



Nursery Pebworth
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Contact details

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Sunflowers Principles

At Sunflowers, we believe, play is the way in which young children find out about their world and acquire, practice and refine their emerging skills.

Play occurs naturally in children, so through their play children develop physical, intellectual, linguistic, social and emotional skills and concepts.



Adults can use children's eagerness to play and to create an effective learning environment.



A well-planned, rich and stimulating play environment will provide opportunities for children to explore the world and adapt and refine their understanding of it.

You can rest assured that your child will be cared for with the upmost kindness, love and respect.

"We believe every child is a precious gift and we treat them as though they were our own"

Introduction

Sunflowers is owned managed by Sue Henson (N.N.E.B) an experienced childcare practitioner and working mother. Sue took over the business in October 2010 and has worked closely with the local community to expand and improve the childcare provision on offer.

Sunflowers aim to provide affordable childcare to meet the individual needs of both children and parents by offering a warm, friendly, safe and stimulating environment where children can flourish and develop their full potential.

Sunflowers offer flexible sessions to meet parents' and carers busy lifestyles.

Sunflowers Nursery Pebworth is within Pebworth First School with a separate access door off the School Playground



"Sunflowers offer a warm homely environment where your child will get all the attention and care they need"



Sunflower Nursery Pebworth

- 30 places available for children aged 3 months to 11 years
- Open from 8.00am - 6.00pm Monday to Friday
- Open 51 weeks of the year only closed Bank holidays and between Christmas and New Year
- Experienced qualified staff with a real passion for childcare
- Welcoming homely environment
- Free Nursery (NEF) places 15 and 30 hours for children aged 3 that are not restricted to term time only and can be used over a stretched period
- Free NEF places for children aged 2
- CCTV indoors
- Regular booked sessions
- Ad-hoc sessions
- Open door policy - Parents are welcome at any time to view the Pre-School no appointments required
- Excellent location in the ground of Pebworth First School
- Close integration with the school including joint activities with the reception class
- Access to fantastic outdoor facilities all year-round play surfaces



Play Provision Pebworth

Early Years Foundation Stage (EYFS)

At Sunflowers we aim to provide a happy, secure environment where play is encouraged to foster learning. Play occurs in a well-planned learning environment both inside and outdoors following the interests of individual children.

We are guided by the Early Years Foundation Stage framework (EYFS) for all age groups, following children's development from birth to the end of their first year in school.

There are four guiding principles of the EYFS, and they shape the practices we follow at Sunflowers they are:-

Unique Child



"Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured"

Positive Relationships

"Children learn to be strong and independent through positive relationships."



Enabling Environments



"Children develop and learn in different ways and at different rates and all areas of learning and development are equally important and inter-connecting"

"Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers"

Learning & Development



Learning and Development is split into 7 different learning areas they are:-

Communication and Language development involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.



Physical Development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food.



Personal, social and emotional development involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.



Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.



Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.



Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.



Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



Throughout Sunflowers, all planned learning activities are created after carefully observing the needs and interests of the children.

A mixture of adult led activities and child initiated play, based around a central theme along with structured planning will provide stepping stones for children to thrive and achieve their full potential.

Focused activities show differentiation in children's ages and abilities to ensure their individual learning objectives are addressed as not all children learn in the same way.

Your child will have their own personal 'Learning Journey' in which you will be able to see all sorts of masterpiece's your child has created, along with observations of their interaction with others or concentration on specific tasks.

On a termly basis, your child's 'Key Person' will provide you with a written progression summary celebrating your child's achievements within the 7 areas of learning and development as set out by the EYFS. This will also include lots of artwork, mark making, writing, pictures and observations showing you their 'Learning Journey' with Sunflowers.



We also encourage parents and carers to contribute to their child's Learning Journey and share with us things like holiday photos and adventures they may have had.

When your child is ready to move onto school from Sunflowers we celebrate this milestone with a Graduation Ceremony where we invite parents and family to share this wonderful event



Outdoor Provision - Pebworth

Sunflowers Pebworth have a fantastic outdoor space where children can experience play and exploration in many different environments.

We have a large paved area where the children can ride bikes and scooters, they can chalk on the ground, play games with bats and balls and hunt for buried treasure in the sand and create all sorts of wonderful adventures in the wooden play house.



There is a fantastic willow tunnel which provides endless adventures when hunting for dinosaurs and other beast big and small. It also allows children to go on magical adventures with their friends.



The last area is a large grassed area with a very secret but fantastic mud Kitchen where the children have a wonderful time creating lots of wonderful creations and get very messy.



We also have access to the school grounds - which the children love!

Typical Day – Sunflowers

This routine is to be used as a guide to help structure the day - if the children are engrossed in the play activity then they will not be asked to stop

8.00 - 8.30	Breakfast - self selection
8.45	Drop breakfast club children at school
9.00 - 9.15	Circle Time (hello song, story, rhymes, show and tell)
9.15	Free-flow play with opportunity to join in a focussed activity
10.00	Morning snack on offer - self-selection (milk & fruit)
10.15 - 11.45	Outdoor and indoor - free-flow play including opportunity to join in a focussed activity
11.45 - 12.15	Lunch Period - staggered to accommodate Lunch Club Children
12.15 - 1.00	Quiet activities and rest opportunity if required
1.00 - 1.15	Circle Time (hello song, story, rhymes, show and tell)
1.15	Free-flow play with opportunity to join in a focussed activity
2.00	Afternoon snack on offer - self-selection (milk & fruit)
2.15 - 3.30	Outdoor and indoor - free-flow play including opportunity to join in a focussed activity
3.10	Out of school club pick up
3.25	Snack and drink for OOSC
3.30 - 4.45	Outdoor and indoor - free-flow play including opportunity to join in a focussed activity. Home work opportunity for OOSC
4.30	Short session OOSC go home
4.45	High Tea for all children
5.00 - 6.00	Outdoor and indoor - free-flow play including opportunity to join in a focussed activity

Nappy checks and toileting are done on regular intervals throughout the day to meet the individual needs of each child.

All children are encouraged to access all the activities on offer throughout the day.
Children are given 5 minutes' notice prior to an activity period ending.

OOSC - Out of School Club

How we communicate with you

Sunflowers you an application called Family to communicate with you daily keeping you updated with any information about your littles ones activities with us - it is a little bit like Facebook for the Nursery on a secure server so that only Nursery parents have access to it.

You will need to download the app on your phone and you will be sent an invitation email to join once your child has started at Sunflowers.



<https://family.co>

Powerful tools for **stronger parent communication**



Free parent access

Free for parents or relatives on mobile and online.



News feed

Share photos, videos, and daily updates with parents.



Messaging

Direct or group messaging straight to parent pockets.



Activity feed

Parents see nappy changes, food intake, sleep, & more.



Shared child profile

Update contacts and key child information together.



Photo Gallery

Tag favourite photos and organise within the app.



Holiday & sick days

Parents can report days off from home.



Nappy & nap times

Record nap times & nappy changes with a click.



Child sign in/out app

Replace paper with a parent-friendly sign-in app.



Pick-up notifications

Automatically send pick-up reminders to parents.



Parental permissions

Request permissions then find them when you need.



Invoice reminders

Reduce phone calls with invoice reminders.

About Sunflowers

Getting to know us

Before your child starts Sunflowers, it is important that they settle in and get to know their 'Key Person'. To facilitate this, we will arrange for you to bring your child to Sunflowers for a couple (or more) 'settling in' visits.

This will enable you and your child to become confident and familiar with the staff, as well as our routine.

Meals and Snacks

A variety of nutritious food and snacks is provided each day. We serve breakfast, hot lunch, light tea and a morning and afternoon snack.

You also have the option to provide a packed lunch for your child should they not want a hot lunch.

All the food is cooked on the premises by the staff for the under 3's and over 3's can bring in a packed lunch or have a school meal, all the staff have their Food Hygiene Certificate; we can also accommodate special dietary requirements.



Fresh drinking water is available to the children at all times and where possible, we ask you to send your child into Sunflowers with a labelled water bottle.

Morning and afternoon snacks are always a selection of fresh fruit and a drink of milk or water.

Staffing

All Sunflowers Staff hold a Childcare Qualification, NNEB Qualification or are working towards a qualification

Enhanced DBS checks are compulsory for all staff members.

Policies and Procedures

Sunflowers policies and procedures are readily available for you to inspect at any time. Please ask any member of staff if you would like to see them.

Outings

Written consent will be required if your child is to attend any nursery outings. These will be conducted in line with nursery policy.

Child Health

Sickness

Children will be excluded from nursery for 48hrs following a period of sickness and/or diarrhoea.

Children prescribed antibiotics will be excluded for the first 48hrs. Parents are required to report recent illness to the staff.

Sunflowers will contact parents without delay if their child becomes unwell at nursery to prevent cross infection to the other users.

Medication

Only prescribed medication from the child's GP can be administered at Sunflowers.

This should be clearly labelled with the date, child's full name and the prescribed dosage. Staff will fill out a medication form and ask parents to check and sign before they leave their child for the session, and then they will be asked to countersign the form at the end of the day when the medication has been administered.

Accidents and Incidents

Parents and carers are requested to inform nursery staffs of accidents or incidents that have occurred at home so that the relevant form can be completed. Where minor accidents or incidents occur at nursery, staff will fill out an accident form which will be shared with parents when they come to collect their child. If a major accident or incident were to occur at nursery, parents will be contacted without delay in line with nursery policy.

Head lice

Parents will be notified regarding any outbreak of head lice. Sunflowers is unable to do anything when an outbreak occurs other than notify all parents and carers. Good practice is to wash your child's hair regularly and condition it well; this stops the lice from laying their eggs on the base of the hair follicle. Also to check your child's hair regularly for lice by combing through with a fine toothed comb.

Sun Screen

During the hot and sunny summer months, children **MUST** have a sun hat and their own named sun cream at Sunflowers in order to access the outdoors during these times.

Other Sunflowers Offerings

Breakfast Club

Sunflowers provides a Breakfast Club to meet the needs of parents whose children attend Pebworth First School which means that continuity can be provided for those children who move on to the school from Sunflowers Pre-school.

Out of School Club (OOSC)

Sunflowers' offers an OOSC and can collect children from Pebworth First School and children from other schools are welcome, they can either be dropped or we can collect if required.

Holiday Club

Sunflowers during all school holidays and can provide care for children up to the age of 11. We offer a wide variety of activities such as;

- Nature Days
- Science workshops
- Arts & Craft
- Cooking
- Sports Activities



Should you require further information on the provision for school age children please contact us?

Sunflowers Terms and Conditions

Opening Times – Sunflowers is open Monday to Friday 8.00am to 6.00pm all year except for Bank Holidays and the week between Christmas and New Year.

Finance - Fees are payable one month in advance on the 14th of each month upon receipt of a monthly invoice. Fees can be paid by either standing order, cash, cheque or childcare vouchers. Cheques will incur £1.50 banking charge

A £25 late payment will be added to the monthly invoice if sunflowers have not received payment by 20th of each month. If a further 5 working days' pass from this date and fees have not been paid your child will be excluded from Sunflowers until the outstanding fees have been paid. The only exception to this would be if prior arrangements have been made between yourself and the Owner.

Sunflowers reserve the right to increase the fees at any time upon giving one calendar months' notice. Fee reviews will be conducted annually each February.

Additional sessions – will be invoiced at the end of the calendar month in which they take place.

Change's to sessions – Should you need to change your child's sessions on an ad hoc basis you will need to contact the manager to discuss as it is possible as-long as the child to staff ratios allow it.

Nursery Education Funding (NEF) – If your child is entitled to NEF you must declare on the Warwickshire / Worcestershire County Council Parent/Guardian Declaration Form any claims made at another setting. Failure to declare this information will result in you repaying us all amounts credited to your account and subsequently not funded by Warwickshire / Worcestershire County Council. We are registered to claim NEF on behalf of eligible children aged three and four years. If your child is eligible and attends for just the free entitlement / funded hours there are no other costs involved, however, if additional services or hours are booked these will be chargeable at our normal fee rate, and if not already paid a registration fee and deposit will become payable.

A terms notice is required to cancel NEF session.

Late Collection - Additional charges will be made for those children who are late being collected (unless previous arrangements have been made with the manager). The cost for the late collection of a child is £5.00 per 15 minutes, or part of.

Refunds - There is a no refund policy of fees for non-attendance or absence of children (including illness) for any part of their regular sessions or additional sessions booked.

Notice Periods - 1 month's written notice must be given if you wish to reduce your child's sessions.

1 Terms notice for all funded children

1 month's written notice must be given if you wish to withdraw your child from Sunflowers.

Illness - Children suffering from an infectious or communicable disease must not attend Sunflowers, the Manager must be informed if your child is suffering from any such illness in order that other parents can be notified.

Children suffering with sickness and/or diarrhoea must not return to Sunflowers until a minimum of 48 hours has elapsed since the last bout;

If your child becomes ill whilst attending Sunflowers, you will be contacted immediately. It is then the responsibility of the parent to make arrangements regarding the collection of the child;

To ensure optimum safety and security for your child, children can only be collected by nominated adults (aged 18 and over). If a member of staff is not entirely satisfied with a "collectors" identity, your child will not be allowed to leave our care without further investigation.

Medication - Administration of Medication – Sunflowers staff will only administer medication prescribed by a doctor. A signed and dated consent form must accompany this from the parent.

It is Sunflowers policy NOT to administer Infant Suspension (i.e. Calpol) unless there are extenuating circumstances. In such circumstance, the administration of Infant Suspension will be at the discretion of the Manager

General - It is the responsibility of the parents to inform Sunflowers of any changes in contact details

Liability - Sunflowers cannot take responsibility for any personal items children may bring into Sunflowers. Children should not bring items of jewellery, watches, money or other valuables into the building.

Policies & Procedures – a copy of Sunflowers policies and procedures is available on request from the Manager.

Sharing of Information – Sunflowers reserve the right to share information with other agencies in relation to any Safeguarding concerns they may have about a child or young person in their care.