



Registered Charity No. 1124797

Ofsted No. EY454398

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Welcome to Wem Playmates Nursery

Thank you for expressing an interest in Wem Playmates Nursery.

We are a Pre-School Nursery, catering for children from 3 months to 5 years old. We also run before and after school care and offer a great opportunity for the children to combine fun with learning whilst they are here. We offer a warm and loving place for all the children, providing them with a secure foundation for their next stage of learning.

Our aim and goal here at Wem Playmates Nursery is to provide a happy, comfortable and secure learning environment for the children, enabling them to develop across all areas of learning. With this approach, we hope children will enjoy their Early Years' experience at Wem Playmates Nursery. All of our staff believe in giving children the best start in life and strive to do all they can to make that possible.

Wem Playmates are a Committee run organisation. The committee is made up of parents and regular meetings are held to discuss the running of the organisation along with other relevant issues. Playmates is a non-profit making nursery. However, to cover outgoings such as staff wages and resources we do charge daily fees for the children who attend.

You are more than welcome to arrange a visit to our nursery. Please contact Jenny Jones (nursery manager) or Katie Copnall (Receptionist) on the number provided above.

Food Arrangements

We provide a healthy snack for the children during each session. This can vary from fruit, crackers, breadsticks etc. Any special dietary requirements are catered for (e.g. nut allergies, wheat allergy, vegetarian, cultural requirements). The children also have access to fresh drinking water throughout the session.

We operate a Lunch Club, encouraging the children to bring a healthy packed lunch from home, which not only encourages a healthy diet but also gives the children the opportunity to develop their social skills with their peers group. We have found this club very beneficial to the children's development and can make the transition into school life easier from having this experience. An example of a good healthy lunch box would consist of a sandwich or crackers with filling, yoghurt or fruit, plus a drink. Please remember not to over fill their sandwich boxes.

We also have facilities for heating food, preparing babies' food and making bottles. We ask parents to bring in milk formula so we can make the bottles up for the babies as and when they are required.



What we do at Wem Playmates:

We have a daily routine to follow for each room at Nursery, an example of this is below...

Pre-School Weekly Time Table

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:40 - 9:00am 1:00 - 1:10pm	Self-registration	Self-registration	Self-registration	Self-registration	Self-registration
9:00 - 9:20am 1:10 - 1:25pm	Adult Led Group Session - Registration				
9:20 - 9:40am 1:25 - 1:40pm	Group Session - Planning				
9:40 - 10:30am 1:40 - 2:30pm	Child Initiated Time				
10:30 - 10:40am 2:30 - 2:40pm	Tidy up Time				
10:40 - 10:50am 2:40 - 2:50pm	Adult Led Group Session - Review				
10:50 - 11:10am 2:50 - 3:05pm	Snack Time				
11:10 - 11:30am 3:05 - 3:25pm	Adult Led Activity				
11:30 - 12:00am 3:25 - 3:45pm	Outside Learning				
12:00 - 12:40pm	Lunch Time				
12:40 - 12:55pm 3:45 - 3:55pm	Adult Led Group Session - Story/Singing				
1pm 4pm	End of Session				

Education

We work from the Early Years Foundation Stage Statutory Framework (2017), covering the following seven areas of learning...

- 1. 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
- 2. 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
- 3. Personal, Social and Emotional Development:** involves helping the 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

4. **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
5. **Mathematics:** involves providing children with the 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 measure
6. **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
7. **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 thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



Ofsted

“Overall the quality of this provision is good”

“Staff are well qualified and make precise assessments of children's individual learning and development needs. They provide children with a wide range of challenging experiences to promote learning. Children enjoy active and imaginative role play as firefighters. They develop communication skills as they tell a story and solve problems as they discuss safe ways to help save a cat stuck in a tree. In messy play with gloop young children are introduced to new vocabulary to describe shape and textures. They are given opportunities to make marks and develop the skills required for early writing. Staff skillfully develop children's understanding of the world and extend their knowledge of nature in outdoor play. They encourage children to investigate what happens to water painted outside when sunny and make observations about the plants growing in the garden. Mathematical language is used regularly, with children encouraged to recognise numbers or shapes in the environment and count objects throughout the day.”

“Children listen effectively and express their own thoughts confidently. They enthusiastically share their news during circle time and are proud of their achievements. Children develop their independence through play. They are motivated to learn and gain the necessary skills and knowledge to prepare them for the next stage in their learning.”

Ofsted Report (August 2016)

At Wem Playmates Nursery, we compliment ourselves on giving the children the best possibly start on their education, as we realise the importance of this aspect in their lives. We take into account the different development stages of each child, and work with them accordingly. Each child is treated as their own individual self, and by working with them at their own pace brings them out to their full potential. Playmates Nursery follows the High Scope system of learning, where the children are encouraged to plan some of their activities during the day and discuss in review time afterwards. This teaches the children a sense of independence and responsibility. The children enjoy a good range of activities: painting, drawing, sand/wet play, clay, puzzles, music and movement, singing, story time, P.E. We also try and take the children on educational visits at least once a term. We have visited plays, puppet show, farms, nature walks in the area. We also have celebrated many festivals including Chinese New Year, Diwali, Easter and Christmas and discuss different culture with the children.

'All About Me' folders

Each child has an 'All About Me' folder which enables their keyperson to track and monitor the child's progress. This information is available to parents on request and is shared with the Reception Teacher on their transition to school. We have close partnerships with the surrounding schools enabling the children to transfer to school with confidence. Children will meet their Reception Teachers at Wem Playmates prior to going to school and also have visits to their new school with the support of their keyperson.



Parent Partnerships

We believe that the relationships between parents and nursery staff are of utmost importance to ensure your child's happiness and that continuity between home and nursery can be best achieved through regular communication / home school books. Each child will have a Keyperson at nursery. This is a designated member of staff that your child will spend the majority of their time with, whilst also being encouraged to build positive relationships with all of the familiar staff at nursery. Your child's Key-person is responsible for monitoring your child's progress throughout their time at nursery, as well as maintaining your child's Learning Journey.

Staff are available throughout the day to share information with you. However, there are other forms of communication such as:

- Optional meetings with your child's keyperson who will inform you about their progress
- Termly learning development sheets that parents can comment on regarding their child's development
- Regular Newsletters
- Committee Meetings
- Parent Information Board

You can support what we do here at Playmates in several ways:

- Reading Nursery Rhymes and the books that your child will bring home each night.
- Introduce your child to familiar signs and words around them as you walk along the street.
- Make reading an enjoyable and fun experience for your child
- Try counting the stairs at home
- Cut sandwiches or biscuits into shapes

Safety

Here at Playmates Nursery we do everything we can to prevent children from hurting themselves, and from accidents happening. Close supervision is given by all members of staff, and the children/staff ratios are always maintained. The children's safety is essential. If someone other than yourself is to collect your child/children a password system is in operation. Each child will have his/her own password, which you may give to a family member or friend if you are unable to collect your child on your behalf. If the password is not known then the child/children will stay in our care. We also have in place a in biometric access control. This allows parents to allow themselves in and out and the start and end of their children's session, and during the day allows no other access into the Nursery without staff opening the door first.

Government funding

Each child is entitled Government funding the term after their 3rd birthday. Below is a rough guide to help you to find out when your child would be entitled for funding.

3 rd birthday falls between these dates...	Funding due
1 st Jan to 31 st March	Summer Term
1 st April to 31 st August	Autumn Term
1 st Sept to 31 st December	Spring Term

Government Funding can be used solely at one setting or shared with other setting, it is your choice where and how you use them. You will be contacted via letter once your child approaches the age of 3 years to inform us of how you will be using your vouchers. Jenny is available to discuss vouchers if there are any queries.

Going to School

Please remember although you may live in the catchment area of a school **it is your responsibility to register your child with the school of your choice.** To do this either go to the school of your choice and ask for a registration form or phone the School Admissions Team at Shropshire County Council on 01743 254 364 and they will send you a form.

You must register your child roughly a year before your child starts full time education.

The Shropshire Schools only have 1 intake which is the start of term in September (Autumn Term). However, it is the choice of the parent as to whether you think your child is ready to start Reception or not. If you think your child is **NOT** ready, then you can defer the start date until later on in the School year or until your child reaches compulsory school age in that school year i.e. 5 years old. The parent can also request that the child attends on a part time basis until they reach the compulsory age. The child is still entitled to their Government Funding at Nursery until they start school. More information regarding this is available from the Nursery or you can visit Shropshire County Council website which is www.shropshire.gov.uk.

If your child does not attend the L.E.A nursery (school nursery) this does not affect your changes of attending the school of your choice, but getting your registration forms in on time does.



Fee's

These fees apply from March 2018; parents will be notified to any change to the fees.

Session	Baby Room Price	Toddler + Pre-School Price
Morning (9.00 – 1.00)	£16.00	£14.00
Afternoon (1.00 – 4.00)	£14.00	£12.00
All-Day (9.00 – 4.00)	£30.00	£26.00
Early Finish (9.00 – 3.00)	£25.00	£22.00
Extended Day (8.00 – 5.00)	£42.00	£38.00
Early Starts (8.00 – 9.00)	£6.00 (From 7.30 - £10)	
Late Finishes (4.00 – 5.00)	£6.00	

Overview of our Policies and Procedures *(Full copies are available on request)*

Payments:

Fees can be paid either every session, weekly or monthly or in full by the last working day of the month. We accept Cheques with bank card details or a Standing Order can be set up. Please see the Wem Playmates Fees Policy and Procedure for further details. A minimum of 4 weeks' notice is required if a parent wishes their child to leave Wem Playmates and if this is not given the Parent will be asked to pay full fees for the sessions their child would have otherwise attended. Bookings are for the reservation of a place for your child, for which we have to ensure adequate staff cover, these bookings therefore must be paid for.

Holidays:

It would be appreciated that you inform us if your child is going away on holiday and not be attending Playmates for that week. Half fees will be charged if you give us two weeks' notice otherwise full fees will be charged.

Equal opportunity:

Wem Playmates Nursery accepts children for admission regardless of their gender, class, origin, race or religion on a first come first serve basis. Our curriculum incorporates all aspects of multicultural education and special needs wherever applicable.

S.E.N Policy:

We welcome applications from children with special needs and cater for them within the constraints of the building and resources available.

Sickness:

Due to the risk of cross infection to other children and staff we cannot accept children into nursery if they are ill. If they become ill under our care you will be asked to come and collect them. If you are keeping a child at home because of illness then again, we would appreciate a phone call. If your child has been diagnosed with an illness and been prescribed antibiotics please keep your child away from Nursery for a minimum of 48 hours. Full fees will be charged if a child is off with an illness as we cannot obviously foresee an illness and therefore the place still has to be paid for.

Medication:

If your child needs to take medication during the session, then please put medicine into a bag with name of child and time and dosage required, which will then be stored in a locked cupboard or locked fridge if required. Please ensure you see a member of staff to fill in the medication book.

Complaints Procedure:

Any complaints should be made to Mrs Jenny Jones verbally or written, and the matter can be followed up with an appointment. If you wish to take the matter further then contact a member on the committee, (member's names on notice board). If still not satisfied then please contact Early Years Ofsted.

Behaviour Management

Children are never punished by smacking, slapping, shaking or by practices that humiliate or frighten them. There are NO circumstances in which such punishments can be justified. Staff will use positive methods of guidance to prevent disagreements. If a child's behaviour gives frequent cause for concern or presents problems for staff it will be discussed with parent/carers and advice sought from the health visitor if need be.

Earliness and Lateness

Would parents make every effort to ensure their children are dropped off on time and collected punctually at the end of the nursery session. We understand that from time to time such delays may be unavoidable due to unforeseen circumstances but a charge will be incurred if consistently early or late. An extra charge of £1 will be incurred if children are dropped off before 8.45am and collected after 4.15pm; this is due to insurance cover.

Safeguarding Policy

In cases of physical, sexual and emotional abuse and neglect we bound by "The 1989 Children Act" to consult with Shropshire Safeguarding Children's Board who may or may not take further action.

Toys / Sweets / Jewellery

Nursery will not be responsible for any damage to, or loss of any toys brought into the nursery. Sweets must not be brought into nursery unless in the lunch box. No jewellery should be worn at the nursery unless your child has pierced ears and then only stud earrings should be worn.

Smoking

Smoking is not allowed in any part of the nursery.