

# Wise



# wls

## Brochure

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[www.wiseowlsnursery.co.uk](http://www.wiseowlsnursery.co.uk)

## **Introduction**

*As parents ourselves, we know that you want to give your child the best possible start in life and this is what we believe we can help to offer your child. We are very proud of our relationship with parents and encourage feedback from you via daily personal contact, a message book in your child's "pockets" and a weekly parents' newsletter. We have a sports day, outside trips, picnics and join in larger community events. We celebrate birthdays, religious festivals and we have a Christmas play/concert!*

*We are a caring and friendly pre-school who have been operating since September 2001. We offer a structured and supportive environment in which your child can achieve their full potential. We accept children from 2 to 5 years and we run from a lovely hall that boasts lots of natural light and lots of space for the children to use, including a large outdoor area. We believe that all children are naturally curious and eager to learn about the world around them and we wish to expand on this.*

*Although every session at the nursery offers structured educational activities for the children, opportunities to "chat" and lots of affection are always available, and when you come and visit you will see how confident and happy all our children are.*

## **Parental Involvement**

*You are your child's first teacher therefore a good relationship with you is vital. We hope you will help us make your child's time with us stimulating, caring and fun, and invite you to help us make your child a happy, confident learner.*

*We have social events that we would like you to share with us, such as feast days, parties, parent's evenings, Christmas plays/concerts, etc*

*Our staff are always available for a chat or to discuss any situations on a daily basis.*

*We hold parent evenings once a year where we explain the "Early Years Foundation Stage", the "work" your child has been doing and their individual play plans.*

## Settling In

At Wise Owls our aim is to offer a caring and protective environment to enable the first steps away from home to be an exciting and stimulating time. We ask that you come along for a few visits before your child actually starts. Obviously YOU know your child best and we work with you to make settling in as un-traumatic as possible. Sometimes a quick goodbye may be better, but your wishes are always respected. (Tissues for mums, dads and carers are available!).

## Staffing

All of our staff at Wise Owls are fully qualified and have had lots of childcare experience.

We maintain the correct staff ratio for the age/number of children on any given day, as stated by Ofsted.

All staff are DBS checked, have relevant First Aid training, as well as many other specialist training.

## Curriculum

At Wise Owls, we follow the guidance as set out by the Government and Early Years. We offer the children a vast array of activities such as; painting, sand, puzzles, play dough, role play and toys that encourage purposeful play. We follow letters and sounds programs and work closely with Early Years and Schools to ensure we are continually improving and offering the best/most current teaching methods.

## Learning

Your child will take part in the above activities and spend lots of time talking to adults and peers, encouraging 'speech and language' and 'thinking skills', which in turn promotes independent learners.

Also, as part of new guidelines, by the time your child is 3 their Key Worker will undertake the '2 year check'. This will be explained to you as the process starts and is something that is carried out at nursery. It is a starting point for your child's Key Workers and parents to work together to assess skills we will work together to develop. Your child will then continue with a variety of activities promoting prime and specific skills in line with the EYFS.

Your child's Key Worker will fill in your child's Online Learning Journal so that you, the parents, can also access and use it to interact/comment and give feedback on your child's observations that are made and activities your child does.

Reports will be given to you at the end of each term, summarising your child's progress, however you are welcome to discuss your child's progress with us at any time.

At Wise Owls we value parental input and the Online Learning Journal has been put in place to make access to your child's learning a two-way process. The Online Learning Journal is only viewed by the parents, with an individual code. No other person has access to your child's account. The attached forms allow us to 'set up' an account for you and your child. You can observe activities/events that take place at nursery.

Our aim at Wise Owls is to make your child confident learners with the ability to be independent, confident and curious.

How far we go is dependent on the individual child and subsequent discussions with parents. We want children to stay eager and curious, not to be put off because it is "hard work". The emphasis is always on fun and learning through play. We follow the 'Early Years Foundation Stage' guidelines and the Prime/Specific Areas of Learning.

## Activities

Your child will participate in a different theme each term and this will be catered to your child's ability so that all children can participate. There are examples of how the activities promote the EYFS on Wise Owls website so that you can gain an understanding of how your child learns through the activities on offer at Wise Owls.

## Key Worker

On arrival at Wise Owls, your child will be allocated a Key Worker. This is the person that your child will spend some time with in small groups, and will gain the evidence for your child's progress check and building up their child profiles/play plans.

They are there to build a relationship with you, your child and nursery, although all staff will spend lots of time with your child, so please feel free to talk to us.

## Special Activities

At Wise Owls we also have special activities which include:

- Sports Day
- Christmas play/concert
- End of Year Party

We also aim to teach the children about the world around them, especially the local community. So with parental permission we will go to local parks, libraries, and farms etc.



We also like to invite local people to come and talk to the children, i.e. dentists, fire fighters, police men/women etc.

### **Special Educational Needs & Disability (SEND)**

Should a situation arise for your child to need any extra help, or if your child has already been recognised as having a special need, please be rest assured that they will be made to feel very welcome at Wise Owls.

Wise Owls is sensitive to the needs and feelings of SEND children and their families, and will ensure that their needs are met and recognised in conjunction with parental involvement and consent. Our staff have lots of special needs experience. We have a Special Educational Needs & Disability Policy which meets the guidelines outlined in the DfES Code of Practice, a Special Educational Needs & Disability Officer, in addition to excellent links with outside agencies and local health authorities.

### **Equal Opportunities Policy**

Wise Owls is committed to providing equality of opportunity for all cultures and religions. We believe that no child/individual/family should be excluded on the grounds of age, sexual connotation, family status, disability, colour, ethnic origin, culture or religious beliefs. We celebrate festivals and encourage parents to become involved. We use multi-cultural toys and learning apparatus for all children and provide an anti-discriminatory curriculum. We promote British Values in line with Government Policy.

Wise Owls has a Special Educational Needs & Disability Officer (SEND Officer) and disabled access.

All children are welcome at Wise Owls.

### **Premises & Facilities**

In April 2006 we moved into lovely new premises at Warlingham Rugby Football Club. The indoor area is large, clean and bright, which gives children and staff alike a happy disposition all day.

We have a large enclosed play area outside, which we use all year round; after all, it is just as much fun to splash around in wellies, as it is to play with sand and water on a hot day! It has both hard standing and grass. We also have use of an even larger tarmac area and tennis courts. Physical play and all the associated skills will play a large part in your child's learning. We also offer P.E. sessions once per week. We do go outside everyday unless it is raining, so bringing a coat each day is essential.

## Security

All staff have Police DBS checks carried out on them, and these must be 'clean' as a condition of employment, so you can be assured that your children are being looked after by appropriate personnel.

At every session there are staff who are qualified in first aid, in case of emergencies.

The premises are also secure, with a locked entrance and doorbell for access. We also have a private car park for safe dropping-off and collection. Fire officers have checked the hall we operate from and we carry out fire drills each term. Health and safety have also checked our toilets and kitchens.

## Meals

Your child is able to stay for lunch from 11:45noon to 12:30pm, and we ask that you provide a healthy packed lunch, or a meal that can be warmed in a microwave.

Drinks will be provided throughout the day, and fruit and biscuits at snack time. Please let us know if your child has any special dietary needs or allergies. We offer milk at snack time for all children, in line with the Government "Cool Milk" Scheme.

## Clothing

Although we provide aprons for messy activities, we ask that children come to nursery in comfortable clothes that you don't mind getting dirty. We would like children to bring a waterproof coat, Wellington boots, a water bottle, and a bag containing a change of clothes, nappies and wipes, etc. When the weather is hot, we would also ask you to provide your child with a sun hat and sun screen lotion (please ask to sign the 'permission to apply sun screen lotion' form).

**PLEASE ENSURE EVERYTHING IS CLEARLY LABELLED!**

## Discipline

At Wise Owls we aim to help the children understand "Right" and "Wrong". We would do this by talking to the child and would never use physical punishment or make them feel embarrassed or frightened in any way. We will not accept violent behaviour towards other children and would ask parents to intervene and help us eliminate any such behaviour.

## Medicine

We cannot administer any medicines unless prescribed by the doctor and accompanied with a covering letter from you. Therefore it is important that you complete a medicinal permission slip at the time of registering your child with Wise Owls. Medication can be refrigerated if required.

Plasters will only be applied with parental permission. We display the health and safety poster at nursery under the parent notice board.

## Illness

If your child arrives at nursery well but becomes unwell, (temperature, diarrhoea, nausea or crying in pain) then you will be contacted and will be asked to take your child home. If your child worsens and we are unable to contact you, then your emergency contact number will be called. If in the event you or your other named person(s) cannot then your child will be taken either to your G.P. or the local hospital by a member of staff (dependent on the seriousness of the illness).

## Absences

Your child will not be able to attend nursery if they have suffered any sickness including diarrhoea, unless clear for 48 hours. No medication will be given unless accompanied by a signed letter.

Fees are still payable if your child is absent from nursery, including holidays taken during term time. If for any reason we are closed or Bank Holidays fall on your child's day of attendance we will endeavour to offer alternative days.

If you wish to leave Wise Owls, a term's notice is required. If a term's notice is not given then a term's fees will become due.

## Uncollected Children

If your child is at nursery and is not collected at home time, and an afternoon session follows, your child will become involved in this session and a subsequent charge will be incurred. (We reserve the right to charge persistently late parents £5.00 for every 15 minutes they are late.) If at the end of a nursery day your child is not collected within 15 minutes of the session ending then we would contact you. If we cannot 'GET HOLD' of you then the emergency contact number supplied will be used. If there is no response and we are unable to contact your emergency number then Social Services will be contacted and we will act according to their instructions.

## Policies

A full set of policies is available at nursery. If you wish to see any of them, please do ask and a member of staff will give it to you to view on the premises. They should not be removed from the premises. They are also available to view on our Website [www.wiseowlsnursery.co.uk](http://www.wiseowlsnursery.co.uk)

## Complaints

If you have any complaints we would hope you could talk directly to a member of staff, or, if not next in line, the nursery manager. A complaints procedure is on the parent notice board for you to follow. However, if you want to make a complaint direct to Ofsted, telephone 0300 123 1231.

## Confidentiality

Parents will have access to the files and information about their child.

Children's files will be locked overnight so so-one has access. However, staff will, from time to time, take them home to update your child's profile and to insert observations. Staff will not discuss your child with anyone else other than staff members, for group management or about child protection. Addresses or contact details cannot be given by staff to another parent. This must be given by parents to each other if required. Staff do not hold telephone numbers of parents on their mobile phones and parents are only permitted to contact staff on the nursery mobile phone during nursery hours. (Permitted numbers of contact are given on the front door).

On starting Wise Owls and signing the Registration Form you will agree to the above, and that your child's file can be passed on to school and, if necessary, any bodies relating to child protection and outside Early Help Assessment (EHA) agencies.

## Hours of Opening

Wise Owls are open as follows:

	Morning	Lunch	Afternoon*
Monday	8.30am - 11.45am	11.45am - 12.30pm	12.30pm - 3.00 pm*
Tuesday	8.30am - 11.45am	11.45am - 12.30pm	12.30pm - 3.00pm*
Wednesday	8.30am - 11.45am	11.45am - 12.30pm	12.30pm - 3.00pm*
Thursday	8.30am - 11.45am	11.45am - 12.30pm	12.30pm - 3.00 pm*
Friday	8.30am - 11.45am	11.45am - 12.30pm	Closed

\* includes lunch @ £2.00

It is possible to combine sessions or stay all day.

## Availability

Your child can join Wise Owls at any time during the year, subject to availability. In the event that this is not possible your child would be placed on a waiting list. It is advisable to book early. Please contact us on the telephone numbers provided, or feel free to come in and see us to look around where you can collect a Registration Form & pack. You are welcome to visit at any time during normal working hours without the need for an appointment. Alternatively, you can visit and apply via our website or download this prospectus, Registration Form and pack.

## Term Dates:

For Wise Owls term dates, please refer to page 11 of this Brochure and/or our Website: [www.wiseowlsnursery.co.uk](http://www.wiseowlsnursery.co.uk)

## Fees

Wise Owls sessions are priced as follows:

Morning:	£14.25
Afternoon:	£12.25
Lunch Club:	£ 2.00
All Day:	£28.00

Fees are payable per half-term or term in advance. There are no refunds for illness or holidays taken during term time. A non-refundable registration fee of £15.00 is payable on joining. Late fees will have a £5.00 surcharge per week. We reserve the right to charge persistently late parents £5.00 for every 15 minutes they are late.

We require children to do a minimum of two sessions, either a.m. or p.m. (or both) as this provides continuity and enables us to build relationships< although if this is not possible we can discuss this with you.

Wise Owls are registered for Free Early Years Funding for 3 to 4 years olds and can be claimed via the Nursery.

### **What is the Free Early Education Funding for 3 to 4 Year Olds?**

The Free Early Education Funding offers all three and four year olds a funded part-time early years education place. This is a Government initiative and is available to every child from the term beginning after your child's 3rd birthday.

A funded place is up to:

- Maximum 15/30 hours per week
- for 38 weeks of the year

A new Government initiative will be introduced from September 2017, where two working parents can claim extra 15 hours – which will then equate to 30 hours free childcare in total.

If you are eligible for the extra 15 hours of free childcare from September 2017, then 'you' need to apply online for the extra 15 hours. If you meet the criteria, you will be given an 11 digit code. This code needs to be given to us in order for us to claim the extra funding.

If we do not receive a code from you, then funding will not be paid and you will be charged at the normal rates for any hours over the universal 15 hours.

You can check your eligibility and apply online at: [www.childcarechoices.go.uk](http://www.childcarechoices.go.uk)

You will be given a number of choices so scroll down to select "30 hours free childcare" and apply now.

**We cannot stress enough that you must check your own eligibility and receive a code in order to receive the extra 15 hours.**

Wise Owls then claims the funding amount from the Government pro-rata for the number of sessions taken.

There are other monies that you may be entitled to, such as FEET Funding (Free Early Education Funding for 2 years Olds) and Early Years Pupil Premium. These are claimed in the same way as the Free Early Education and can be discussed with the Manager.

Term Dates: 2017/2018

*'Autumn Term 2017'*

Monday 4<sup>th</sup> September – Friday 15<sup>th</sup> December

*Half Term*

Monday 23<sup>th</sup> October – Friday 27<sup>th</sup> October (incl)

\*\*\* Friday 15<sup>th</sup> December 2017 – Christmas Play \*\*\*

\*\*\*\*\*

*'Spring Term 2018'*

Thursday 4<sup>th</sup> January – Wednesday 28<sup>th</sup> March

*Half Term*

Monday 12<sup>th</sup> February – Friday 16<sup>th</sup> February (incl)

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*'Summer Term 2018'*

Monday 16<sup>th</sup> April – Friday 20<sup>th</sup> July

*Half Term*

Monday 28<sup>th</sup> May – Friday 1<sup>st</sup> June (incl)

*Bank Holiday*

Mon 7<sup>th</sup> May

*Necessary Forms to complete and return to Wise Owls:*

*Prior to your child's start date, we will require:*

- *Registration Form*
  - *A copy of your child's birth certificate*
  - *Permission to send your child's paperwork directly to their next Setting/School*
  - *Agreement to the Terms and Conditions as stated in the Brochure and confirmation that you have been offered the opportunity to read the Wise Owls Policies.*
  - *Agreement to abide by Wise Owls Code of Conduct and enter into a Contract with Wise Owls Limited*
- *A non-refundable Registration Fee of £15.00*
- *Payment of Fees in advance*
- *Doctor's details Form*
- *Permission for Emergency/Operative Treatment Form*
- *Permission to Apply Sun Cream / Permission to apply Hypo-Allergenic Plasters Form*
- *Medicinal Permission Slip (if/when applicable)*
- *Collection of Child Information Form*
- *"Tapestry" Online Journal Agreement Form*
- *Permission to Observe / Photograph (individual/group) for "Tapestry" Online Journey / Photograph for Advertising / End of Year Group Photograph for Leavers Card*

## Application Form

Tell Us About You			
Title			
First Name			
Surname			
Address Line 1			
Address Line 2			
Town			
County			
Postcode			
Email Address			
Home Telephone			
Work/Mobile Number			
Emergency Contact Name(s) & Telephone Number(s)			
Tell Us About Your Child			
Name of Child			
Child's Date of Birth			
Child's Sex			
Your relationship with the child e.g. Parent			
Any Special Requirements			
Attendance		Please tick all required sessions	
Preferred Start Date			
Sessions	AM	Lunch	PM
Monday			
Tuesday			
Wednesday			N/A
Thursday			
Friday			N/A

Please attach a copy of your child's Birth Certificate & forms listed.

I agree to my child's plans/profiles to be forwarded to my child's next Setting/School.

I have read and agree to the Terms and Conditions as stated in the Brochure and confirm that I have been offered the opportunity to read the Wise Owls Policies.

I agree to abide by Wise Owls Code of Conduct and hereby enter into a Contract with Wise Owls Limited.

**Signed:**

**Print Name:**

Send completed forms to: Wise Owls Limited, Warlingham Rugby Club, Limpsfield Road, Warlingham, Surrey, CR6 9RB

Doctors Details

I confirm the following details are:

**CHILD'S NAME:**

**Date of Birth:**

**Parent's Name:**

**Address:**

**Telephone Number:**

**Mobile Telephone Number:**

**Emergency Contact Name:**

**Emergency Contact Telephone Number:**

**Doctors Name:**

**Doctors Address:**

**Doctors Telephone Number:**

**Signed:** ..... **Print Name:** .....  
(Parent) (Parent)

**Date:**

Permission for Emergency / Operative Treatment

In an emergency, when a parent's attendance cannot be immediate, it is sometimes necessary to obtain treatment for a child from a Doctor or a Casualty Department of a hospital.

As a delay in these circumstances is highly undesirable, we would ask that you give your consent below, in case such an emergency should arise.

If you do not wish to provide your consent please confirm this in writing.

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In the event of sudden illness or accident affecting my child, if recommended by a Doctor, I agree to emergency treatment, including any operative treatment and/or the administration of a general anaesthetic to my child.

CHILD'S NAME: -----

Childs date of birth -----

Address -----  
-----

Telephone Number -----

Any known Medical Conditions/Allergies -----  
-----

Treatment/Medication required -----  
-----

Signed-----

Parent/Guardian

Print Name -----

Date -----

Signed: ----- Date: -----

Mary Marsden (Manager), Wise Owls Limited

Child's Name:

Permission to apply Sun Cream

I hereby give permission for any member of Wise Owls Limited to apply sun cream to my child.

I agree to supply and label an individual sun cream for my child.

Signed: .....

Date: .....

Permission to apply Hypo-allergenic Plasters

I hereby give permission for any member of Wise Owls Limited to apply hypo-allergenic plasters to my child.

Signed: .....

Date: .....

## Medicinal Permission Slip

*Wise Owls can only administer medicines that have been prescribed by your doctor.*

Name of Child: .....

*I give permission for my son/daughter to be given the doctor's prescribed medicine listed below, and for it to be administered at Wise Owls Nursery by any staff members.*

Date	Name of Medicine	Time to be given	Dosage to be given	Parent Signature
		a.m.		
		p.m.		

Date	Name of Medicine	Time given	Dosage given	Staff Signature
Mon (a.m.)				
Mon (p.m.)				
Tue (a.m.)				
Tue (p.m.)				
Wed (a.m.)				
Wed (p.m.)				
Thu (a.m.)				
Thu (p.m.)				
Fri (a.m.)				

Collection of Child Information

Name of Child:

The following person(s) is/are **NOT** to collect my child without my permission.

Name:

Relationship to child:

\*\*\*\*\*

The person who will normally collect my child is:

Name:

Relationship to child:

I will notify the setting of any changes to these arrangements and complete the 'collection book' if another person is to collect my child on a particular day.

Signed:

Relationship to child:

Print Name:



## *Online Learning Journey – Parent's Guide*

*Dear Parents*

*Wise Owls uses an Online Learning Journal called "Tapestry." Tapestry is a system which is hosted in the UK on secure servers.*

*By logging on with a secure username and password, you will be able to view **only your child's** observations and photographs from their time at nursery. This will enable you to follow your child's individual progress closely and you can add to it by uploading photos and comments or commenting on observations made by us. Staff will reference your child's learning to the EYFS profile so you will know which area of learning your child is achieving in and the age band they are working in for that activity.*

***Where do I start?** Go to <https://eylj.org> on your computer and download the Tapestry app from the Education section. Then in order to use Tapestry, we will have to create a user account for you on the system which will be the email address provided on the Registration Documents.*

***Your Username:** The email address your setting used to register you on Tapestry, the one provided on your Registration Documents.*

***Your Password:** You will receive an email generated by Wise Owls that contains a link that you can follow to set up your own password and PIN number for Tapestry. You will be able to gain access once the link has been activated. If your link has expired or won't work for another reason, please contact the Manager for assistance.*

***Viewing your child's Learning Journal:** Once logged in, you will see your child's observations on your home screen in a list. Selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to – and we would love to receive such comments!*

***Adding an entry to your child's Learning Journey:** Choose the "Add Observation" option (or the plus icon on your iPhone/iPad) and add the relevant information in the boxes on the screen. Photos may be uploaded by choosing the "add media" option. When you have saved your observation, you may go back to the home screen at any time by choosing "home."*

***Let us know how you get on!***

*E-safety is extremely important; therefore please sign the attached agreement to show you understand and will agree with our guidelines and return the signed copy to Wise Owls.*

*Agreed guidelines for accessing and using "Tapestry" Online Learning Journal*

*As a parent:*

- *I will NOT publish any of my child's observations, photographs or videos on any social media site*
- *I will keep the login details within my trusted family.*
- *I will agree to complete the "About Me" section on my child's Tapestry account within 14 days.*
- *I will speak to a member of staff if I experience any difficulties accessing my child's Learning Journal.*

*I agree to the guidelines:*

*Print Name:.....*

*Signature:.....*

*Date:.....*

*Email:.....*

*Name of child:.....*

Permission to Observe

I hereby give permission to Wise Owls Limited and it's staff, to observe my child and record these observations in written form. I understand that the information recorded and held on these observations is private and confidential, but may be used in assessment of my child. I understand that each and every observation completed on my child will be available for me to read and discuss with staff at Wise Owls Limited if I desire.

Name of Child:

Date:

Signed:

Print Name:

Permission to Photograph Child for "Tapestry" Online Learning Journey

I hereby give permission for Wise Owls Limited to photograph my child and use these photographs as observational evidence to post directly onto Tapestry, the Online Learning Journey. I agree not to share/copy any group photographs or upload them onto any Social Media site.

Single Photographs (of just your child):      **YES**                      **NO**      (Please circle the option you are agreeing to)

Group Photographs:                                      **YES**                      **NO**      (Please circle the option you are agreeing to)  
 (Group photographs will be visible to  
 the parents of the other children in the photo)

Name of Child:

Date:

Signed:

Print Name:

Permission to Photograph Child for:  
Advertising Purposes  
End of Year Group Photograph – Leavers Card

- Wise Owls Limited will not transfer/sell pictures of your child to any other establishment or organisation. Any photographs of your child will only be used in Wise Owls Limited related publications i.e: paper advertising and for our Website. I understand that any photograph/text will not name my child in full.
- I hereby give permission for Wise Owls Limited to photograph my child and use this photograph in the End of Year Group Photograph for our Leavers cards. I agree not to share/copy this photograph or upload it onto any Social Media site.

Paper Advertising:                                      **YES**                      **NO**      (Please circle the option you are agreeing to)

Website Advertising:                                      **YES**                      **NO**      (Please circle the option you are agreeing to)

Group Photograph for Leavers Card:              **YES**                      **NO**      (Please circle the option you are agreeing to)

Name of Child:

Date:

Signed:

Print Name: