



PROSPECTUS

**Happy Days
Barnham Broom Primary School
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1. Our Aims

A warm welcome to our pre-school. We are delighted that you are considering Happy Days for your child.

At Happy Days we value the individuality of every child and believe that children aged 2-5 learn best through play and exploration.

We aim to provide high quality care and education for all children in our care by-

- Providing interesting, stimulating, and challenging play opportunities both indoors and out, offering an individual learning pathway for your child,
- Working together in partnership with parents/carers to help children learn and develop as we believe parents should be actively involved,
- Valuing all children in our community and welcoming their experiences and culture into the pre-school aiming to value individuality, celebrate diversity and promote equality,
- Ensuring your child learns basic skills to give them a good start to their education and build on their personal, social, and emotional skills whilst also developing early literacy, numeracy, creative, physical, and understanding skills.

We aim to ensure each child –

- Is in a safe environment
- Is given generous care and attention, because of our ratio of qualified staff to children
- Has the chance to join with other children and adults to live, play and learn together
- Is helped to take forward his/her learning and development by being helped to build on what he/she already knows and can do
- Has a personal key worker who makes sure each child makes satisfying progress
- Is in a setting that see parents/carers as partners in helping each child to learn and develop
- Is in a setting in which parents/carers help to shape the service we offer.

Happy Days has close links with the local community, the Primary School, Church and Mobile Library. We participate in community activities and visits and we invite parents to take part in these activities and events. We also work closely with any other settings that a child may attend.



2. Our Mission Statement

*An environment rich in
personality to learn, love and
stand tall.*



3. About Us

Happy Days was established in October 1995. In January 2020, Happy Days became part of Barnham Broom Primary School.

We are based in a mobile classroom in the grounds of Barnham Broom Primary School and we provide sessional care for children between the ages of 2 and 5 years of age. The premises are accessible to wheelchair users.

We are open Monday to Friday, term time only from 09:00am to 3:00pm. Please refer to our current session times for a further breakdown of sessions.

We have our own, enclosed outdoor space that provides lots of opportunities for physical development, fun and explorative play. Our outdoor area is largely covered which means that it is accessible in all weathers. We also have the use of the school's big playing field and playground.

We welcome the contributions of parents in whatever form this may take. At Happy Days, we work closely with parents and carers, as you are, your child's expert. Open communication between parties is of great importance to us to ensure that we can provide your child with the absolute best start in life.

Our planning is based on the Early Years Foundation Stage. Staff passionately believe & comply with the principles of the EYFS, providing a range of stimulating and relevant activities to support the children in their emotional, physical, and educational development.

Early Years education is about more than childcare. It is intricate. It allows your child the time to explore, build relationships, develop skills, and broaden their knowledge and understanding.



4. Management and Staff

Our staff are undoubtedly our biggest asset. All members of staff are highly motivated and fully qualified. All staff attend continuous training, in house and from other providers, ranging from enhancing their NVQ qualifications to specific courses to support an individual child, or group of children. Staff members who attend these courses then bring their knowledge back to Happy Days to ensure we are at the leading edge of best practice, and fun! Our staff's focus and priority is to ensure all children have continuously high-quality levels of care.

We have taken the time to choose committed, caring, and trusting members of staff. Each member of staff has had fully enhanced police checks to ensure their suitability to work with children.

At Happy Days we aim to create a close-knit community, building strong relationships with the children and their families.

Of course, the most important people at Happy Days are the children. There is a maximum of 15 children per session. Staff interact with the children by encouraging, facilitating and supporting them whilst they have fun, learn through play, talk about their experiences and share their enjoyment with others, thus enabling the children to become more confident and independent.

Happy Days is registered with Ofsted and operates in conjunction with the Statutory Framework for the Early Years Foundation Stage.

Happy Days Staff

<p>Chloe Harrowing- Manager</p> <p>Level 5 FdA Early Years, Paediatric First Aid, Food Safety, Safeguarding Lead Practitioner, Safeguarding (Child Protection), SENCo, Prevent Duty</p>	<p>Christina Pavlou- Deputy Manager</p> <p>BA Hons Early Childhood Studies, MA Education, QTS, Safeguarding (Child Protection), Health and Safety.</p>
<p>Mel Pope- Early Years Practitioner</p> <p>CACHE Level 3 NWQ in Children's Care,</p>	<p>Mary Kiddle- Early Years Practitioner</p> <p>Level 2 Children and Young People's</p>

Learning and Development, Step On, Safeguarding (Child Protection), Safeguarding Lead Practitioner, Paediatric First Aid, Health and Safety, Pedagogy into Practice	Workforce, Step On, Safeguarding (Child Protection), Signalong Phase 1, Paediatric First Aid, Food Safety, Fire Safety, Pedagogy into Practice
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5. An Introduction to the Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's school readiness and gives children a broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

The EYFS is structured in a way that details typical milestones that children reach at different ages of their life. However, these are only guidelines and we recognise that every child's learning pathway is different.

There are 7 areas of the EYFS, these being:

Physical Development

Communication and Language

Personal, Social and Emotional Development

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

At Happy Days we work to create a rich learning environment that incorporates all areas noted above.

Each child will have an assigned adult, known as a Key Worker. Key workers are determined by the child, someone that they naturally gravitate towards throughout their settling sessions. The key worker is the first point of contact for families. They will grow to learn everything about your child from their favourite book to their continuous stages of development. Your child's key worker will keep an ongoing Learning Journey for your child, that is tailored just for them. Learning journeys include photo's, notes, observations through play and next steps.

You will receive further information on your child's learning and development throughout their settling in sessions and in the registration pack.



6. Starting at Happy Days

We organise our sessions so that the children can take part in a variety of directed, supported and independent learning activities both inside, and outside. The structure of the session is designed to introduce them to new experiences and to help them gain new skills, as well as helping them to learn alongside others.

Our outdoor activities contribute to children's health, their physical development and their growing knowledge. Children can choose from a variety of ongoing activities supporting the seven areas of learning, as well as learning practical skills.

We have recently adopted a style of pedagogy known as *In the Moment Planning*. This style of 'teaching' allows us as practitioners to follow the lead of children's play and extend it further where we see fit. For instance, this could mean that a child is absorbed in play at the water table, an adult could then extend this play, in the moment, by adding different objects to the water to see if they float or sink.

We believe that this style of learning best suits the need of the children in our care as it allows us to be fully engaged with their play at the same point as them.

Snack Time

- All children enjoy a healthy snack in the morning which is provided by the pre-school. A usual snack offering includes 2 different fruits or vegetables and a carbohydrate, like a breadstick. Snack is accompanied with whole cows milk, or a substitute where required.
- Children are encouraged to collect their water bottles for snack too.
- Snack is a sociable time and children often make conversation amongst themselves whilst they eat.

Dress Code

Children are expected to be suitably dressed for the variety of indoor and outdoor activities which they will be pursuing during the day.

A spare set of clothes should be brought to Pre-School each day in a named bag.

When choosing footwear please bear in mind your child may use equipment outside, therefore footwear should be appropriate e.g. trainers or sturdy shoes. Please also provide a named pair of willies as we often use our grassed area. As we spend time outdoors in all weathers, we further suggest that waterproof clothing is provided, such as an all in one suit.



7. Our Policies and Procedures

In line with Ofsted requirements, Happy Days has a number of policies and procedures that aim to ensure that the service provided by the pre-school is enjoyable and of a high quality. Policies are prepared by the Senior Leadership Team and the governors of Barnham Broom Primary School. These are then read by the management team at Happy Days and edited to reflect the Early Years. These are then reviewed annually or before if necessary.

Copies of all policies are displayed in the Policies Folder which is kept in the corridor, for parents/carers to read and they will be provided when your child starts at Happy Days.

Child Protection

Our setting will work with children, parents/carers, and the community to ensure the rights and safety of children and to give them the absolute best start in life

The safety of your child is of supreme importance to us. Staff will be instructed to allow only named and known persons to collect your child.

The aims of our policy are to:

- promote children's right to be strong, resilient and listened to by creating an environment at Happy Days that encourages children to develop a positive self image, which includes their heritage arising from their ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- promote children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- promote children's right to be strong, resilient and listened to by enabling children to have the self confidence and the vocabulary to resist inappropriate approaches;
- help children to establish and sustain satisfying relationships within their families, with peers, and with other familiar adults
- work with parents to build their understanding of and commitment to the principles of safeguarding all our children

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Health & Safety

Happy Days believes that the health and safety of children is of paramount importance. We are committed to taking all necessary measures to ensure that Happy Days is a safe and healthy place for children, parents, staff, and volunteers.

We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service.

All children will always be supervised by adults and necessary ratios of staff to children adhered to.

We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Activities or behaviour which could lead to harm will be prevented, with the reasons for this being explained to the child as far as possible. Safe behaviour will be encouraged.

Children will be made aware of health and safety issues through discussions, activities, and routines.

Complaints

Happy Days believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve and will give prompt and serious attention to any concerns about the way in which we run. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

Please refer to our Parent's Policies Folder for the full content of the policies mentioned above.



8. Medicines and Sickness

First Aid

Basic first aid is applied in the pre-school. All members of staff hold current first aid training.

If an accident needs hospital attention, we will try to contact you first. It is essential that we have an up to date address and contact number of who to contact if necessary. In the event that we are unable to contact you we will act on your behalf.

We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.

Medicines

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to let parents/carers come into the setting to provide and administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had the prescribed medication before it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect, as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'.

The first aider is responsible for the correct administration of medication. The child's key person will ensure that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager is responsible for overseeing the paperwork.

Children taking medication, however, must be well enough to attend the setting.

Children's prescribed drugs must be provided in their original containers, clearly labelled, and are stored in a place inaccessible to the children.

Allergies

If your child has an allergy to any food or item, staff must be informed. We have experience of dealing with serious allergies and members of staff are trained to use adrenaline injectors although training has to be carried out for each individual child. We do not allow children to share food from their lunchboxes, but to protect those children with allergies, please do not pack any nuts or nut products (including peanut butter and chocolate spreads). We may also have other restrictions from time to time, depending on the allergies of the children at the time.



9. Records, Observations and Achievements

Children's learning and development is tracked and monitored regularly throughout the Early Years to ensure that we deliver and meet specific needs and development. This means our Key Workers are well informed about the individual child's capabilities and can plan future activities accordingly. Observational assessments are made daily and recorded as the children play and learn.

2 year Progress Check

All children in Norfolk who attend an Early Years setting (for example, a childcare provider such as a nursery or childminder) will be offered a health and education review between the ages of 27-30 months. In Norfolk, this is known as the *Shared Review*.

This is an opportunity to talk to a professional from the Healthy Child team (normally a health visitor or nursery nurse) about your child's progress and discuss any concerns that you might have about their development. Before you are invited to the shared review, you will be asked to fill out a short questionnaire about your child's development based on your knowledge and observations you have made.

At Happy Days we will also complete a progress check when your child is 2. With your consent, we will share this information with the professionals in the Healthy Child team.

The shared review will take place at Happy Days, by prior arrangement. You will be asked to bring along your child's 'Red Book' which is their personal health record that they received at birth.

The review is an opportunity to discuss your child's development and to ensure that your child is reaching all their developmental milestones. All children develop at different rates and we can advise you on things you can do to aid your child's development or if any additional support is necessary, based on your questionnaire responses and the progress check. We will also update your child's 'Red Book' so you will have a record of important information that is covered in the review.

Recording and Reporting

Records are kept of your children's progress and are available to parents on request. A Learning Journey for each child, documenting their progress, is written and sent out when they leave the pre-school, a beautiful keep sake to look back on.

We hold annual parent's evenings to ensure all parents get the chance to speak to their child's key person and look through their Learning Journey. Additional appointments can be arranged with your key worker should you wish.



10. Special Educational Needs

Children have differing needs and we treat each child as an individual. We will endeavour to ensure that all these needs are met appropriately.

Sometimes it becomes apparent that a child has more specific needs. They may have a learning difficulty or be gifted in certain curriculum areas.

In such cases we work closely in partnership with you to assess those needs so that we can offer the support necessary. It is important that support or special programmes of work are appropriately designed, monitored and evaluated. Sometimes an Early Support Plan (ESP) will be drawn up to address specific needs.

Our Special Educational Needs (SEN) work is co-ordinated by the Pre-School Manager and supported by Barnham Broom Primary School.

The Pre-School has a policy for supporting children with special educational needs which is revised and implemented every year.



11. Transitions to School

We work closely with Barnham Broom CE VA Primary School.

Children who are transferring to the main school, will be invited to attend a number of sessions with the Reception Class Teacher and Headteacher, and go for lunch with the reception class, prior to starting in September. You will receive detailed information surrounding this transition at the time your child begins their transition process.

At Happy Days, we recognise that not all children will transfer to Barnham Broom Primary School. We work collaboratively with other schools to ensure that this process is seamless. When your child's primary school is confirmed, we invite the Reception teacher from that school to Happy Days, to visit your child and so that the teacher can have an informal chat with their key worker.

Your child's development progress at Happy Days will be passed on to the relevant school.

A transition report is completed for all children as they leave the setting. This is recorded on a document sent by Norfolk County Council. This report is completed by your child's key person in the last half term of the academic year, overviewed by the setting manager, signed by you as parents and then passed on to the relevant school.

Again, in the final half term of the academic year, targeted activities and resources are used throughout play and the set up of the environment at Happy Days to further support children with this transition.

Children attending Happy Days are not automatically eligible for transfer to Barnham Broom Primary School.



12. Tax Credits and Employer Vouchers and Funding

Tax Credits

Tax credits may be given to eligible families as a contribution towards childcare costs. The HMRC helpline number is 0345 300 3900 or the website is www.taxcredits.hmrc.gov.uk

Employer Vouchers

These allow you to save an element of tax and NI by your employer paying nursery 'voucher' providers directly before any tax and NI has been deducted from your salary which is passed to a Nursery Voucher Supplier, who in turn releases the monies to the setting as payment towards your fees, therefore a saving for you. We can accept any form of employer voucher, please speak to your Human Resources department for details of their scheme (if they have one), and we can supply any information you require to set up a payment from them to us.

Funding

Your 2-year-old can get free childcare if you live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of special educational needs (SEN) or an education, health and care (EHC) plan
- get Disability Living Allowance

- have left care under an adoption order, special guardianship order or a child arrangements order

You may be able to get up to 30 hours free childcare (1,140 hours per year, which you can choose how you take) if your child is 3 to 4 years old. If you've already registered, you can sign into your childcare account.

The childcare:

- must be with an approved childcare provider
- stops when your child starts in reception class (or reaches compulsory school age, if later)



13. Session Times and Fees

We are open five days a week, Monday to Friday, term time only. Our session times are as follows:

Monday

Morning Session 09:00am-12:00pm
 Afternoon Session 12:00pm-3:00pm
 All day Session 09:00am-3:00pm

Tuesday

Morning Session 09:00am-12:00pm
 Afternoon Session 12:00pm-3:00pm
 All day Session 09:00am-3:00pm

Wednesday

Morning Session 09:00am-12:00pm
 Afternoon Session 12:00pm-3:00pm
 All day Session 09:00am-3:00pm

Thursday

Morning Session 09:00am-12:00pm
 Afternoon Session 12:00pm-3:00pm
 All day Session 09:00am-3:00pm

Friday

Morning Session 09:00am-12:00pm
 Afternoon Session 12:00pm-3:00pm
 All day Session 09:00am-3:00pm

Lunch Club

Your child can join us for lunch, giving the children the opportunity to eat together, instilling good table manners and socialisation. This can be added on to end of the morning session, meaning that your child will stay with us until 1pm. At lunchtime, you can provide a packed lunch for your child, or similarly, you can order a cooked meal from the school, for an additional fee of £2.30.

Early Sessions

We offer early and late sessions on a Tuesday, Wednesday, and Thursday. These start at 08:30am and finish at 4:00pm.

Fees

The cost of each session is as follows:

2-year olds- £5.20 per hour

3 and 4-year olds- £4.50 per hour

Payment of fees is on a half termly basis. There is a late fee penalty.

We accept childcare vouchers and are registered to offer Local Authority funding with effect from the start of the term following a child's third birthday.

We are also registered to accept Local Authority funding for children following a child's second birthday but please refer to the Norfolk County Council website to confirm the exact funding eligibility for each child.

Deposit

To secure a place for your child, we ask that a deposit of £50 is paid on registration. Details of how to pay this will also be given upon registration. This money will then be re-funded following your child's first half term.

Settling In

We offer 5 hours of settling in sessions, free of charge to ensure peace of mind for you and to welcome your child into our setting. This provides an opportunity for your child to find their way around the setting, to begin to build relationships with the staff and with their peers. More information about settling in sessions is available upon application.



Contact Us

Please call [01603 759656](tel:01603759656) or email managerhduf@yahoo.com to make an appointment with our manager to visit us and look round. You can discuss registering your child and the sessions available, chat about settling your child in with us and any information you wish to share or any requirements you may have. This appointment takes place during a session at the pre-school.

If you are late

It can be very distressing for your child if you arrive late to collect them, so we ask that you arrive promptly at the end of the session. However, we recognise there may be a time when you are held up, and we ask you to let us know by telephone if you are going to be late. If we do not hear from you, then we will try an alternative contact number for you.

If no-one is available to collect your child we will follow the procedure in our 'Uncollected Child' policy.

Thank-you for taking the time to read through our prospectus and your expressed interest in our setting. We very much look forward to hearing from you. If you have any further queries, please do not hesitate to contact us and we will be happy to help.



