



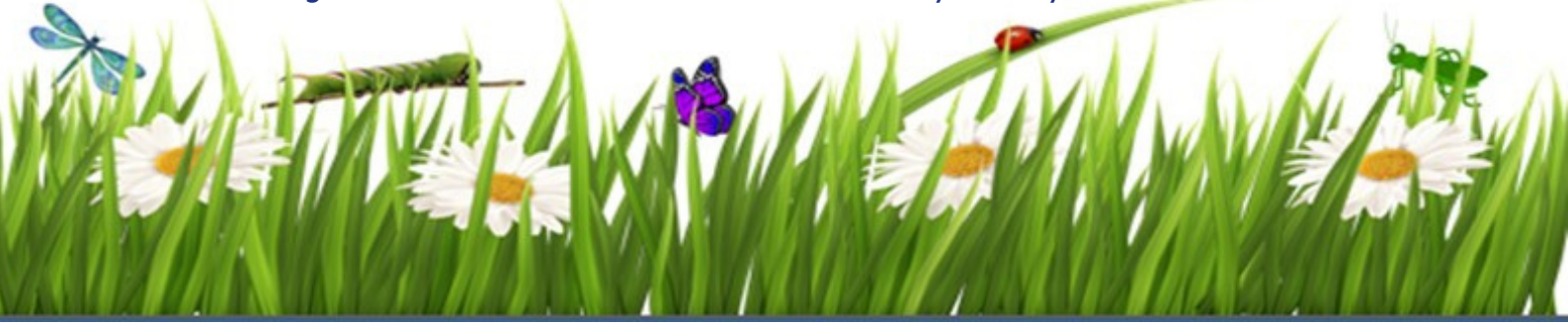
NURSERY PROSPECTUS 2023

*Happy Team:
Happy Children:
Happy Families*

Charity Number 1177008

Ofsted Number: EY561556

Ofsted Registered Person: The Committee of Sunshine Day Nursery and Out of School Club



Welcome to Sunshine

Happy Team: Happy Children: Happy Families

Here at Sunshine we understand what an important decision choosing a nursery is and we hope this pack will help guide you through this and show you what makes us special:

Sunshine Children's Centre is a registered not-for profit charity, run by a voluntary management committee, offering high quality childcare and education, with flexible sessions to children aged between 6 weeks and 11 years.

Lisa first started the nursery in 1996 at the WI hall in Burgh with only a few team members and a handful of children. Since 2007 we have been based in our current building and have grown to 5 playrooms and around 30 staff but have continued to maintain a strong family ethos and a home from home feel.

As we have grown we have not strayed from our original goal – to provide support, care and education for local families.



Our Ethos

Supporting families in the important task of raising their children and encouraging them to have a love of learning through exploration, fun and challenge in a safe place where all children are welcomed, valued and supported to achieve their best from their unique starting point is something that we believe is at the heart of Sunshine. We want the best for all of our children, families and team. We have a strong emphasis on building a healthy team and we believe:

Happy Team: Happy Children: Happy Families

Our Aims

- To provide a physically and emotionally secure environment in which all children can learn and thrive
 - To encourage children's individuality, independence and positive self image
 - To inspire curiosity and a love of learning.
- To promote an understanding of expected codes of behaviour and support growing awareness of the needs and feelings of themselves and others.
 - To involve families in all aspects of their child's learning
 - To offer high quality, flexible child care for all of our families.
- To provide excellent opportunities for babies, toddlers and young children that encourages exploration, imagination and investigation skills.
 - To add to the life of our local community



The Curiosity Approach

Here at Sunshine we follow The Curiosity Approach® across all of our rooms. It is a modern day approach to Early Childhood which seeks to inspire awe and wonder in our children and to harness the natural curiosity which we are all born with. This approach teaches children HOW to think not WHAT to think.

Toys with a fixed identity are reduced and our rooms are filled with everyday items to encourage children's natural curiosity and eagerness to explore and create. Take this as a scenario; - there is only so much a child can do with a plastic train set, one zoom round the track and it's done, they move on to something else. Compare this to the countless adventures they can have with cardboard tubes, stones, bamboo cane, metal goblets, silver tea sets and wooden curtain rings. The children have to use their imagination to figure out what each item is for and how to use it. The Curiosity Approach gives the children control to shape the play, rather than the toy shaping and limiting the play. This encourages children to think for themselves and build confidence without the need for guidance.

The rooms are decorated to be calm, stress free environments filled with open-ended, ordinary, real-life items made of wood or other natural materials. As the loose parts, which can include anything from cutlery to nuts and bolts, can be used in an endless number of ways, children are given the opportunity to use their creativity, imagination, critical thinking, problem-solving and more to teach themselves. By doing this, children are challenged to use all their senses to explore and discover how different material feels, how they sound and how they interact. This encourages the child to create their own toys to play with while simultaneously learning about the world they will eventually venture into.

As the children explore the various textures and possibilities of authentic resources, they are incorporating learning into play. The items can be lined up, counted, combined, be used for drawing or writing.



Our Rooms

We have 5 play rooms, a main garden, nature garden, 3 smaller outdoor play areas and a snug.

The playrooms are split into the following age groups:

Caterpillar Room: 6 weeks to 2 years. Ratio 1 adult: 3 children

Ladybird Room: 2 - 3 years. Ratio 1 adult:4 children

Dragonfly Room - Pre-school Ratio 1 adult:8 children

Grasshopper Room - Pre-school until 3pm, then Afterschool Club. Ratio 1 adult:8 children

Butterfly Room - Flexible space designed to be used where need dictates

Our 5 rooms are all light and welcoming and designed to give our children plenty of space to explore and investigate their surroundings. Our resources focus strongly on imaginative, exploratory, investigatory and sensory play experiences which will help develop personality, imagination and a sense of adventure.

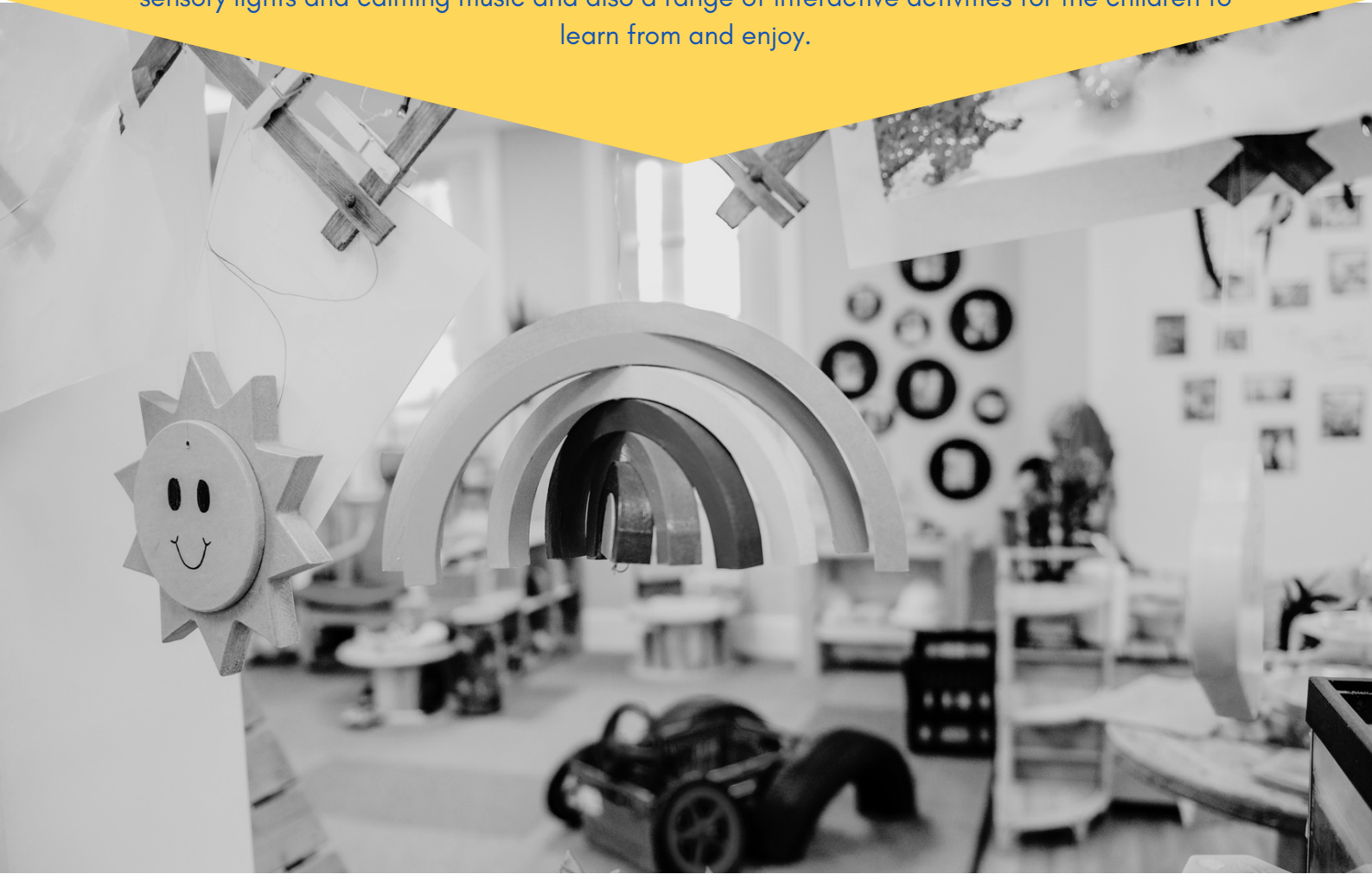
We recognise the importance of good manners and respect and seek to provide a strong foundation in these to prepare our children for life outside nursery. Throughout our nursery we consistently instil Alison Mosley's 6 Golden Rules:

We are kind and helpful: We look after our things:

We listen: We are honest: We are gentle: We try hard:

Children can participate in adult-led activities, along with the child's free choice. Throughout the year we have many extra activities brought into the nursery, these may include Yoga, PE, hatching eggs and outings into the local community. We also seek out opportunities for "People who help us" to visit Nursery.

The Snug is used as a sensory, calming room and also a room for small group activities. It has sensory lights and calming music and also a range of interactive activities for the children to learn from and enjoy.



Outdoor Areas

All rooms have access at different times to the main garden area everyday. We go outside in all weathers so be sure to send your little one with appropriate clothing! We incorporate all areas of indoor provision outdoors so that children can have a safe, exciting, fun and stimulating play. We have lots of resources outside including an outdoor kitchen, sandpit, trikes and bikes and water tray. Children are challenged in our outdoor areas in ways that support physical, social, communication and language, emotional and creative development and their knowledge and understanding of the world.

In our nature garden the children can explore bugs and beasts, weaving the willow dome and planting and digging.

The Caterpillar, Butterfly and Ladybird rooms all have their own small outdoor play areas which they can free-flow from during the warmer weather.

Settling in & Transition

Transitions should be happy, positive experiences for you and your child and we aim to support you and your child in the best possible way.

We do not have a set settling in routine, instead the staff will work with you to tailor a settling in pattern specific to your child. This may mean parents staying for a few sessions to begin with before gradually increasing the amount of time your child is left. We want both parents and children to feel safe, secure and happy. There is no charge for settling in sessions.

Before your child moves to the next room at nursery, they are supported by their key person during small play sessions in their new room and will slowly begin to spend time with their new key person, taking part in the activities they most enjoy.

Parents and carers will be continuously informed of their progress along the way and will be given information about the new key person and offered a chance to visit the new room.

When your child starts their transition to school we invite school teachers to the nursery so they can meet your child and key person in order to begin to get to know them.



Learning & Development - the EYFS

At Sunshine we follow the Early Years Foundation Stage curriculum (EYFS). This curriculum has been designed to ensure that the individual needs of all children from birth until the end of the Reception year are met, with its main philosophy being "learning through play". We encourage and observe the characteristics of effective learning which are the behaviours children use in order to learn. These are; playing and exploring; active learning; and creating and thinking critically.

Three areas (known as prime areas) are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn to form relationships and thrive.

The prime areas, are:

Communication and Language - this area involves listening and attention, understanding and speaking.

Physical Development - this area involves moving and handling, health and self-care.

Personal, Social and Emotional Development - this area involves making relationships, self confidence and self-awareness as well as managing feelings and behaviour.

We must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

Literacy - reading and writing

Mathematics - numbers, shape, space and measures

Understanding the World - people, the world, communities and technology.

Expressive Arts and Design - exploring the use of media and materials to enhance imagination



Our Team

We have a dedicated, friendly team of highly skilled practitioners who all genuinely have a passion for working with children and are committed to ensuring they flourish and thrive. We are proud of our high level of staff retention and value their dedication and commitment. We view our staff as the heart of the nursery as they have the responsibility of delivering the curriculum as well as nurturing the children so they feel safe and secure.

All of our team have an enhanced DBS certificate and complete mandatory training in Paediatric First Aid, Health and Safety and Safeguarding.

We continuously seek to develop the knowledge, skills and qualifications of our team and set high standards for professional conduct and practice.

Happy Team: Happy Children: Happy Families

Key Person

Each child is assigned a Key Person who has a special responsibility for giving your child the reassurance to feel safe and cared for and to build a relationship with parents, as well as keeping a track of their progress with regular observations and assessments.

The relationship between the Key Person, yourself and your child begins during and after the first few visits.

They will be your initial contact within the room and you can share information from home and nursery, allowing your child to have a constant quality of care and update you on their progress and development.

They will also be able to talk to you about any concerns you may have. Using an app called **Tapestry**, communication between yourself and our team is easy and always possible, allowing you to see how your child is progressing at nursery and also for you to share with us what adventures you have been getting up to outside of nursery.

We also use an app called **ParentHub** to communicate general messages to families about the nursery, such as closure days and bugs going around the nursery.



Meals & Nutrition

Children can choose whether to bring in their own healthy packed lunch or have a hot meal provided by nursery. Hot meals are an extra charge to the hourly rate and this is detailed on our fee sheet.

Healthy snacks and milk are provided during the morning and afternoons in the rooms for which we have a voluntary donation. They consist of fruit, vegetable crudities, a carbohydrate such as toast or crumpets.

Children have free access to drinking water throughout the day. We do not encourage juice to be bought in from home.

Lunch is served from 11:30 am, depending on which room your child is in. If your child is at nursery later than 4.30pm they may bring a cold packed tea or some extra snacks.

Careful consideration and research has gone into planning our three-weekly menu, which changes at the end of each full term. All menus are planned with children's dietary and cultural requirements taken into consideration. You can view our current menu on our website. All menus follow the Children's Food Trust guidelines. We have a full-time nursery cook in post to prepare our home-cooked, healthy meals and we will only use high quality meats, fish and fresh fruit and vegetables which will be sourced as locally as possible. We do not add salt to any of our cooking, and sugar is kept to a minimum.

The social aspect of mealtimes will be emphasized with children following hygiene guidelines before they eat, our staff sit at the tables with the children to encourage social interaction, conversation and good manners. The older children are also encouraged to serve themselves from terrines, we have found that by doing this they are more willing to try different foods.



Safeguarding & Security

Sunshine Children's Centre has robust safeguarding policies and procedures in place to ensure all children are in a safe, secure and happy environment.

Lisa, our manager, is the Designated Safeguarding Lead and she is supported by three Deputy Safeguarding Officers.

All of our policies and procedures, including our Safeguarding Policy, are available to view on our website - www.sunshinechildrenscentre.co.uk

Security of your children when in our care is of the utmost importance to us. All staff are responsible for safeguarding and promoting the welfare of children and have all received training to carry out the role. Staff are also required to alert to, and report, anything they feel constitutes inappropriate behaviour by other members of staff. As well as maintaining the correct staff/children ratio, we have many other safety features in place., including:

- The entrance door to the Nursery will be closed always. Parents/Carers may only gain entrance once the front doorbell has been rung and access is made by a member of the staff opening the door. Parents must not open the door for other parent, even if they know them
- Staff will sign your child in on our computerised registers.
- We have CCTV throughout the nursery.
- We have a "password" system for the collection of children if it is not going to be the usual parent or carer.
- We will also carry out regular fire drills to ensure that in the event of an emergency the safety of the children is paramount, and the children are rehearsed in what action to take.



Opening times & Charges

We are open Monday to Friday for 51 weeks each year. We are closed in between Christmas and New Year and on English Bank Holidays. The times we are open are 8.00 a.m. – 5.30pm. Our fees are reviewed on an annual basis and are detailed on our separate fee sheet.

Fees will not be required between Christmas and New Year and on English Bank Holidays as the Centre will be closed. For children who attend all year round they will be entitled to take two weeks free for pre-booked holidays (pro rata). With periods of short term sickness fees will still need to be paid in full.

Funding

Some families can apply for 15 hours of 2 year old funding the term after their second birthday. The term after their 3rd birthday, all 3 & 4 year olds are entitled to 15 funded hours of childcare – known as the Universal Entitlement. You do not need to apply for the Universal Entitlement. Some children will be entitled to an additional 15 hours known as the Extended Entitlement (or 30 hours). To find out if you are eligible for the Extended Entitlement go to www.childcarechoices.org.uk.

For all 2, 3 & 4 year old funding, families can choose their days and times within our opening hours (subject to availability). This flexible approach to childcare enables us to offer a nursery place which is individual to each family's needs. We welcome everyone without discrimination and strive to do our very best to ensure our setting can meet the needs of all children and families.

We offer the funding in 2 ways:

1. Standard offer – 15/30 hours per week, term time only (38 weeks). Your child is welcome to come during the school holidays but this must be booked in advance and paid for by yourselves. (please note we set our term dates in line with Burgh School and these dates cannot be altered)
2. Stretched offer – 12/24 hours per week stretched over 47.5 weeks. This covers most of the year, including school holidays. The funding runs out early August, after this your child is welcome to still come but this must be booked in advance and paid for by yourselves.

Additional Charges

Sunshine is a registered not-for-profit charity and we use a method which makes it easy for parents to access funded hours, but that is also sustainable for us so we can maintain quality and future investment. We provide the core Government-funded hours at no cost, with no time restrictions. However, the Government funding rate does NOT cover our costs and as such we have a voluntary charitable donation for funded children. It is a voluntary charge and can be removed from your invoice with no discrimination and no effect on your place at nursery.



What to wear & bring

No best clothes please - we love getting wet and messy! Clothes and shoes should be practical, comfortable and easy for your child to manage as we encourage them to develop their independence skills.

Spare clothing (labelled with their name) - we love getting wet and messy!

Water bottle

Coat/Jacket appropriate to the time of year

Hat & Gloves or Sun Hat - depending on the time of the Year

Nappies, wipes and comforters - depending on age and stage

Sun cream - if you do not wish us to use the nursery's own.

We do not encourage toys to be brought from home as they do tend to get mixed up with nursery toys. As we encourage the children to share in nursery, it is often harder for a child to share their own toys. If a toy is brought into nursery, we cannot take responsibility if it is damaged or lost. If your child has a 'special' toy or comforter, that accompanies them everywhere, this may be brought into nursery and effort will be made by the staff to ensure that it isn't lost.

Arrival & Departure

We do have a car park but ask that parents do not use it due to it being used as the current entrance for the Ladybird room. We suggest parents use the market place opposite nursery to park in and then cross the road using the crossing. Please do not use Church Street with your cars as it is very narrow and results in parents blocking in the residents of the street. If you or your child has additional needs which mean that you need to use the car park please speak to the managers and permission will be granted on a case by case basis. Children do need to be fully supervised continually whilst waiting outside the nursery.

If your child will not be attending nursery on their usual day, please telephone or email the nursery to let us know. Children who have suffered from any bouts of sickness or diarrhoea must have been free from symptoms for 48 hours before returning. Please see our sickness and illness policy for more information regarding other illnesses.



What can I expect my child to be doing at nursery?

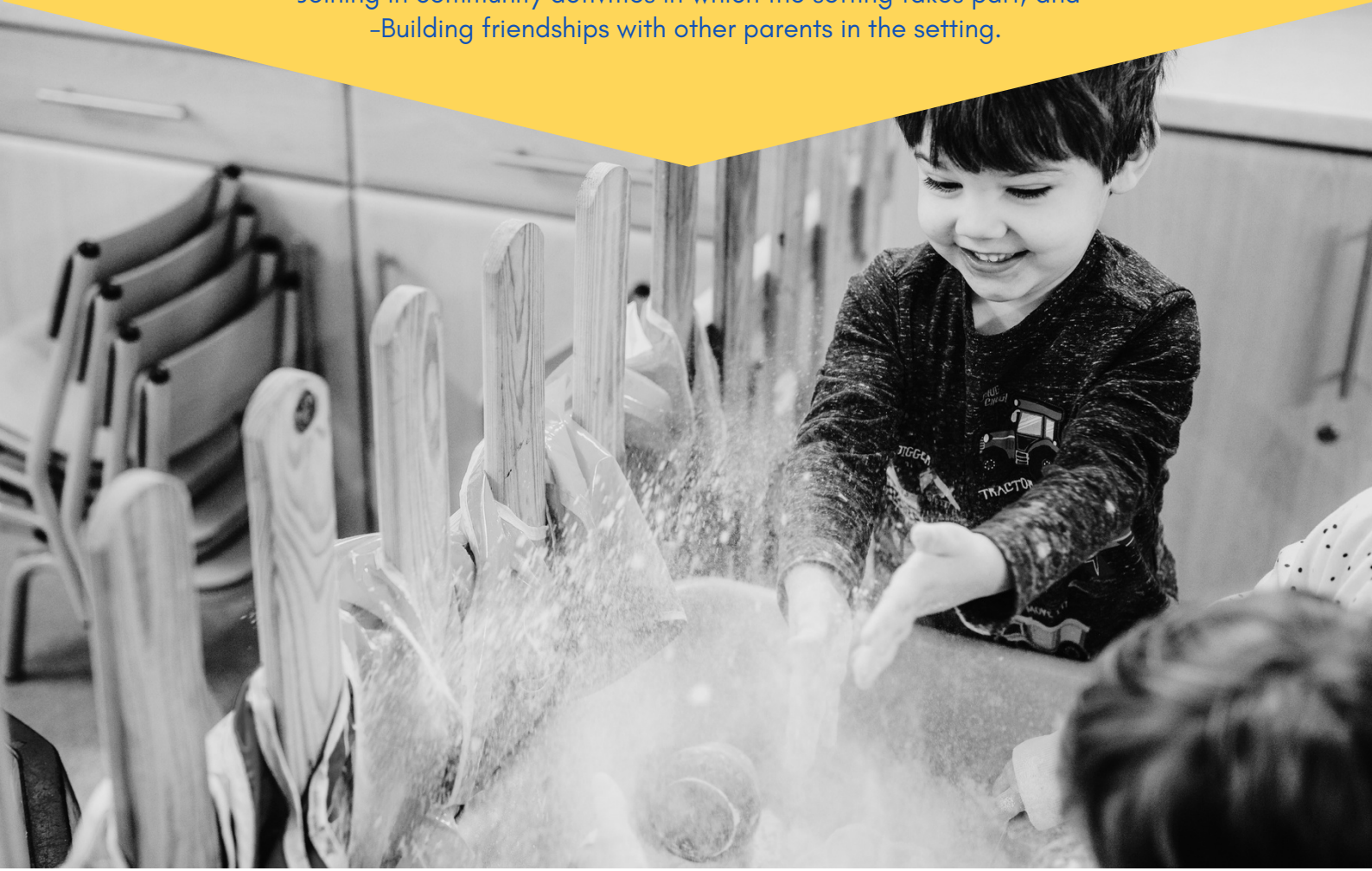
The following are examples of things you can expect to see during the course of a normal nursery day.

- Playing and having fun!
- Making friends and learning how to play together
 - Making choices and decisions
 - Learning to be independent
- Talking about all the things they do or think
 - Choosing their own activities
 - Learning both indoors and outdoors
 - Sometimes working with an adult
- Making a mess and helping to tidy up

Parental involvement

Sunshine Children's Centre recognises parents as the first and most important educators of their children. All of our staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents such as:

- Being part of the management committee of the setting;
- Exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- Sharing their own special interests with the children;
- Taking part in events and informal discussions about the activities and curriculum provided by the setting;
- Joining in community activities in which the setting takes part; and
- Building friendships with other parents in the setting.



After School and Holiday Club

Afterschool Club is between 3:15pm and 5:45pm, Monday to Friday, during term time. We are open to all primary school aged children, however we can only offer a collection service from Burgh-Le-Marsh primary school. The children are collected from the school playground shelter where they are passed over from a member of school staff and entered on to our register. All children and staff wear yellow reflective jackets and there are always at least two members of staff walking with children.

We offer a healthy snack on return from school and this is included in the fee. Children can bring their own cold packed tea if they so wish. They use our Grasshopper room and main garden area and have a large variety of games, toys and crafts on offer to join in with.

There are 16 spaces available, booked termly in advance. There is high demand for these spaces, so although we try to accommodate emergency places, this is not always possible.

Holiday club is available from 8am - 5:30pm Monday to Friday during school holidays, excluding the Christmas break and all bank holidays. We are open for all children aged from 4 years up to 11 years. There is currently up to 12 spaces available. These are extremely popular and can get booked up months in advance so early booking is strongly recommended through the office. Due to the high demand, emergency places are seldom available but it is always worth a ring.

Children are provided with a fun packed day of various activities, outdoor play and healthy snacks.

We can offer cooked meals which are available at lunchtime by booking in advance at an additional cost or children can bring their own cold packed lunch. Tea time is at 5pm and children need to bring a cold packed tea.

There are a wide range of exciting activities available at all of our clubs, including; games, construction, Wii and DS consoles, baking, trips to the local park and also visits from outside groups. The Holiday Club children are given a large amount of freedom when it comes to the games they want to play and are given choices throughout the day.

All sessions are planned and supervised by qualified staff.

Terms of payment are monthly in advance. Cancellations with more than one month's notice will be refunded in full, cancellations with between 2 weeks and one month's notice will be charged at half price if the place cannot be filled. Cancellations with less than 2 weeks notice will be charged for in full if the place cannot be filled.



What our parents say:

"The staff and setting are fantastic, my child is excited to come and is happy and settled"

"My child's confidence has really grown since attending Sunshine"

"Sunshine offers a home from home environment, everybody is enthusiastic and this is reflected in their wonderful care"

"The staff are welcoming and friendly, my child has lots of fun and learning experiences"

What Ofsted say:

"Children arrive at the nursery happy and smiling and settle straight away. They are eager to play with a rich variety of exiting resources that keep them motivated and interested in learning. Children demonstrate feelings of safety and security when they wake up as staff beam at them, it is clear staff genuinely care for the children"



GET IN TOUCH WITH US:

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Happy Team: Happy Children: Happy Families

We nurture the curiosity of each child so they grow in knowledge and are confident in their capabilities.

