

# Grow, Explore, Discover



## The Sunshine Centre Childcare Prospectus

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Thank you for your recent enquiry about childcare. We are delighted to share with you our information pack. We know that your priority is to find childcare that offers the right care and environment for your child and one that you have confidence in.

We devote our energies to offering a fun and nurturing environment whilst delivering the best in childcare and education. Our friendly and highly trained staff are focused on providing fun, care and learning. They work to ensure your child develops as an individual, whilst helping to nurture and encourage learning through discovery and play.

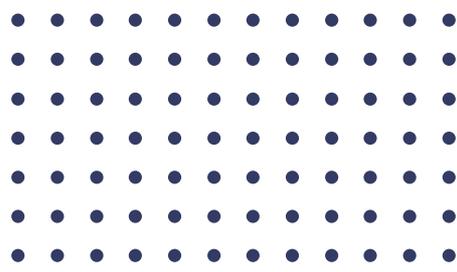


# Welcome to The Sunshine Centre

The Sunshine Centre Childcare is open all year round, 8am to 6pm with the exception of bank holidays, the days in-between Christmas and New Year and a maximum of 5 in service training days. We will give you one months notice for these days.

If we do not answer all of your questions in this pack please do not hesitate to call in at The Sunshine Centre or telephone us on 01295 276769.





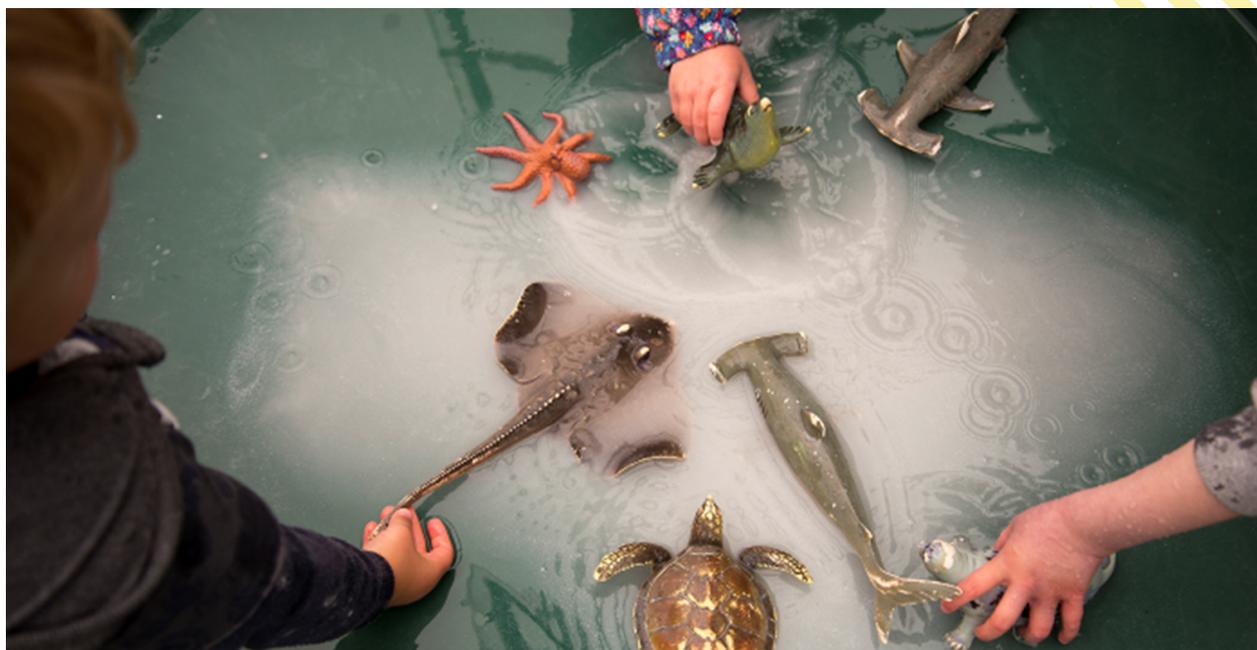
## Partnership with Mums, Dads and Caregivers

You want the very best for your child and we will work in partnership with you to achieve this. It is important to us that we build a trusting and honest relationship with you and use your knowledge of your child to help us provide the best care possible.

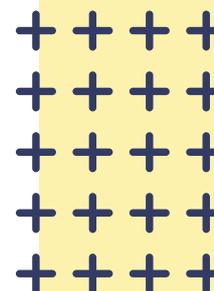
It is not easy to leave a child in childcare and we aim to ensure that Mums, Dads and Caregivers share in their children's successes and development whilst in our care. We appreciate the support we receive from you and are happy to share the knowledge and experiences of our trained staff with you as your child goes through their stages of development.

There will be time at the start and end of the day for informal discussions with staff.

# Our Commitment to you



- We are committed to providing a healthy, secure, caring, warm, vibrant and happy, child centred environment for all children entrusted to our care.
- We are committed to provide the highest standard of professionalism.
- We are committed to recognising the needs and individual expression of all our children and to plan and provide activities accordingly.
- We encourage children to initiate their own activities and make their own choices thus developing their independency.
- We will introduce children to different festivals, cultural religions, social heritage and special occasions which reflect and value our cultural diverse society.
- We are committed to work in partnership with Mums, Dads and Caregivers.
- We are committed to be inclusive in all of our practice.
- Using the EYFS (Early Years Foundation Stage) children benefit from a rich and varied environment, with high quality care supporting their learning and development through meaningful play.
- Through play children learn new skills, develop new interests, encounter new experiences and build on previous knowledge.



# Settling in your child



We believe in making your child's settling in period as smooth as possible. To assist this we allocate a member of staff or 'key person' to your child. The key person will build a special relationship with them and help to meet their needs while they are in our care. They will offer security, reassurance and continuity and are in the best position to understand their individual needs.

They will also be the main practitioner carrying out your child's intimate care needs, such as putting to sleep and nappy changing. Any information shared with the parents is also done mainly through the key person.

Once your place is booked we offer you and your child the opportunity to attend 'settling in sessions'.

Your key person will meet with you during your 'settling in sessions, during this time they will discuss your child's individual routines; the people who are special to them; their likes and dislikes and any other key information to ensure this is incorporated into the daily care of your child. Each key person has a sound knowledge and range of skills. This enables them to provide you with advice and guidance and supporting any concerns with starting our setting or completing transitions from room to room and on to school.

To ensure consistent continuity of care for all children, each key person is paired with a 'buddy' who will take on the role of the key person during periods of absence such as holidays.

You will be able to leave your child for a short period of time during the settling in visit, so that the key person can spend some time with your child.

# EYFS

## Early Years Foundation Stage

Play is essential for children's development, building their confidence as they learn to explore, relate to others, set their own goals and solve problems. Children learn by leading their own play and by taking part in play which is guided by adults.

Your child's time in Sunshine Centre Childcare will be carefully planned and monitored by their key person with support from other staff. Your child's development is guided by the EYFS guidance. This framework informs both practice and policies across the age range 0-5 years.

Our childcare day is carefully planned to give a balance of adult led and child led activities. We try to adapt the planned activities to individual children in order to reflect their particular skills, interests and development needs.

Forward planning of activities in each room is informed through the children's identified next steps and their current interests.

We want to foster curiosity and retain a sense of awe and wonder so that our children are enthusiastic about new experiences.



# Tapestry

We use an electronic system called TAPESTRY which allows staff to capture a photo, video clip or voice recording as well as written notes using a tablet computer and to assign this to one or more children. These observations are then uploaded to a secure web-based learning journey to which you as parents also have access to.

All data is accessed subject to a secure log in and password. The only people who can access a child's learning journey are the relevant staff (Managers, Team Leaders, Key persons) and the child's parents.

This also helps to support our partnership with you the Mums, Dads and Caregivers. You can contribute your own photo's, observations and thoughts to the learning journey which also helps us to plan for the individual children's development.



# Outings

The Sunshine Centre Childcare is open all year round, 8am to 6pm with the exception of bank holidays, the days in-between Christmas and New Year and a maximum of 5 in service training days. We will give you one months notice for these days.

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# The Early Years Foundation Stage (EYFS) for Mums, Dads and Caregivers

## What is the EYFS?

“ The EYFS is a stage of children’s development from birth to the end of their first (Reception) year in school.

“ The EYFS Framework describes how Early Years Practitioners should work with children and their families to support their development and learning.

“ It describes how your child should be kept safe and cared for and how all concerned can make sure that your child achieves the most that they can in their earliest years of life.



## Why are the years from birth to 5 so special?

The years from birth to five see the greatest growth and learning for all children

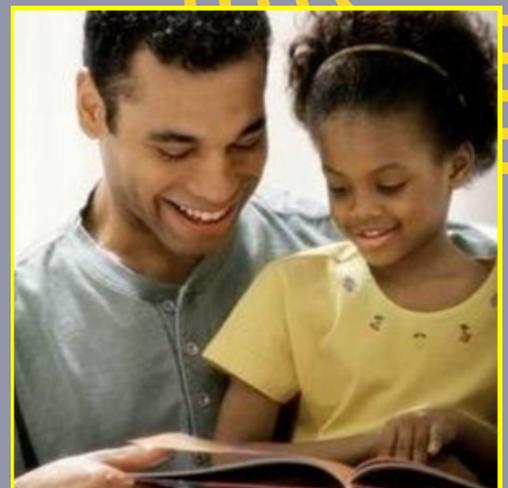
- “ Good health
- “ To be happy
- “ To feel safe
- “ To be successful

Early learning is the key to your child’s future and families make the greatest difference at this stage.

## What can Mums/Dads/Caregivers do?

Mums, Dads and Caregivers are their children’s first teachers. When they are with you, learning can happen at any time and anywhere, for example through:

- “ Being generous with praise and cuddles
- “ Reading things together
- “ Playing games, singing nursery rhymes
- “ Talking about what you can see in the park or on the street
- “ Counting the stairs as you go up and down





# A healthy diet is a healthy child



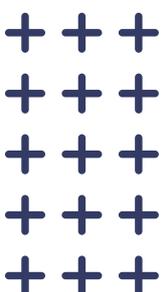
The food our children eat affects every aspect of their lives; their mood; behaviour; growth, even their ability to concentrate. Good nutrition is important to a child's health.

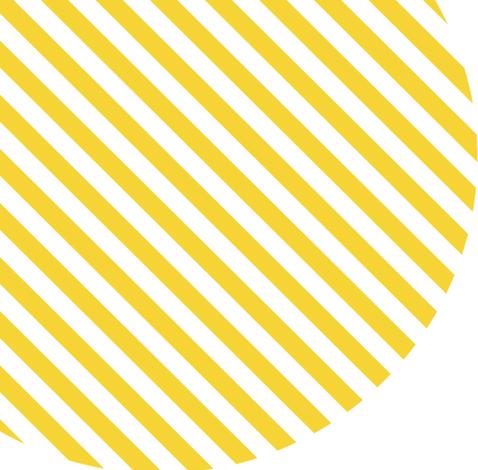
Our staff take part in mealtimes and talk with the children as they eat, helping them to identify different foods and the healthy foods.

Mid morning and mid afternoon snacks are also offered to children. Milk or water and a selection of fresh fruit, raw vegetables for example are offered.

Babies in our care will be fed with the milk and baby food that Mum, Dad or a Caregiver provides and their mealtimes dictated by their routine at home. They will be cuddled as they are bottle fed, just as they would be at home. We will tell you what and how much they eat each day.

At the weaning stage we will encourage your child to sit in a low level feeding chair. Children sit and eat together. They learn the necessary skills for social eating, how to use cutlery, how to share food and encouraged to try new things.





## Lunchtime & Tea time

Children who attend childcare over the lunch and tea time periods are required to bring a healthy lunch box with them. Staff are able to warm prepared food in the microwave. Fresh water is available for children at all times.



We are happy to discuss your child's eating habits with you, whether it is their individual needs or a special dietary requirement.

Children are encouraged to brush their teeth after their lunch.

Toothbrushes and toothpaste are provided. Clean face cloths are provided at the end of meal times (lunch and tea).





# Health and Safety

Children with an infectious illness are unable to attend childcare. We will contact you if your child becomes unwell whilst in our care and discuss an agreed action. We ask that children who have experienced sickness or diarrhoea must be kept at home during the illness and for a further 24 hours after the last attack of sickness or diarrhoea.

We are happy to have children who are feeling a little unwell in childcare. However it may be necessary to contact you if your child becomes too upset and it is felt that the best environment for your child would be a home one.

# Medication

If your child is given medication from the Doctor, staff are happy to administer the prescribed course as per the instructions on the dispensing label. The medication must have a dispensing label on it clearly stating your child's name, the dosage required and the number of times that the medication should be administered. A medication form must be signed and completed by a parent or carer of the child before staff can give any medication. Children who have been prescribed antibiotics must be given the first 24 hours of medication at home.

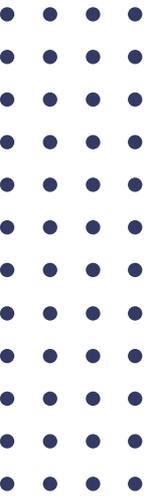
If your child has a medical condition which requires specialist treatment staff will be required to have received training before you are able to leave your child in our care. For example 'EpiPen' training.

# Accidents

Whilst we provide a safe and caring environment, children from time to time have bumps and falls. Accidents are recorded on our accident forms which we ask you to sign when you collect your child and provide you with a copy.

If an accident happened at home and your child received an injury please make staff aware. They will also record the incident on an 'Existing Injury' form and ask you to sign it.





# Fees and Funding

There are various types of funding available dependent on your circumstances.

- 2 year old funding (dependent on individual circumstances)
- 3 year old funding (available to all children the term after their 3rd Birthday)
- 30 hours funding for working parents of 3 and 4 year olds (check eligibility)

Many Working parents are entitled to the childcare working tax credits. For more information visit:

<https://www.childcarechoices.gov.uk>

If you are returning to college or training, there may be different funding streams available to you, talk to your training provider/college etc.

## Extra Hours

We understand that from time to time working life or training extends beyond the hours of childcare. We will always endeavour to meet your needs on these occasions, all we ask is that you give us as much notice as possible.

## Late Collection

If you are going to be late to collect your child, please let The Sunshine Centre know. We have a late collection fee which is charged depending on circumstances, so please talk to us.

If your circumstances change or it is difficult for you to pay your fee's please speak to us as soon as you realise. We may be able to help you with a payment plan or check if you are getting the financial support you are eligible for.

Please speak to management about any of the above.



# The Sunshine Centre Childcare

## Session Times and Fees

SESSION	COST
<u>Full Day</u> - 8.00am - 6.00pm	£242.50 per week £48.50per day
<u>School Day</u> - 8.00am - 3.30pm	£208.75 per week £41.75 per day
Core Hours 9.00am - 3.00pm	£185.00 per week £37.00per day
<u>Morning</u> - 8.00am - 1.00pm	£135.00 per week £27.00 per day
<u>Afternoon</u> - 1.00pm - 6.00pm	£135.00 per week £27.00 per day
9.00am -12.00 or 1.00pm - 4.00pm	£82.50 per week £16.50 per day

**Extra Hours** - £7.50 per hour – by prior arrangement, and only when available.

**Late Collection** - £20.00 per each 15 minutes or part of.

If you are late collecting your child, we will, of course, continue to provide care. However, in order to do so, we will need to pay staff for additional time worked, and ensure that there are always a minimum of two members of staff on the premises.

**Four week's deposit and an administration fee of £30 are required when booking your place. An administration fee of £6 will be charged each time a change is made to your contract.**





# Safeguarding

The Board of Trustees and Centre Management takes seriously its responsibility under section 11 of The Children Act 1989 and duties under “Working together to safeguard children 2018” to safeguard and promote the welfare of children.

We work together with other agencies to ensure adequate arrangements exist within our setting to identify and support those children who are suffering harm or are likely to suffer harm.

We recognise that all staff and Trustees have a full and active part to play in protecting our children from harm and that the child’s welfare is our paramount concern.

If you have safeguarding concerns about a child or the behaviour of a staff member please speak with our designated safeguarding lead:

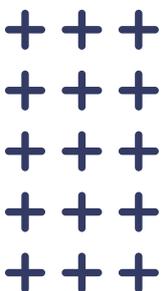
**Jill Edge—Centre Manager or in her absence  
Tracy Rogers—Deputy Centre Manager**

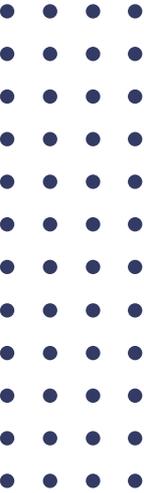
Further information and our safeguarding policy is available on our website:

**[www.sunshinecentre.org](http://www.sunshinecentre.org)**



SUPPORTING & ENCOURAGING COMMUNITIES





# Equality

The Sunshine Centre believes in equal rights and respect for all people.

The benefits of the Centre are accessible to all, without discrimination to the detriment of an individual on the grounds of their colour, ethnic or national origin, disability, religion or belief, gender, age, sexual orientation, political or other opinion.

Any action or words disregarding this policy can be questioned and challenged by any participant of the Centre.



# Confidentiality

All individual work with children, young people and families will remain confidential with only the relevant parties having access to information.

The Sunshine Centre may share information with other professional agencies on a 'need to know' basis, in relation to keeping a child, young person or family safe.

The Sunshine Centre staff may share information between themselves for work related practice only.

We have a responsibility to protect children and young people, and will share our concerns with other agencies if we suspect that a child is being harmed or neglected.

We will endeavour to discuss our concerns with Mums, Dads and Caregivers prior to referral, unless the child would be more at risk in doing so, in which case our duty is to report the incident/s directly to MASH or the Police.



# Our Commitment to you

## SUGGESTIONS

We are committed to providing a high quality service and provision. Help us to 'Get It Right' by sharing your suggestions. You can find 'Get It Right' forms within Early Years or in the main foyer. Once completed, forms can be handed to a staff member or put in the box provided.

## COMPLAINTS

To make a complaint, you can choose to speak to a member of staff or as follows:

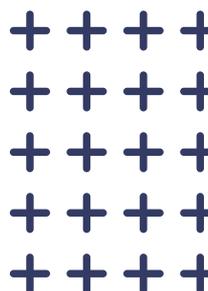
**Stage One** –Put your complaint in writing to the Centre Manager. The Centre Manager will look into your complaint and respond directly to you.

**Stage Two**—If you are dissatisfied with the outcome, the complaint will be taken to the Executive Committee or Board of Trustees for further investigation. A response will be made directly to you.

**Stage Three**—If you are still dissatisfied, we will set up a Complaints Review Panel and invite you to meet with the panel. You also have the right to complain to OFSTED

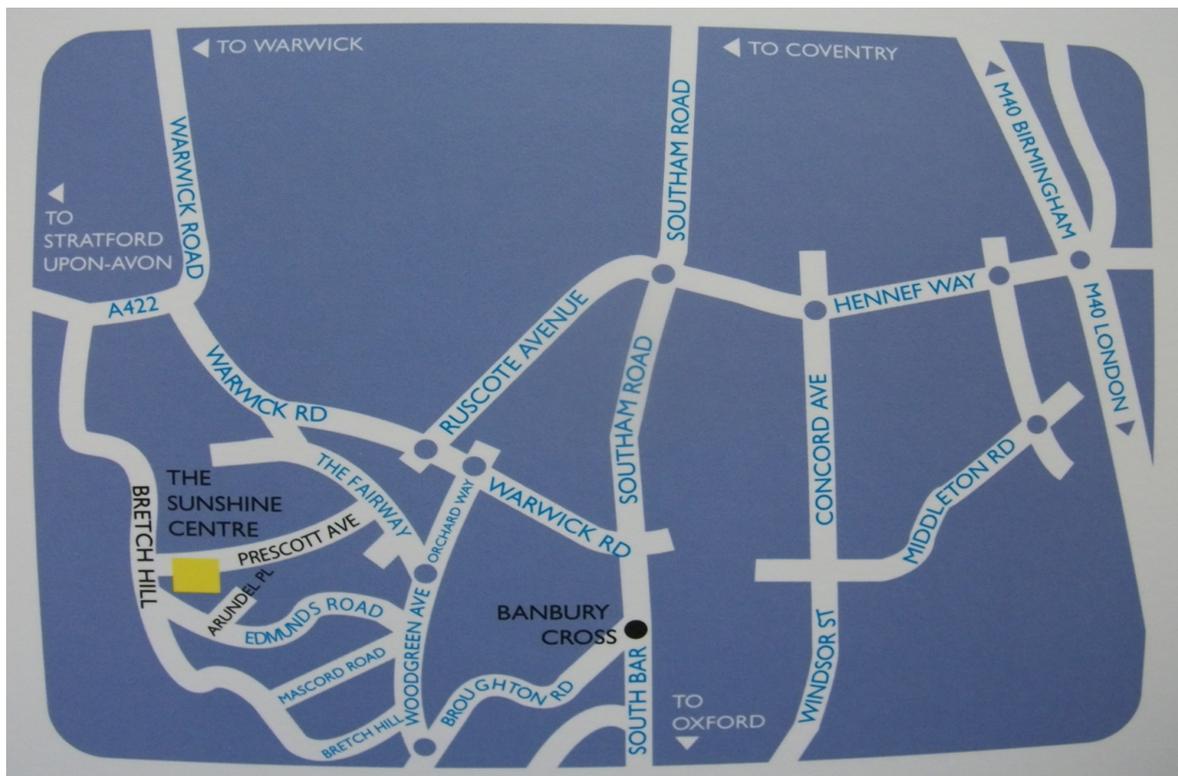
## BEHAVIOUR

The Sunshine Centre works towards a situation in which children can develop self-regulation and self-esteem, in a safe environment of mutual respect and encouragement. The ethos of the Centre is that everybody behaves in a considerate and respectful manner towards each other and to property.



# You can find us here:

The Sunshine Centre  
Edmunds Road  
Banbury, Oxon  
OX16 0PJ



-  01295 276769
-  [community@sunshinecentre.org](mailto:community@sunshinecentre.org)
-  [www.sunshinecentre.org](http://www.sunshinecentre.org)
-  <https://www.facebook.com/SunshinecentreBanbury>
-  <https://www.instagram.com/sunshinecentrebanbury>

For details on our full range of services available within The Sunshine Centre, please ask at Reception; view our website or 'like' our Facebook page for further updates.

