



Welcome Pack

“Hello and welcome to Little Butterflies Childcare Ltd!”

Let us take this opportunity to thank you for your interest and tell you a little more about what we do here at Little Butterflies.

Little Butterflies is jointly owned and managed by Irene and Leanne who are both OFSTED registered outstanding childcare professionals.

Our Aim: We aim to work in partnership with our parents through the structure of our key worker development programme. This programme enables each staff member to monitor carefully the development of children within their care, by completing daily diaries, development record sheets and liaising on a regular basis with parents.

This encourages each child to progress to his or her full potential in a warm, secure and caring environment.



Key Information:

Address

1A Wooley Street, Wallsend, Tyne & Wear, NE28 6HB

Name

Contact Number

Irene Orrick

0796 1536 540

Leanne Conway

0774 6456 410



About The Team

Irene has been responsible for looking after children for 8 years and is qualified to level 3 in early years & education and is recognised as being an outstanding provider of childcare since starting in the sector.

Irene has experience of working with children that have additional needs.

Leanne has 5 years experience within the childcare sector and is also recognised as an outstanding provider of childcare. Leanne is qualified to level 3 in early years and education.

Location

Little Butterflies is conveniently located in the centre of Wallsend, close to local transport links such as the Metro and buses.

There is ample parking at the back of our property for parents to drop off and collect their children.

Our postal address is:

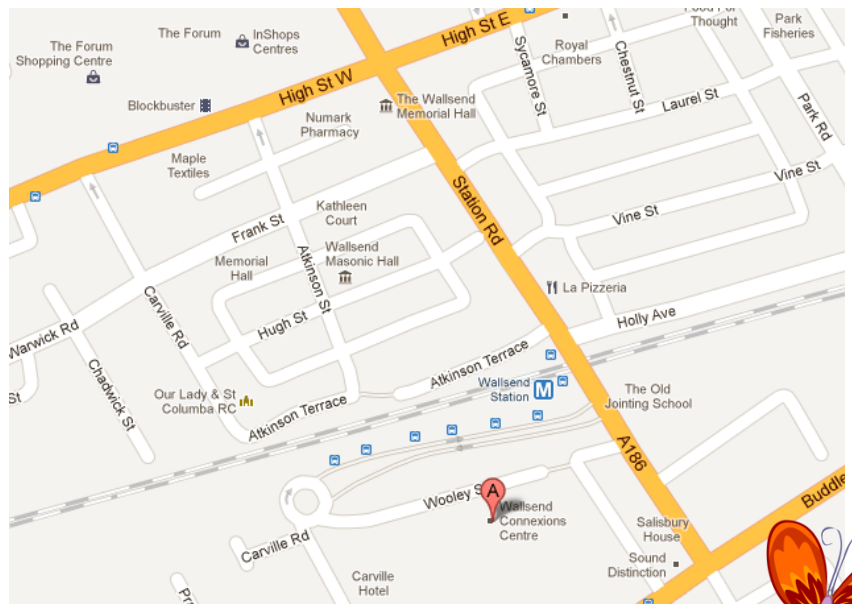
1A Wooley Street
Wallsend
Tyne & Wear
NE28 6HB

Website address:

www.little-butterflies.co.uk

Email addresses:

irene@little-butterflies.co.uk
leanne@little-butterflies.co.uk





Opening Hours

We are open from 7:30am – 6pm Monday to Friday 51 weeks of the year.

We are closed on all local and public holidays and weekends.

First Visit

Your child's first day at Little Butterflies will be a mix of emotions for you all!

At Little Butterflies we hope to make it a fun and exciting day! So, where shall we start.....?

Each child attending Little Butterflies should bring the following;

- Gentle wipes
- Art smock (waterproof if possible)
- Full change of clothes
- Nappies and creams
- Small bag/rucksack



You will be informed when your child's supplies/clothes are running low or need changed. This is to prevent your child wearing dirty/soiled clothes.

We would ask you to label all your child's clothes. This will assist in helping any children who may find it difficult recognising their own garments, hence preventing unnecessary distress.

All children will be provided with a peg within our cloakroom. This will be labelled with their name. To help keep our cloakroom tidy we ask that children's shoes and belongings are stored in their bag.



We do not advise any children to bring with them any precious possessions (toys, jewellery, etc). This avoids risk of loss or damage. However to assist in the settling process we do recognise the need for a security teddy/toy/blanket, and the short term beneficial effects this can have.

Before arrival it is important to explain clearly to your child that you will be leaving them to play and you will return to collect them.

Experience has taught us it is best if departure time is short as long delays can create a distressing scene. If this situation arises, please do not worry. Initial upset is often for parents benefit and usually comes to an end on your departure! A quick phone call later can always be made to lay your mind to rest!

We will provide a daily diary (for those children under 5 years of age) which allows the keyworker or any other staff member to record events of your child's day at Little Butterflies. It can also be used to pass on notes and information to the staff about your child when time may be tight when dropping off.

Security Notice

The safety and security of your child is paramount while at Little Butterflies, as such could we please ask parents to kindly take note of the following points:

- Please ensure that the door is fully closed behind you when you enter or leave the building
- The door should only be opened by a member of staff using the intercom door release system
- Do not hold the door open or let anyone into the building with you – this includes other parents. This will ensure that our staff are aware of who is in the building at all times
- Anyone wishing to speak to either Irene or Leanne who is not known to them or our staff will be asked to wait outside
- All visitors will be asked to sign the visitors book on entry to the building





Meals and Snacks

Little Butterflies will provide a nutritionally balanced meal and any specific cultural or dietary requirements can be pre-arranged and accommodated. We strive to provide a mix of favourite children's meals as well as different tastes and experiences from the kitchen! Please see our parents' notice board for weekly menus and snacks.



Children have free access to water.

Little Butterflies promotes and encourages healthy eating, healthy teeth and healthy bodies, and we endeavour to pass this knowledge on to the children through a process of praise and encouragement.

Sample Menu

We aim to provide a variety of health foods from all the main groups including fresh fruit and vegetables. In the afternoon we provide a snack to keep the children going until they get home, but it is not a full meal.

Breakfast (additional cost)	Snacks (drinks & snacks are free)	Evening Tea (additional cost)
Various Cereals Toast / pancakes/ crumpets Fresh Fruit Yoghurt Milk / water	Toast (white or wholemeal) / crumpets / pitta bread Fruit / malt loaf Scones Fresh fruit Fresh vegetables Dried fruit Cheese Milk / water	Beans / Spaghetti on toast Quiche / pie salad Choice of sandwiches Jacket potatoes Pasta bakes Vegetable bakes Home cooked pizza





Little Butterflies Typical Day

Activities are undertaken indoor and outdoor throughout the day

7:30am onwards	Arrive and register
8:00 – 8:30am	Free play activities - puzzles, games table football etc
8:30 – 8:40am	Tidy up ready for school drop offs
9:30 – 10:30am	Activies / free play / crafts
10:30 – 10:50am	Snacks
10:50 – 11:20am	Storytime / songtime
11:20 – 12:00pm	Activies / free play / crafts
12:00 – 1:00pm	Lunch time
1:00 – 2:00pm	Activies / free play / crafts
2:00 – 2:30pm	Snacks
2:30 – 3:15pm	Storytime / songtime
3:15 – 3:30pm	School Pick Up
3:45pm	Indoor & outdoor free play
4:00pm	Snack time
4:20pm onwards	Indoor & outdoor free play
5:15pm	Tea time
6:00pm	Latest collection time



This represents a typical day however activities will be altered to incorporate outdoor trips, planned outings.



Child Care Policy

We believe it is very important for children to explore the world around them, to be given opportunities to make decisions and to encourage them to make choices.

All children are learners and have a natural curiosity about things, as well as a wealth of already discovered skills from home. We find the best way to assist and enhance this knowledge is to recognise all children as individuals and understand that each child learns in a different way.



At Little Butterflies we provide a safe and stimulating environment in which children feel happy and secure. By providing support, encouragement and praise, we help children to make sense of real life situations, develop awareness of themselves and create positive attitudes towards others.

Little Butterflies has a secure garden with an ample selection of outdoor toys and equipment to keep us busy all day.

Little Butterflies positively encourage parents to participate in voicing their opinions and suggestions. On-going evaluation ensures effective development of the service. We will ask you to complete evaluation forms periodically which will help shape and develop our services for your children.

Little Butterflies also reserves the right to withdraw childcare for parents who fail to follow the cancellation procedure or if payments are consistently late.

Holidays

It would be appreciated if you could give Irene or Leanne some notice of intended holiday. Please note that there is no reduction in fees for parent holidays taken – we have a fees policy which outlines this further.



Purpose and Aims of the Early Years Foundation Stage

Every child deserves the best possible start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose to use early years services they want to know that provisions will keep their children safe and help them to thrive. The Early Years Foundation Stage (EYFS) is the framework that provides this assurance.

The overarching aim of the EYFS is to help young children achieve the five Every Child Matters outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution and achieving economic well-being. The EYFS does this by:

- Setting the standards – for learning, development and care of young children
- Providing for equality of opportunity
- Creating the framework for partnership working – with parents and professionals (children do best when parents and professionals work together)
- Improving quality and consistency
- Laying a secure foundation for future learning

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.



It is based on four important Principles.

What are the EYFS Principles?

The EYFS is broken into four themes, these all each have a Principle. The Principles apply to all children from birth. Each Principle is supported by four commitments that describe how the Principle can be put into place.

- Theme 1: A Unique Child
- Principle – Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- Theme 2: Positive Relationships
- Principle – Children learn to be strong and independent from a base of loving and secure relationships with parent and/or key person.
- Theme 3: Enabling Environments
- Principle – The environment plays a key role in supporting and extending children's development and learning.
- Theme 4: Learning and development
- Principle – Children develop and learn in different ways at different rates and all areas of learning and development are equally important and interconnected.

Through effective practice, encouraged by framework, children should develop into confident, communicative, competent and healthy children, ready to move onto the next stage of learning by the end of their reception year.



Working in partnership with Parents and Families

As registered childcare providers, it is our aim to work in partnership with parents and carers. Most importantly, recognising the prime role that parents and carers play in their children's upbringing. You as a parent know your child best and we will listen to your advice, value your beliefs and work in partnership to provide continuity of care.

There will be a written contract with parents, which sets out the expectations of both parties as to the care of the child and the business arrangements.

Respect will be shown for families traditions and childcare practices plus the service that we offer will run harmoniously with your own values, wishes and beliefs.

Communication is very important to us. We hope that parents feel at ease to share any concerns, questions they may have with us. We welcome anything that has a positive outcome on a child in our care.



Admissions Policy

It is our policy to make our childcare provision accessible to children and families from all sections of the community. In order to accomplish this we will:

- Pro-actively market the provision to ensure that its existence is widely known in all local communities.
- Have a waiting list in place if the provision is full.
- Be as flexible as possible to accommodate the changing needs of our families.

Sickness Policy

If your child is sick or unwell it is best for them to remain at home with a main carer i.e. parent or guardian.

If your child is sick or unwell the childcare setting should be notified as soon as possible and should be kept updated with progress – i.e. outcomes at gp's, nurse appointment or whether they are well enough to return to the childcare setting.

Children who have diarrhoea should not return to childcare setting until 48 hours clearance.

Our setting cannot undertake the care of sick children; this may cause cross infection to staff and other children.

If your child is unwell or not attending our settings for any reason. Please let us know as soon as possible. It is essential that you let us know this information to avoid any confusion.