PM	FULL	
Thursday	AM	PM	FULL	
Friday	AM	PM	FULL	

FORM COMPLETED BY	
RELATIONSHIP TO CHILD	
SIGNATURE	DATE

PARENTAL CONSENT FORM

EMERGENCY MEDICAL CARE	Parent's name	Parent's sign	Date
I give permission to Bizzie Kidz Limited to take any necessary emergency medical action or to seek medical help should any of the name contacts not be reached.			
OUTINGS & VISITS	Parent's name	Parent's sign	Date
I give permission for my child to leave Bizzie Kidz Limited to participate in local visits and outings and for travel in a car, public transportation or walking.			
NAPPY CREAM	Parent's name	Parent's sign	Date
I give permission to Bizzie Kidz Limited to apply nappy cream that I will supply, to my child when needed.			
SUN CREAM	Parent's name	Parent's sign	Date
I give permission to Bizzie Kidz Limited to apply sun cream that I will supply, to my child when needed.			
TOOTH BRUSHING	Parent's name	Parent's sign	Date
I give permission to Bizzie Kidz Limited to allow/support my child to brush their teeth.			
PHOTOGRAPHY	Parent's name	Parent's sign	Date
I give permission to Bizzie Kidz Ltd to take photographs of my child to be used for; Owl Track online learning journey; nursery displays; websites; marketing materials. I understand that my child's photographs will be stored securely on Owl Track and Microsoft OneDrive servers.			
TEXT AND EMAIL SERVICE	Parent's name	Parent's sign	Date
I give permission to Bizzie Kidz Ltd to send me text messages and emails of upcoming events and ongoing developments of the nursery, send documents of interests and updates of my child's time at the nursery with attached photos.			
TERMS AND CONDITIONS	Parent's name	Parent's sign	Date
I agree to the Terms and Condition, a copy of which has been provided to me.			
BIRTH CERTIFICATE	Parent's name	Parent's sign	Date
I have provided the setting with my child's original birth certificate which will be authenticated by the setting and returned to me.			
OFFICE USE ONLY			
FORM CHECKED BY	DATE:	RFR	
NOTES			