

Monkspath School



Incorporating Monkeys Childcare,
Bananas Breakfast & Teatime Club and
Holiday Club

Prospectus



Dear Parents/Carers,

I would like to take this opportunity to welcome you and your child to Monkeys Childcare. We look forward to meeting you and your child and getting to know you all. This booklet outlines the responsibilities of Monkeys Childcare and those of our parents.

“Monkeys” Wraparound Childcare has been open since September 1997, and we are situated within Monkspath Junior and Infant School. We provide private childcare for three to five year olds, and we are registered for Nursery Grant Funding for three and four year olds. We work closely alongside Monkspath Foundation Unit and our newly opened ‘**Little Chimps**’ for 2-3 year olds.

Monkeys Childcare is open five days a week from **7.45am to 6pm** and offers **Bananas Breakfast Club, Monkeys Wraparound Childcare and Bananas Teatime Club** for children. Monkeys Childcare also incorporates ‘**Let’s Go Bananas**’ Holiday Club during the school holidays.

Monkeys Childcare provides a high quality learning environment that is resourced both indoors and outdoors. Outdoor provision is an essential aspect of the Early Years Foundation Stage Framework and all aged children within the school have continuous access to the outdoor provision on a daily basis.

The practitioners in Monkeys Childcare acknowledge the important role that you as parents/carers play in your child’s education and we value your support. Children’s experiences at home are highly significant and when parents and staff work together to support children’s learning, the results can have a measurable and lasting effect upon their development. A successful partnership needs a two way flow of information, knowledge and expertise and we very much look forward to developing this with you.

This prospectus has been compiled to give you as much information as possible about the experiences your child will have whilst they are part of Monkeys Childcare, and if you have any questions please do not hesitate to contact us. We look forward to meeting you and your child.

Yours sincerely,

Mrs Lesley Pinner
Manager

OFSTED

Monkeys Childcare are registered with Ofsted and are inspected every three to four years. Our inspection report is available for parents to read on Monkspath School web site (www.monkspath.solihull.sch.uk) where you will see our recent report and the outcome of the inspection

was a judgement of 'Outstanding'. Ofsted have stated that: "Monkeys was Outstanding in all areas achieving grades of 1 in all areas of quality and the standards for Early Years provision". The judgement of Outstanding means we are exceptional and significant elements of our work are exemplary.

OUR VISION

In Monkeys Childcare we have a passion for high quality care; love and learning are at the heart of what we do. We aim to keep each other happy, safe and secure in a loving family environment, to value one another and make a positive contribution to everyone's development - Together we can all achieve this.

OUR AIMS

- To provide a safe and caring environment for the children, in which they can grow and develop confidently and happily. To provide the highest level of childcare possible, within carefully planned routines and a stimulating and language rich environment which provides each child with happiness and security.
- To provide opportunities for children to make friends whilst learning to share and care for one another. We encourage children to communicate their thoughts and feelings to others and provide activities which foster this in children. Children share the joy of observation, exploration and discovery and are allowed time and space to choose to rest, play alone or play with others. We provide a high level of care and commitment in a bright, cheerful and stimulating setting.
- To develop a shared partnership with parents and carers based on our mutual respect and interest in your child's development and well-being.

HOW DO WE DO THIS?

Everyone within Monkeys is aware that all children are unique individuals with their own personality and we ensure each child in our care can develop at their own pace, whilst discovering that learning for life is fun and fascinating.



Let us give you a brief overview of all our five very different provisions, but which all offer excellent care and quality including the same ethos throughout the day regardless of whether your child attends main stream school, Monkeys Wraparound or Bananas Club.

1. MONKSPATH - MONKEYS CHILDCARE: WRAPAROUND CARE FOR 3-5 YEARS

In Monkeys Childcare, we devote our energies to creating a fun and loving environment whilst delivering the best in childcare and education. By giving our children these opportunities we create a positive and motivating experience that will, in turn, play a major role in your child's future learning and development. Our friendly, highly-trained staff are focused on providing fun and education. They work to ensure your

child develops as an individual whilst helping to nurture and encourage learning through discovery and enjoyment. We offer education through creativity and play; we pride ourselves in understanding the importance of instilling confidence and enthusiasm from an early age. We want our little ones to feel secure and happy from the start so they can't wait to come back tomorrow!

We ensure a well planned curriculum is provided, using the revised Early Years Foundation Stage document. The children have access to a large hall and drama studio where they have opportunities of joining in PE and drama. "Monkeys" have a lovely safe and spacious outdoor play area, where there is a wealth of ideas for children to capture their imagination.

Children who are not yet attending Monkspath State Nursery, in the term following their 3rd birthday are eligible in the subsequent term for a fully funded FREE place at Monkeys. We will help you to complete all necessary documentation.

"Monkeys" Childcare staff believes that children learn best through play when they are relaxed and happy. Each day children enjoy experiencing both structured and unstructured play situations.

In Monkeys Wraparound we operate an 'Open Door Policy' enabling informal discussions between parents and staff about children's progress and allowing parents to share any information which maybe prevalent for staff to have knowledge of. Twice yearly Parents' Evenings are held in addition to the 'Parent Fun Days' our Foundation Unit hold, where Parents/Carers are invited to visit the school, and partake in activities with their children. You will also receive a half-termly newsletter which gives information of up and coming events and topics.

A daily record sheet is provided for all children, which gives a short account of what your child has done during their session in "Monkeys" that day. Monkeys Wraparound room is set within a large and bright stimulating classroom, and adjacent toilets and cloakroom facilities.

2. MONKSPATH – MONKEYS WRAPAROUND LUNCHTIME PROVISION FOR 3-5 YEARS

Monkeys encourage children to eat independently and learn about healthy choices. Lunch time sessions are staffed by experienced lunchtime supervisors who encourage all children to eat healthily. Parents can choose to either allow their child to bring a lunch box or have a hot school dinner (*for a small extra cost*). Meals are freshly cooked on the school premises and served to your child in the Monkeys room. For parents' opting for packed lunches, we encourage children to have 'healthy lunches' in a named lunch box. Drinks should be in a leak-proof flask or container or in disposable packaging. Please do not send glass bottles. We ask that **NO PEANUTS, PEANUT BUTTER OR OTHER SPREADS CONTAINING NUTS** are included in lunch boxes because of the danger to children with 'nut allergies'. Freezer packs inside lunchboxes are advisable to keep yoghurts, sandwiches etc. safe from bacteria.



A range of play and relaxation activities are available for the children at lunchtime. Monkey's lunchtime supervisors help the children with packaging, cutting up food and opening drinks etc during lunchtimes. Monkspath Monkeys staff support and guide the children to become confident and independent during meal times.

3. MONKSPATH BANANAS BREAKFAST CLUB: FOR CHILDREN 3-11 YEARS

Monkspath Bananas Breakfast Club is open from 7.45am to 8.45am. It is our aim to bridge the gap between the start of the school day and parents working hours and to provide children with a healthy and nutritious breakfast in a caring environment. There has been proven research that having a healthy breakfast helps children's motivation and self-confidence, and it also improves children's levels of concentration.



We appreciate that parent's working patterns sometimes mean that these extended hours are necessary as they enable working parents the flexibility they need, whilst their children are provided with an enjoyable, fun, interesting and safe environment.

We provide a variety of healthy cereals, toast, fruit juice, water and milk. Children can then choose from a variety of fun activities with their friends. The children are then safely 'delivered' to their class (or to Monkeys), for the start of the school day.

4. MONKSPATH BANANAS TEATIME CLUB: FOR CHILDREN 3-11 YEARS

Bananas Teatime Club offers parent's a choice of length of time they wish their children to attend Teatime Club. Children can either stay from 3.30pm – 4.30pm or 3.30pm – 6pm. We plan activities using the curriculum based on age appropriate activities. We are extremely aware that at the end of the day, some children may simply want to relax and enjoy quiet activities. However, children may prefer to join in with more structured activities, therefore, we offer outdoor play, sports, dance and games, ICT sessions where they can develop their computer skills, cooking sessions or they may like to sit and have stories read to them or join in a range of creative activities. Children are also offered the opportunity to do their homework enabling a more relaxed time with parents when they are taken home. These choices are available to all the children every day.

During the teatime club a selection of food will be on offer over the week, which varies from a choice of fruit and vegetables, toasted teacakes or cheese and biscuits. If you choose the later option (3.30pm-6pm) for your child, they will be given a light nutritious meal at 4.45pm, to keep them going until they go home for their dinner. Drinks are on offer at all times.

5. MONKSPATH – LET'S GO BANANAS HOLIDAY CLUB: FOR CHILDREN 3-11 YEARS

Our very successful Holiday Clubs have been running for the past 9 years and it is fantastic seeing so many children returning year after year. Some of the fun packed activities we offer children are: sports and team games, ICT, dance, face painting, cooking, arts and crafts and exploring our schools 'woodlands area'. We take the children for walks around the local environment and enjoy trips out; we have been to the farm, Severn Valley Railway and theatre.

We offer children drinks and snacks throughout the day in addition to the Breakfast and Teatime (*if these sessions are booked*) but children will **need to bring a named healthy lunch box** with them.

All of Monkspath Monkeys and Bananas sessions are run by dedicated, enthusiastic and qualified staffs, who have received relevant training in childcare and education. They are committed to furthering their own professional development through attending appropriate courses and keeping up to date on current research into early childhood issues. A system for monitoring teaching and learning is in place. There is a ratio of one member of staff to eight children. All staff undergo first aid training and hold current certificates.

ADMISSIONS

Monkeys Childcare endeavours to be accessible to the children and families from the local community. Monkeys Wraparound have a limited number of places in line with their Ofsted registration of 24 children. Bananas Breakfast and Teatime Club try to accommodate all families but at times do need to operate a waiting list system for particular days.

FEES

All sessions should be booked and paid for within **14 days** of receiving their child's invoice. Monkeys Childcare reserve the right to withdraw a child's place for any account that falls more than one month in arrears. All fees that are paid are **non refundable**. **Late collection of children** will be charged at a rate of **£10 for each quarter hour**.

CHILDCARE VOUCHERS

We accept childcare vouchers from all recognised voucher providers if paid electronically. If parents are paying by childcare vouchers, these must be submitted the previous month to ensure we have them in our system for the first of each month. Any outstanding balance after vouchers have been paid must be paid immediately by Parent Pay. If you intend to pay using childcare vouchers, please speak to the Manager or Deputy prior to your child starting so that we can inform you of our registration number.

Please note that unless **one months notice** is given in writing for holidays and absence, fees must be paid in full. We cannot refund fees in the event of absence due to illness, or unavoidable closures.

It maybe possible to book extra sessions, but we would appreciate as much notice as possible. We ask you to inform us by telephone or letter if your child is going to be absent.

HOURS OF OPENING

Monkeys Childcare is open from 7.45am until 6pm.

CANCELLATION NOTICE PERIOD

If for any reason you need to withdraw your child, we require four weeks written notice in advance. If you make a request to change days or sessions, you will need to complete a 'change of day/hours application' and the Manager will inform you if we are able to accommodate your changes. **Please note: sessions may not be transferred.**

SICKNESS AND HOLIDAY ABSENCE

We are not able to issue refunds on occasions when your child has been sick or absent due to holidays if no notice in writing is given.

DROPPING OFF AND COLLECTING YOUR CHILD

Due to planned staffing levels and the number of children in each session, we require you to drop your child off and pick your child up at the designated times. If your child is ill or has had an accident at home please let us know by 10am if your child is not going to attend Nursery on that day. Late collection of children after 6pm will be charged at a rate of £10 for each quarter hour.

SECURITY

On arrival into Monkeys Childcare, whether this is in our Breakfast Club or Wraparound, we ask that you **sign your child in** on our daily register, and also **sign your child out** when collecting them at the end of each session or Teatime Club.

For your child's security and ours, please inform us either personally, by letter or by telephone if someone different is going to collect your child. We ask that you give the person collecting your child your chosen **password** as we will ask them to tell us this when they come and collect your child. All other entrances will be securely locked during the day.

UNSCHEDULED CLOSURES

In the event that we have to close the Monkeys Childcare, we will endeavour to give as much notice as is reasonably possible. We are not able to refund any missed sessions.

In the event of adverse weather, we will endeavour to open as normal. If Monkeys Childcare is open and operating normally, fees will be charged regardless of whether your child has attended.

CLOTHING – What do I need?

(This only applies to Monkeys Wraparound children and also to children attending Foundation Stage 1)

The children in Foundation 1 wear school uniform (*please see school prospectus for details*). In Monkeys' Wraparound the wearing of 'Monkeys' sweatshirts and polo shirts is optional. A small supply of second hand sweatshirts are available if you require one, or alternatively, they are available to buy from Early Years in Shirley. Messy play activities are always on offer, so please send your child in appropriate clothing. It is imperative that **all clothing is named.**

Your child will also require a **named** pair of wellingtons and a **named** waterproof jacket. Children will also need a **named** book bag which are available from our school office. A change of clothes is also a good idea in case of accidents (*please send all spare clothing in a small pump bag which can be left on your child's peg*).



POLICIES

Equal Opportunities Statement – We endeavour to develop an environment in which the value of each and every child is fully recognised. We plan a curriculum which is accessible to all, regardless of race, gender, social class and religion. We encourage all children to play and work together developing mutual respect. All children are encouraged to express themselves in all aspects of play and to work together co-operatively and constructively.

Child Protection – Safeguarding Children - Monkeys Childcare comply with all relevant safeguarding children procedures and conform to all appropriate documentation and other guidance from the Local Safeguarding Children Board (LSCB). All staff have relevant DBS checks and undertake regular child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

No Smoking and Alcohol Policy - Monkspath School including Monkeys Childcare has a policy of no smoking or alcohol within the school environment.

Parents as Partners – At Monkeys Childcare we fully appreciate how important it is to make sure that the transition from home to nursery/school is as smooth as possible. We appreciate that parents are the main source of information about their child and we hope that we can work in partnership about information sharing and working together to help each child progress through each stage of their development.

Complaints Procedure – We pride ourselves in having excellent communication with all our parents and developing strong partnerships together. In the event of a parent feeling unhappy with any aspect of care/service that we provide, the Manager is always available for you to talk to and investigate the matter immediately. We pride ourselves that excellent communication is the key to a successful partnership together.

Confidentiality Policy - It is Monkeys Childcares policy to ensure that confidentiality is paramount. This is particularly important about children's personal and private information, issues concerning a child, parent or members of staff. Breach of confidentiality will be dealt with in the strictest confidence in line with the Data Protection Act.

Administration of Medicines and Accident Procedures – If your child requires any medication during the day, we require you to complete a 'medication consent form'. We will administer medicines that parents have signed for and if it is absolutely necessary in order to complete a course of treatment, such as antibiotics. Written records are kept of all medicine administered to children and parents sign to acknowledge this when collecting their child. Medicines will be stored in a secure cupboard clearly labelled with the child's name and dosage to be given.

We will require a 'care plan' to be completed for children with specific medical needs, who need to have regular medication whilst with us. Please ensure that you have discussed this with the Manager or senior member of staff and updated the admission form.

In the event of an accident, we follow clear procedures. If your child has a bump to the head, we will inform parents by telephone and an accident form will be completed, signed and countersigned. When you come and collect your child you will be asked to read the form through and sign the form. If the accident is thought to be serious, we will ask parents' to come and collect their child or in extreme circumstances a member of staff may seek emergency attention immediately. (Parents will always be kept informed of any actions taken).

For all minor accidents we record these on minor accident forms and parents/carers are requested to read the accident form when collecting their child.

Sickness and Illnesses - All children need to be absent from nursery for 48 hours after sickness or diarrhoea to prevent any infection to other children, therefore we ask that children do not attend Monkeys Childcare in these instances.

We are unable to cater for children who are unwell, so will endeavour to contact parents/carers immediately to collect children who are taken ill during the day. Please ensure that we have your up to date contact telephone numbers and any necessary medical details about your child.

Supporting Children with Additional Needs - We welcome all children including those with additional needs. The needs and progress of children are monitored by Monkeys Childcare Inclusion Co-ordinator who assists the nursery together with other carers in providing an independent learning programme for each individual child.

Positive Behaviour - We believe that every member of our nursery should be treated fairly and feel valued and respected. We are a caring community at Monkspath School and this in turn includes Monkeys Childcare. Our values are built on mutual trust and respect for all. The Behaviour Policy is designed to support the way in which all children can learn and play together in a supportive way. It aims to promote an environment where every child feels happy, safe and secure. We expect every member of the nursery to behave in a considerate way towards others. We aim to help all children grow in a safe and secure environment, and to become positive and increasingly independent members of the nursery who develop personal responsibility for enabling the good care and welfare of others.

Monkeys Childcare – wraparound, use stickers for being kind and using good manners and we also have a group reward system, when the nursery has worked together. This might be for good tidying away, listening and doing what has been asked and everyone listening to stories or singing together. The children help to decide our group rules and reward and these are shared with all our staff and parents in the children's daily communication book and newsletters. During our Breakfast, Teatime and Holiday Club we have reward charts and use sticks for good behavior and being kind and helpful.

CONTACT US

If you would like any further information or have any questions please contact Monkeys Childcare at Monkspath School, Farmhouse Way, Monkspath, Solihull, West Midlands. B90 4EH or

- Email: 62monkeys@monkspath.solihull.sch.uk
- Telephone: 0121 703 1820
- Mobile: 07980 172151



Monkeys


Monkspath School



Little
Chimps
Nursery 2-3 years
7:45am - 6pm



Let's Go
Bananas
Holiday Club for 3-11 Year Olds
7:45am - 6pm



Monkeys
Wraparound
3-5 Years 7:45am - 6pm



Bananas
Breakfast & Teatime Club
3-11 Years 7:45am - 9am & 3:30pm - 6pm