

# CAPERS



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## Welcome!

Thank you for enquiring about childcare at CAPERS.

Excellent childcare is vital for you and your child and at CAPERS we lay down the foundations so when your child leaves nursery to go to school, they leave happy, educated, independent, confident and equipped for their next big step!

Capers take great satisfaction in the knowledge that we have given hundreds of children the best possible start in life.

## General Information...



### Meals and Snacks

Children now have the option to either order a cooked lunch at £2.50 or bring their own packed lunches and parents are advised to include a cool pack, particularly in warmer weather. Regular snacks and drinks are provided throughout the day and water is available at all times.



### Babies

We will provide drinks and snacks throughout the day, changing items such as wipes and nappy sacks, cots, bedding, pushchairs and highchairs. CAPERS also have sterilising equipment for younger infants. Parents are required to leave a changing bag containing: nappies, a change of clothes, dummies, comfort items, lunch and bottles including formula (which will be refrigerated on arrival) and a warm coat/snowsuit for outdoors.

### Clothing and Footwear

All children should bring a change of clothes, Wellington boots, a warm coat and slippers or a comfortable pair of indoor shoes. Sunhats and sun cream should be provided in warmer weather.

### Uniform

When your child gets to 18months we do have a uniform which consists of a grey polo shirt, grey t-shirts, purple V-neck sweatshirt, purple cardigans, and a black or purple fleece. Uniform is only compulsory for our preschool children.





### **Behaviour**

We aim to provide a stimulating environment in which children develop self-discipline and self-esteem. We believe in working towards managing behaviour rather than the discipline of a child. Full details or a copy of our behaviour policy is available on request.

### **Admissions**

Places will be allocated each half term and holiday period, usually on a first come, first served basis. However, priority will be given to:

- a) Children who attend CAPERS regularly
- b) Siblings of children already attending
- c) Children who attend local/rural schools

### **Registration and Booking**



All children must be registered with CAPERS before attending. Registration, Medical and Consent Forms are provided and should be completed and returned to CAPERS before your child starts with us. Booking forms are provided for each half term and holiday period. Please ensure you complete and return these promptly as we use them to allocate places and hence secure the sessions you require. Please inform Capers immediately if contact or medical information changes. To cancel your contract with us, please put this in writing a month before leaving.

### **Fees**

Fees for each half term and holiday period are due *in full in advance at the time of booking*. Arrangements may be made to spread the cost over two equal monthly instalments. We regret that we are unable to refund fees paid for any sessions not attended, including cancelled sessions. Payment not received by its due date will be charged at a daily rate of £5.00.

### **Collections**

Children will only be allowed to leave the premises with those persons named on the registration form unless prior consent is given where we ask for a password to be given on collection.

### **Equal Opportunities**

All children are treated with equal concern regardless of their religious persuasion, racial origin, cultural or linguistic backgrounds, sex and ability. Detailed policy is available on request.

### **Safeguarding Children**

All staff at CAPERS have been vetted in accordance with OFSTED guidelines. Volunteers will not be used unless they have DBS clearance. Staff are trained to recognise the symptoms of possible neglect and abuse. The child's welfare is always our primary concern. A copy of our full policy is available on request.



### **Special Needs**

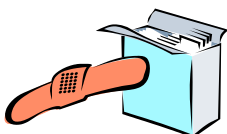
CAPERS aims to operate with regard to the Dfee Code of Practice on the identification and assessment of Special Educational Needs, and welcomes children with special needs. A consultation with parents and any professional body will be arranged to ensure that we are able to meet the child's individual needs.

### **Parental Involvement**

We actively encourage parents to provide any comments or suggestions that may help us to improve our provision or service, there is a suggestion box in reception outside the office. We will share information with parents about their children on a regular basis. Observations and photographs are taken of the children as evidence of learning and progression. This information is available to parents at any time.

### **Health and Safety, Illness, Accidents and Medication**

Children should not attend Capers if they are unwell. Should your child become ill whilst at Capers, parents or carers will be contacted as soon as possible and required to collect their child.



Should a child fall seriously ill or suffer an accident whilst at Capers, every effort will be made to contact the parents and the child's doctor. However, if contact is not possible, we reserve the right to take whatever action we deem necessary. Any accidents that occur to a child are recorded in the accident book and the parent notified. All our full time staff hold valid first aid certificates or will be undertaking the relevant training.

If a child requires medication (prescription or otherwise) to be administered by CAPERS staff, a form will need to be completed and signed by the parent or carer.

CAPERS strive to provide a safe and secure environment for your child. Risk Assessments have been carried out in every area (inside and outside the building) and checks are made on a regular basis to minimise potential hazards. A copy of our full policies on all the above is available on request.

### **Complaints Procedure**

We hope that you will feel part of a team and that you will tell us if we fail in any way to meet our aims and objectives. If you are uneasy about any aspect of CAPERS, please feel free to talk over your worries and anxieties with our staff or the supervisors. We hope to give a warm welcome to all children, their families and friends. We believe that everyone in the group is entitled to courtesy and respect. Full details of our policy are available on request.

### **Key worker system**

Your child will be allocated a 'key person' to help them settle into CAPERS. This 'key person' will build a special relationship with your child and help to meet their needs whilst they are in our care. They will offer security, reassurance and continuity (they will often be the one to feed, change and soothe your child) and are in the best position to understand individual needs. The 'key person' will be

someone for you to share information with about your child's time with us and also assist in your child's transition as they move up through the age groups.

Once your child reaches the appropriate age they will make a seamless transition into early year's development and pre-school education. This continuity of care will allow your child to build relationships with adults they can trust and feel comfortable with, and also form ongoing friendships and bonds with other children.

## **Education**

Here at CAPERS, education is paramount. How each child learns is surprisingly different.

At CAPERS your child can explore the delights of being a child whilst discovering that learning for life is fun and fascinating.

We aim to provide an ideal environment for your child to grow and develop in an atmosphere of warmth, security and care. In this safe environment your child will flourish and will be encouraged to learn through play and given every opportunity to reach their full potential at their own pace.

Weekly planning ensures we meet the individual development needs of each child and closely follow the government guidelines for the Early Years Foundation Stage. We have designed our curriculum to focus on both early years educational needs and individual learning styles.

We understand the importance of a healthy balance between adult led activities and child-initiated play. Our playroom layout encourages children to indulge in a range of self-directed or group activities and we organise our education around the seven areas of the Early Years Foundation Stage curriculum. These areas are:

### **Prime Areas**

Begin to develop quickly in response to relationships and experiences, and run through and support learning in all other areas. The Prime Areas continue to be fundamental throughout the EYFS. The three Prime Areas are:

- Personal Social and Emotional Development
- Communication and Language
- Physical Development

### **Specific Areas**

Include essential skills and knowledge. They grow out of the prime areas and provide important contexts for learning. The four Specific Areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

## What is the Early Years Foundation Stage and how will it benefit my child?

Here is a short explanation to help you understand and hopefully see why CAPERS follow the Early Year Foundation Stage. The framework was set up by the government and was collaborated on by many leading professionals in the childcare field. The framework takes as its focus the 'child' and steers away from specific subjects and areas of experience and the more formal distinct curriculum headings. Instead it focuses on *your* child and the four aspects that celebrate the skill and competence of young children. These four aspects are:

- ✓ **A unique child**
- ✓ **Positive relationships**
- ✓ **Enabling environments**
- ✓ **Learning and development**

### Bumble Bee Room

Getting the right childcare organised for your baby makes returning to work less stressful and a lot easier. You can concentrate on your job responsibilities a lot better knowing your child is in safe hands. This goes a long way to helping you balance your work and family commitments.

Bumble Bees offer a uniquely flexible structure to fit easily around your working hours, even if they vary from time to time.

The Bumble Bee room has a large playroom, changing area and a separate sleep room so we can accommodate the varied routines of different children. We also have access to our own tumblers room. Our objective is to provide the highest standard of baby care with a focus on individual interaction and stimulation.

In the Bumble Bee Room we use lots of holistic, sensory and messy play. We do lots of singing, stories and sounds to encourage babbling and talking. We provide lots of stimulation through ICT toys, soft toys and rattles to stimulate movement such as rolling.

### Caterpillars

Children are moved from the Bumble Bee room to the Caterpillar room the term after their 2<sup>nd</sup> birthday. When you are little every day is a learning experience and at CAPERS we make those experiences magical, memorable and fun!

In the Caterpillar room we will help your child with toilet training, extended the holistic play by introducing new topics, targets and media.

At the ages of 2-3 developing your child's communication is vital and we do this through introducing imaginative role play, storytelling, teddy time where children are encouraged to talk about things they do at home and or their interest's, giving children time to talk, singing, games and repetition.

### Pre School Butterflies

In the Butterfly room we really concentrate on getting your child ready for school and reaching to the best of their abilities.

We have topic-based themes to teach your child about new experiences whilst incorporating each child's individual needs and interests.

Butterflies are encouraged to use their imaginative skills to learn. We introduce letters and sounds, numbers and shapes as well as teaching basic writing skills, independence i.e. getting ready for Physical education (which we do in our tumble room or outside) to prepare them for the next big step to school.

Butterflies is an independent preschool where your children can learn in our care and environment, go to their local school confident, ready and well prepared.

At the end of their preschool education we hold a graduation ceremony where your child receives a graduation certificate and his or her learning journey, which celebrates all the amazing things they have achieved from the day they started CAPERS to their graduation day.

### **Free Early Learning and childcare places for 2, 3 and 4 year olds**

Dorset County Council provides free early learning and childcare places for all three and four year old children within Dorset. This funding begins the term following your child's third birthday.

Dorset county council have now introduced free spaces for 2 year old providing they meet certain criteria. Please ask for more information.

### **What is my child entitled to?**

If you are booked for 3 or more days per week, you are entitled to 15 hours of funding which can be taken between 09.00 – 15.00, during term time. You can claim up to 12.5 hours for less than 3 days. This is up to a maximum of 38 weeks per year.

### **What do I have to do?**

You will need to fill out a Parent Declaration form at the beginning of each new term. This allows us at Capers to claim the funding for your free place. If your child attends two settings, the funding will be split between the settings. You must ensure that you include all the settings your child attends on your Parent Declaration Form.

### **When can my child have a free place?**

<b>If your child is born between:</b>	<b>They are eligible for a free place from:</b>
<b>1 April and 31 August</b>	1 September following their third birthday until statutory school age
<b>1 September and 31 December</b>	1 January following their third birthday until statutory school age
<b>1 January and 31 March</b>	1 April following their third birthday until statutory school age

This will continue until your child starts full-time education.

### How can I find out more?

CAPERS is registered to receive nursery education funding under Dorset's Early Years Development and Childcare Plan. CAPERS will claim this on your behalf.

More information is available at

Dorset Family Information Services (FIS) 01305 224800

Web site: [www.dorsetforyou.com/fis](http://www.dorsetforyou.com/fis)

Email: [familyinfor@dorsetcc.gov.uk](mailto:familyinfor@dorsetcc.gov.uk)



### After School Club...

CAPERS after school club offers a safe, caring and fun environment for your child, after school for children aged 4 to 11 years.

We collect the children from Spetisbury, Blandford St Mary, Durweston, Archbishop Wake, Milldown and Pimperne schools at the end of the day and bring them back to CAPERS where there is an extensive range of appropriate toys and activities to keep them entertained, occupied and amused.

The children are provided with drinks and a healthy snack such as fresh fruit or vegetables, crumpets, filled pittas or mini jacket potatoes.

The service operates between the hours of 3.00pm and 6pm on school days

### Holiday Club...

CAPERS Holiday Club is open to children aged 3m – 11yrs and run themed activity days and weeks during the Christmas, Easter and Summer holidays, as well as the half term breaks.



Thank you for choosing CAPERS. We look forward to working with you and your child!

# CAPERS FEES

These fees apply All year round

## Butterfly Room & Before/After club & school Holiday

Early bird session	7:45-9.00	£4.20
Morning Session	9.00-12.00	£12.60
Lunch time additional	12.00-1.00	£4.20
Afternoon Session	12.00-3.00	£12.60
After School Session	3.00-5.30	£10.50
Late Session	5.30-6.00	£2.10

## Caterpillar Room

Early bird session	7:45-9.00	£4.50
Morning Session	9.00-12.00	£13.50
Lunch time additional	12.00-1.00	£4.50
Afternoon Session	12.00-3.00	£13.50
After School Session	3.00-5.30	£11.25
Late Session	5.30-6.00	£2.60

## Bumble Bee Room

Early bird session	7:45-9.00	£4.75
Morning Session	9.00-12.00	£14.25
Lunch time additional	12.00-1.00	£4.75
Afternoon Session	12.00-3.00	£14.75
After School Session	3.00-5.30	£11.87
Late Session	5.30-6.00	£3.00

### **Extra's**

Car School Pick Up (Blandford Area)	£ 2.00
Nursery Pick up / Drop off	£ 1.00
Lunches	£ 2.50

The above sessions are available all year round with the exception of Public/Bank holidays and Christmas.

We do not charge a retainer fee for holiday periods. (Unfortunately, we cannot refund fees once you have booked your sessions.)

There is no admission/registration fee