



Welcome



Parent Information Pack



Teddy Bears Childcare



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Welcome

Teddy Bears Childcare

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.

About us

Teddy Bears Childcare was founded by Melissa in 2017, while on maternity with her second child. 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, the lovely Lauren joined our management team in 2022, she has continued with Melissa's vision for the setting and has a passion in helping children to develop through their early years.

We currently have a small setting based in Bottesford, Scunthorpe, with an outstanding 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 time and part time places for children aged between 0 and 5 years as well as wrap-around care for our local schools, The Grange Primary and Holme Valley Primary. But that is not all, we also offer a bespoke holiday club for older children.





Nursery Contact Details



Teddy Bears Childcare
22 Queenswood Road, Scunthorpe, DN16 3QS Telephone
– 07983745394
E-mail – Teddybearschildcare@outlook.com

Nursery Management Team

Owner:	Melissa Simpson
Deputy Manager:	Natalie Berney
SENCO:	Natalie Berney
Safeguarding Lead:	Melissa Simpson
Nursery Practitioners:	Danielle Emmerson
	Charlie Emmerson
	Zoe Vickers
	Caroline Barnes
	Natalie Harker
	Leahna Welch

Opening times

We are open 07:00 – 17:30 Monday to Friday excluding public Bank Holidays. We close for 2 weeks over the Christmas period, including Christmas Eve.

Our Location

Our location is in the desirable area of Bottesford, Located round the corner from Holme Valley Primary School.

Ofsted Registration Number (Childcare on domestic) - 2531327



Our Statement of Aims and Objectives

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.**



What Makes Teddy Bears a great Nursery?

Our setting is a unique experience, we are a "Childcare on domestic setting" which means we are smaller than an average nursery, while bigger than the average childminder. We care for children in a home environment, which enables our setting to offer a unique and personal experience for every child who walks through our door.

Our setting also has:

OFSTED: Our setting is a recently graded "Good" setting by Ofsted from November 2022.	Sleeping area: We have dedicated separate beds for all our children who require naps, each child will be supplied with their own bedding set and will be soothed with white noise.
Qualified Staff: All our staff members are either Level 3 trained or beginning their level 3 training in childcare. All our staff members are regularly given safeguarding training and Paediatric first aid training.	Caring for animals: We teach the children to care for animals by setting them age- appropriate tasks with our setting dog "Bailey".
Family: We use an online learning Journey for parents to access, it shows you all kinds of information such as nappy changes, food consumed and even daily activities. So you will always know what your children have been learning whilst in our care.	Security: We take each child's safety seriously; we lock all doors while on the premises and have a password/camera control for pick-ups and drop offs.
	Outdoor space: All of our children have plenty of opportunities to explore nature and get fresh air, we routinely have access to our outside garden along with regular trips to our local park or nature walk.
Cleanliness & Hygiene: We take pride in our setting and ourselves, we ensure we clean our setting and resources daily whilst also promoting good hygiene.	Nutrition: All our meals are freshly prepared on site, by our team of staff members.



Teddy Bears Childcare

Sessions and Fees

Session	Times Monday- Friday	Including	Fees April 2023
Full Time	8am till 5pm	Breakfast, Snacks, and tea	£256.25 per week
Single Day	8am till 5pm	Breakfast, Snacks, and tea	£51.25 per day
Morning session	8am till 1pm	Breakfast and snack	£28.75 per morning session
School day	9am till 3pm	Morning and afternoon snack	£34.00 per school day session
School holiday Club (5+ years)	8am till 5pm	Breakfast, Snacks, and tea	£35.00 Per Day
2-, 3- & 4-Year-Olds – 15/30 hours Government Entitlement			
We accept some Company Voucher Schemes and Tax-Free Childcare (Please speak with management for more information)			
Hourly Rate / Extra Hours – under 5s			£5.25 per hour
Before and After school Hourly Rate			£5.00 per hour
Lunchtime Meals			£2.50 per portion
Evening Snack			£1.50 per portion
Children can provide a meal from home if they prefer.			
Payment is to be made in advance by the last working day of each month Failure to do so may result in a late fee			
We accept – Bank Transfer			



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.

Settling in sessions

Before the children start 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 cost.

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



Our Daily Routine

	Pandas	Polar Bears/ Koalas	Wrap around care
7am - 8.30am	Breakfast	Breakfast	Breakfast
8.30am	Free Play	Free play	Walk to school
9am		Welcome time	
9.30am	Welcome time		
10am	Morning Snack		
10.30am	Adult led activity		
11.30am	Wash hands / Lunch		
12.30pm	Nap time	Free play	
1.30pm			
2pm	Afternoon Snack		
2.15pm	Adult led activity		
3pm			Pick up from school
4pm	Free play (Indoors)		Free play (outdoors)
4.30pm	Snack		
5pm	Home Time		



Teddy Bears Childcare

Meals, Snacks & 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/ Sugar free juice 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.

Communication

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 of 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.



What to bring to Nursery?

We strongly advise that children are not sent to nursery wearing their best clothing, although every effort is made to ensure that your child is kept in a respectable state. Children do get extremely messy and can in some cases ruin their clothing.

Teddy Bears Childcare T-shirts/Polo Shirts and Bags can be purchased, should you wish to do so, please contact one of our Nursery staff members who will ensure you are given the link.

Here is a little checklist of items that we feel you will need to bring into Nursery (where applicable), we also ask that you label items, when possible, with your child's name:

<u>Item</u>	✓
Water bottle	
Spare Clothing (In case of accidents)	
Nappies and Wipes	
Nappy rash cream	
Packed Lunch	
Sun cream	
Comforters e.g. blanket/ dummy	
Teething Gel	
Bottles	
Formula / Breast Milk	
Waterproof coat	
Sun hat	
Waterproof shoes (for rainy days)	
Warm hat and gloves	



Terms & Conditions

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.

Payment of Fees

Fees are required to be paid by the last day of the month.

Invoices will be issued 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.

For families whose fees are contributed to via the voucher payments (e.g. computer share or Sodexo) it remains your responsibility to ensure that the account has been set-up and processed by your employer, prior to starting the nursery.

For families that are eligible for Tax Free Childcare it remains your responsibility to ensure that the account has been set-up and activated by Government Gateway, prior to starting with the nursery.

The Nursery reserves the right to suspend your child's place where payment is not received.

The nursery reserves the right to increase prices in line with minimum wage increases, you will be notified a month before the price increase takes effect.

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.

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.



Teddy Bears Childcare

Session Changes / Termination of a place

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

Late collection charges

If children are collected later than the end of their session, a £5 late collection charge will be incurred for every 10 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.

Payment for Absences

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 & 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.

Thank you for taking the time to read our Nursery Prospectus, whilst we hope that this document provides you with lots of information, our friendly staff team are always at the end of the phone or e-mail should you require any further information.

Best Wishes from all at Teddy Bears Childcare