



Teddy Bears Childcare

*Welcome Pack*

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Ofsted Reference Number - 2531328**

Thank you for choosing Teddy Bears Childcare as your nursery of choice,  
At Teddy Bears we know how important this decision is to entrust us with the care and education of your child(ren).

We want you to know that your little one(s) are in safe hands with Teddy Bears, we pride ourselves in providing the best possible care at a truly affordable price! We hope this information pack will provide some of the answers to questions that you may have, however, we'd love to also welcome you into our nursery for further discussions, so please do call a member of our friendly and helpful management team today for a chat, tour or simply for more information. We look forward to hearing from you soon.

# who are we?

Teddy Bears Childcare was founded by Melissa in 2017, Melissa had the dream of starting a setting which is fair, honest, reliable, and affordable for all families, while still providing an excellent quality of care. Since then, Teddy Bears Childcare has been a home away from home for so many families. Over time, as we have expanded, so has our team, together they have continued with Melissa's vision for the setting ensuring we offer the best possible care to all of our families.

We currently have a small setting based in Bottesford, Scunthorpe, with a lovely outdoors area, which enables children to learn, play and enjoy. We pride ourselves on parent partnership working, we value all feedback and use this to continue to review our setting ensuring our high standards are maintained and that we have a setting which is equipped with resources for exploration and developmental learning. While also ensuring our staff, members have regular training opportunities for the ever-changing EYFS curriculum. We offer full and part time spaces for children aged between 3 months to 5 years as well as wrap-around care for our local school Holme Valley Primary.

We are open all year round Monday to Friday 7am till 5pm, Closing for bank holidays and two weeks over the Christmas holiday period.

## What makes Teddy Bears a great nursery?





# Our Statement

**We are passionate about our roles Nursery Practitioners and work hard to provide all children with the best possible care service that we can.**

**We will strive to:**

- Provide a safe and secure environment for all children.**
- Provide a clean environment in which all children can play, learn, develop, and grow.**
- Provide a wide variety of stimulating activities that are appropriate to the age of each child.**
- Recognise every child as an individual and provide opportunities for each child to develop their own personal interests.**
- Encourage creativity, self-expression, and imagination through various games & activities.**
- Promote children's good behaviour through praise, encouragement, and guidance.**
- Encourage and develop language and communication through one-to-one interaction alongside a range of play, storytelling, and other activities.**
- Develop dexterity and co-ordination, through a variety of games and fun activities.**
- Be a positive role model and promote social skills, encouraging courteous behaviour and respect for others.**
- Develop moral values that promote consideration for individual and cultural differences.**
- Provide a healthy diet and encourage your child to learn about their own health and well-being.**





# Our Management team

## Melissa

Melissa is the owner and manager of Teddy Bears, she has worked with the setting since opening in 2017!

## Natalie

Natalie is the Deputy Manager and Special educational needs co-ordinator, she started her Teddy Bears journey in 2023!

## Leahna

Leahna is the Deputy Manager and Designated safeguarding leader, she started her Teddy Bears journey in 2023!

## Matt

Matt is our Office Manager, Started in 2025 to give us more time to spend with our Teddys



## Our Nursery Rooms

### Panda's 0-2yrs



Joy  
&  
Katie

### Polar's 2-3yrs



Charlie, Lottie  
&  
Charlotte

### Koala's 3-5yrs

Danni  
&  
Beth



# Panda Room

## ( 3months - 2years)

In our Panda Room, we create a warm, nurturing space where our youngest children — from birth to two years old — can grow, explore, and thrive at their own pace. We understand that these early years are filled with wonder and discovery, so we provide a safe, loving environment where every baby feels secure and valued. Through gentle interactions, sensory play, music, and stories, we support each child's developing curiosity, communication, and confidence. Joy & Katie respond to every smile, sound, and step with encouragement, building trusting relationships that lay the foundation for lifelong learning. In the Panda Room, every moment — from cuddles and laughter to first words and wobbly steps — is celebrated as part of each child's unique journey of growth and development.





# Polar Room

## (2- 3 Years)

Welcome to our cheerful Polar Bear Room, home to our curious and energetic little explorers aged 2 to 3 years! This cozy space is filled with warmth, laughter, and endless opportunities for learning through play. Each day, our “polar bears” build their independence and confidence as they discover the world around them—whether they’re painting colorful masterpieces, stacking towers, singing songs, or sharing storytime cuddles. Our caring educators Charlie and Charlotte supported by Lottie nurture every child’s unique personality, helping them grow socially, emotionally, and creatively in a safe and supportive environment. It’s a place where friendships blossom, imaginations soar, and every child feels loved and celebrated for who they are.





# Koala Room

(3 - 5 years)

Welcome to our Koala Bear Room, a bright and happy space designed especially for our curious and energetic 3-5-year-olds! Led by our wonderful educators Danni and Beth, the room is always buzzing with laughter, learning, and adventure. Each day is filled with exciting activities that spark imagination — from creative art projects and messy play to outdoor exploring and storytime cuddles. Danni and Beth create a warm, nurturing environment where every little Koala feels safe, supported, and ready to grow. Whether we're building friendships, discovering new skills, or simply having fun, our Koala Bears are always learning through play!



# Our Timetable

## PANDA'S

## POLAR'S

## KOALA'S

7AM

Breakfast

Breakfast

Breakfast

8AM

Child Led  
Play

Child Led  
Play

Child Led  
Play

9AM

Welcome  
time

Welcome  
time

Welcome  
time

10AM

Snack

Snack

Snack

10.30AM

Child Led  
Play

Activity

Activity

11.30AM

Lunch

Lunch

Lunch

12.30PM

Nap time

Nap time

Outside  
Play

2PM

Snack

Snack

Snack

3PM

Child Led  
Play

Child Led  
Play

Child Led  
Play

# Our prices

Under 5's hourly rate  
£5.75  
Over 5's hourly rate  
£5.50

Lunch - £3.00  
Light tea snack - £1.25

*Government funded places available*

*Tax Free Childcare accepted*

*Student loan accepted*

## Settling in sessions

*Before the children start at our setting, we invite them to come and attend three 1-hour sessions, this enables your child to meet the staff and familiarize themselves with this new environment.*

*These sessions are free of charge.*

*If a child requires more settling sessions at the nursery, we will discuss with you and arrange further sessions before their start date.*

## Safeguarding

Safeguarding the children within our care is a high priority which means all our staff are trained appropriately to deal with any issues which may arise. As a childcare setting, we are required to report any safeguarding concerns about the children attending our setting, if we do have a concern regarding a child's welfare, then the local children's services duty officer and Ofsted will be informed.

Within our setting we operate a password and Identification system, in which anyone collecting your child, other than yourselves, can do so with prior confirmation from yourselves and a password. We may also ask for Identification upon pick up.





# SENCO

The setting fulfils the code of practice for the identification of Special Educational Needs (SEN). The child's special educational needs or additional needs must be identified by Parents/Carers, the child's key worker, and any other professional bodies involved with the child e.g., Health Visitor.

We will always consult with the parents and children to discuss what the appropriate next steps will be.

## Meals, snacks and Healthy eating!

As part of our service, we offer a range of cereals or toast for breakfast each morning, we also offer a range of different savoury or fruit options for snacks throughout the day.

Water/ milk is available throughout the day.

We also offer a cooked evening meal; we follow a monthly menu which is posted on our Facebook page and on the window display at the front of the setting. Should you have any concerns regarding our menu please do not hesitate to contact one of our friendly staff members who will be happy to help.

## Working In Partnership with Parents

We can best meet the needs of individual children by working closely with parents and carers. As your child's first carer and educator, you know your child best.

We aim to develop partnerships between parents and carers which are based on mutual trust and respect, and which promote the sharing of information and knowledge for the benefit of the children in my care.

It is extremely important that we communicate effectively. we will keep you informed of daily events and activities, through your child's online daily diary, it will contain information like, what your child has had to eat and drink, nappy changes, sleeps and how they have been in general each day.

We also have a parent Facebook profile which we will use to upload photos of activities all our children have been doing throughout the day.

We will also let you know about any other important information regarding our childcare service, such as charity days, world book day etc.

## Key Stages of Development

As your child grows and develops, issues will crop up that are very important for us to discuss in order that we can work together, and your wishes be incorporated into our care routine for your child. These could include weaning, pottling training, managing behaviour, or starting (pre-) school. As these issues arise, we will arrange a suitable time to discuss with you in detail how you would like us to take forward this part of your child's care.

For further details about working in partnership, please refer to our Working in Partnership with Parents Policy.



# *Terms and Conditions*

**Absences and Holidays** - You will not be charged for the first two weeks of Holiday used; this is subject to four weeks' notice before a holiday. If a child is absent due to illness or injury, you will still be charged for the session and unfortunately missed sessions cannot be swapped.

**Closures and Opening Times** - Teddy Bears Childcare will be closed on all Bank Holidays and for approximately 2 weeks over the Christmas period, this will include Christmas Eve. The setting has the right to add extra closures and to amend opening times, but adequate notice will always be given wherever possible.

The Nursery opens at 7am and closes at 5pm, we kindly ask that you do not bring your child until their session time starts, and to ensure that they are collected by 5pm.

**Personal Property and belongings** - We cannot be held responsible for any loss or damage to children's property. But we will ensure we make every reasonable effort to stop children's belongings from being lost or damaged. It is the responsibility of the parents/carers to name and label all personal items.

**Extra Sessions** - If parents/ carers require their child to attend the setting for several extra sessions, the nursery will attempt to meet their needs, this is dependent on ratios and staffing. These sessions will be charged at the normal rate. The nursery may not be able to accept session swaps without 4 weeks' notice and this may only be granted, where possible, dependent on ratios and staffing.

**Late Collection** - If children are collected later than the end of their session, a £5 late collection charge will be incurred for every 5 minutes period of lateness. We ask that you please phone the setting as soon as possible to inform us of any anticipated lateness.  
Ongoing lateness may be charged at a higher rate.

**Termination of placement** - Teddy Bears Childcare requires one months' notice if you wish to decrease your child sessions or no longer require your child's place.

**Minimum Booking** - Our minimum booking is for at least two half days per week, this is to ensure we can become part of a regular routine for children, and we find the more children attend, the better they tend to settle.

**Invoicing** - Invoices are produced each month based on the days and hours you need for the following month; all invoices are emailed out to parents/carers it is your responsibility to inform us if an invoice has not been received. Late payment charges will still be applied if payment is not on time, irrespective whether you have received an invoice or not. Fees are required to be paid by the last day of the month. Invoices will be issues on or around the 20th of each month.  
Any additional payments and extra session charges will be added onto the next invoice.  
For late payment of fees, there will be a £20 late payment charge.

## What Comes Next?

Reserving Your Child's space : Contact us directly via the email below, confirming required days and sessions, child's details etc

[TeddyBearsChildcare@outlook.com](mailto:TeddyBearsChildcare@outlook.com)

Applying for government funding if required at below link  
[www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working](http://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working)

Filling in "All about me form" and returning it us

Arranging Settling in sessions with us

Reading through and signing our contract

Your Child is ready for their first day,  
below is a list of items to send with your child on a daily basis

## What to bring to Nursery

Water Bottle/ Any bottles and  
Formula they may need.

Nappies, Wet wipes  
and Nappy Cream

Small comforter and  
Dummy (If they have one)

Spare clothing Just in case  
of messy/wet play or accidents.

Teething Gel  
Medications - if prescribed  
Packed lunch if not having our food.

Weather appropriate clothing