



# Parent Handbook



Welcome to One Nation Childcare .....	3
Registration.....	3
Our Staff.....	4
Learning and Curriculum .....	4
Policies and Procedures.....	5
Working with other professionals.....	5
Parent Partnership .....	6
Key Person System .....	6
Settling-in Process .....	7
What to bring.....	7
Session information .....	8
Fees and Pricing.....	8

## Welcome to One Nation Childcare

*“May all who enter as guests, leave as friends”*

Dear Parent/Carer,

Thank you for your interest in One Nation Childcare. We aim to provide professional care for children from 2-5 years of age. We dedicate our time and efforts in pursuing to provide a nurturing, stimulating environment, which is safe and secure. We are passionate and have the skills to create an environment that will be a portal for new and exciting adventures for you and your child.

Our setting will provide your child will the tools and support needed to learn and develop through play and engagement. We offer a variety of resources and activities that will enhance your child’s learning and development.

### About Us

One Nation Childcare is a new childcare provision situated in the West End of Newcastle. It is part of a charity called EMTEP (Ethnic Minorities Training and Education Project) and aims to set a good example for children from all different backgrounds and walks of life.

## Registration

*“You don’t have to be great to start, you have to start to be great”*

If you would like to register your child and start a new adventure with One Nation Childcare, you must complete a registration form and hand it in to a member of staff. Once the registration form has been completed, you may arrange a convenient time to come and visit our setting. A member of staff will contact you as soon as a place for your child becomes available.

Once the place has been accepted, you must then bring in:

1. Child’s birth certificate
2. Parent proof of address
3. Parent ID

Here at One Nation Childcare, we are also offering childcare placements for children who are eligible for the 2-year-old free early education offer. This is a childcare placement that is government funded. If you would like to know more about the 2-year offer or would like to know if you are eligible, please contact the nursery manager or Newcastle City Council.

In order to check eligibility, please provide:

- Evidence of benefits
- National insurance number
- Or a letter from Newcastle City Council.

## Our Staff

*“Teamwork divides the task and multiplies the success”*

One Nation Childcare strives to ensure that your child will be receiving the best standard of care and education suitable for their needs. We feel strongly about teamwork, as we believe that this is the recipe for success.

Our staff are qualified with experience in adhering to the Early Years Statutory Framework, which we will ensure to adopt at all time work within ratio, as stated in the EYs Statutory Framework. This is as follows:

- One adult to four children of the age of two at all times.
- One adult to eight children aged between three and five at all times.

Your child will have a key person who will be responsible for their overall care and be your child’s (and your) main point of contact in the nursery. Their role includes planning activities and experiences to extend your child’s skills and knowledge, and will be focused on their interests. They also update your child’s learning journal, which you can view at any time.

The One Nation Childcare team has a very hands-on approach; we pride ourselves on our strong relationships with our staff and with our parents who entrust their children to us.

## Learning and Curriculum

*“Learning is a treasure that will follow its owner everywhere”*

We are committed to encouraging a love of learning in our setting. We understand that the early years of a child’s life is paramount in building the foundations for later life. One Nation Childcare provide a stimulating and nurturing environment that seeks to inspire children to try their best, attempt new things and explore through adventure. We want every child to thrive in this environment, working to the Early Years Foundation Stage (EYFS) framework.

The Early Years Foundation Stage is the curriculum for children aged 5 years and under. We will be referring to the EYFS for all aspects of the Nursery; this includes the room plan, small group plans and your child’s individual learning needs and interests.

The 3 prime areas of learning as stated in the EYFS are

- Communication and language
- Physical development
- Personal, social and emotional development

These are the areas of learning, along with many other areas of development, that the One Nation Childcare staff will strive to implement in your child’s everyday learning. If you would like to know more about the EYFS please speak to a member of staff.

## Policies and Procedures

*“Prevention is better than cure”*

As One Nation Childcare is a professional establishment, it is essential that we maintain the quality and performance of our provision. To ensure we do this, we have set in place policies and procedures that we expect all staff and attendees in the setting to adhere to.

We have the policies accessible for everyone to read; we also will have a policy of the month on display to encourage all attendees to the setting to read and implement. The policies will be revised annually or when management deems necessary.

We take safeguarding very seriously therefore a copy of our safeguarding policy will be given to you on registry. Please note that you must ensure to sign in and out when entering or leaving the setting.

## Working with other professionals

*“Coming together is the beginning, keeping together is progress,  
working together is success”*

To ensure that your child is getting the absolute best quality care and education, we believe that working together with other relevant professional bodies as a multiagency team where necessary will bring about even better results in terms of your child’s development.

This means that we may work with your child’s health visitor and if your child is accessing any other childcare provisions we may work with them to collectively assess your child’s learning and development.

We will also work with other agencies such as children centres, outreach workers, children’s services and SEN workers to ensure that all children at our setting are receiving the best support depending on each child’s individual needs.

Any multi-agency work with be first discussed with parents.

## Parent Partnership

*“Individually we are one drop, together we are an ocean”*

Here at One Nation Childcare, your child means the world to us. Therefore, we believe that in order to meet the best level of care, it is essential that we have a positive working relationship between parents and staff.

We understand that you know your child the best, and in order for our staff to build a good relationship with your child, we must first establish a good relationship with parents/carers.

We are always interested in your ideas, concerns and your support. Communication with parents is critical to us. We seek to form a partnership with you to ensure your child’s and family’s individual needs and concerns are met. We would like to ensure that parents/carers feel at ease to approach us with any concerns or information they would like to share. Your say is valuable to us.

Throughout your child’s stay with us, we will have many opportunities that will allow you to join in with the progression of your child’s learning. We would also be very grateful if you also share achievements that you have observed at home so that we as a setting can also celebrate these achievements with you.

Your child is about to start a whole new adventure, and we hope it will indeed be an unforgettable one.

## Key Person System

*“Some people make the world special just by being in it”*

Children are always meeting new people every day as they discover the world with you; however, having familiarity and consistency is paramount. Taking this into consideration, we have a key person system in place.

During your child’s visiting period, they will be appointed a key person. This person will be your point of contact throughout your child’s time at One Nation childcare.

It will be the responsibility of this person to support in settling your child into the environment and also tracking your child’s progression. If, for any reason, there is a need for your child’s key person to be changed, then you will be informed prior to the change and the change will be made such that it will have minimal effect on your child’s personal, social and emotional well-being.

## Settling-in Process

*“Change can be scary, but you know what is scarier?  
Allowing fear to stop you from growing, evolving and progressing”*

We are aware that new starts and beginnings, especially for children, can be a very daunting experience. We also understand that joining a new nursery is a scary process for both parent and child. We want to make this period as easy as possible for you and your child.

Once you have completed the registration process, you and your child will be invited to have a few visits - to enable your child to settle in to their new environment, as well as start to build their relationship with their key person.

Every child is different; some children settle quicker than others, but eventually all children - with the right support, care and love - are able to settle into a new environment and start their path to adventure and learning.

We ask that parents work closely with your child’s key person during this period. The first visit will allow you to explore the nursery and see what we have to offer, the first visit will also be used to complete some paperwork (“All About Me”) that will allow your key person to learn about your child from you. Depending on how your child is managing, the second and third visit will be an opportunity for your child to be left at nursery for 30mins to an hour; however you will be asked to stay next to our premises in case you are required to collect your child. Times for visits will be liaised with your key person. After the second or third visit, your child can start their nursery placement if staff deem it appropriate.

## What to bring

*“Preparation is key”*

Please ensure that you bring your child’s bag with the following items for each session. If you do not bring your child’s bag, then they may not be able to undergo their session till it is provided:

- Nappies and wipes.
- Nappy cream (when needed).
- At least one entire change of clothing (i.e. top, bottoms, underwear, socks etc.).
- Packed lunch (if they are full time - please look at pack lunch policy for more information).
- Medication (all medication is not permitted, a medical form must be completed before hand).
- Sunscreen and sun hat during sunny days.
- A coat, because we love playing outside.

## Session information

*“We didn’t realise we were making memories we were just having fun”*

Although no two days will be the same at the nursery (because every child brings with them new character), to encourage routine and familiarity, a typical day at One Nation Childcare may look a little like this...

**Welcome time and planning** is to allow all children and adults with the opportunity to acknowledge each other’s presences and learn each other’s names. Planning is to give children the opportunity to plan where they would like to play first to start off the day.

During the session we will have **a free flow snack** or where necessary, a group snack time, where children who would like a snack and something to drink can come over to the snack table.

**Nap times** will be appointed to children who require them if requested by parents.

**Small group and large group time** will allow children to have one-to-one support in small groups that will be focused on different activities throughout the terms. Large group will be conducted at the end of a session to bring the entire group together to participate in some fun learning activities.

We will finish the session with **a story** and ensure that all key persons have an end of session feedback discussion with parents to inform them of their child’s day at nursery.

## Fees and Pricing

*“If you want to invest in the prosperity of our nation, we must invest in the education of our children, so that their talents may be fully employed”*

<b>SESSION PRICES</b> <b>£20 yearly registration fee</b> <b>Morning session (8:30am-12:30pm)</b> <b>Afternoon session (1:30pm-5:30pm)</b>	
<b>Half day sessions (morning or evening session)</b>	<b>£20</b>
<b>Full day sessions (both sessions)</b>	<b>£35</b>

Any parents that require an after 5:30pm pick up must speak to management to arrange costs.

All session times, dates and payments must be made before the beginning of every month.



Please note that if parents request sessions to be changed regularly, extra charges may be applicable.

If your child is off sick, there will be no deduction from the monthly fee; however, if your child is full-time and is sick consecutively after 2 weeks, charges will be made half price. If your child is off for more than 2 weeks, please speak to management to arrange deductions.

The nursery will be open throughout the year, Monday-Friday; however, any dates of closure will be known to parents 3 months in advance where able.

The nursery has a flexible closure policy and closure will be determined by intake and attendance of sessions. Any closure will be made by first taking parents' needs into consideration.