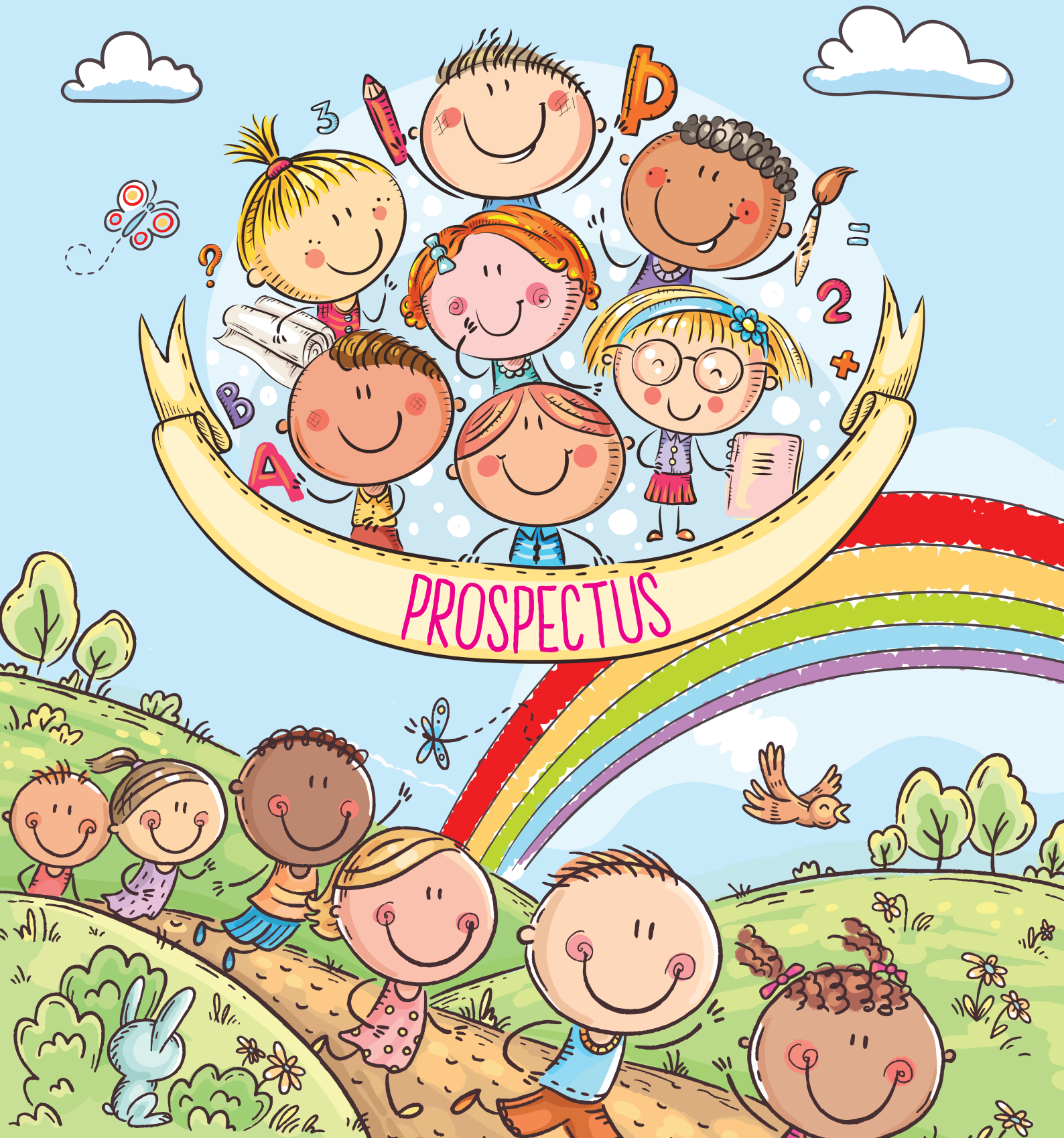


F U N F A R M



Day Nurseries, Pre School & Holiday club



PUTTING THE FUN BACK INTO CHILDCARE

OUR AIM

We will provide an environment, where children can come and learn through play. Ensuring that children are safe and secure and that all their individual needs will be met whilst in our care.

We are confident that your child will reach their full potential physically, mentally and emotionally by providing both stimulating and enjoyable activities which will be age related and that will encourage your child to develop their skills through play.

“Play enables children to show their mental representations of the world and enables children to interpret their world.”

SHARON LEIB

Childcare Operations Manager
L6 BA Early Years

(North Hykeham and Lincoln City)

Fun Farm Day Nursery
North Hykeham

GEMMA EDWARDS

Nursery Manager
L4 Childcare

Fun Farm Day Nursery
Lincoln City

JENNY ANDREWS

Nursery Manager
L5 Childcare

Welcome to Fun Farm Day Nurseries



Facilities

Fun Farm Day Nurseries are registered with ofsted and combined can accommodate up to 159 children from 4 months – 5 years.

We also have a Holiday Club for Children 4 years – 11 years
(After attending their first term at Primary School)

Both of our nurseries are very well equipped with a variety of educational equipment and large outdoor play areas.

Welcome to our rooms!

Fun Farm Day Nursery North Hykeham

Baby Room: 4 months – 15 months

Toddler Room: 15 months – 2 Years

Early Years Room: 2 years – 3 years

Pre School 3 years – 5 years

Fun Farm Day Nursery City

Baby and Toddler Room 4 months – 2 years

Early Years Room 2 – 3 years

Pre School 3 – 5 years

Fees

- There is a fee list included at the back of this brochure.
- You will need to pay fees for any sessions missed through any of your own holidays or illnesses in order to secure your place. This includes pandemics or parent / carer / child self isolating periods.
- Fees must be paid by the 7th of each month (after this date a £25 late fee will apply).
- All fees must be paid a month in advance.
- If you require any extra sessions, and we are able to provide this, you will be charged accordingly.
- Four weeks notice is required if you wish to take your child out of nursery (but we hope you don't) or reduce sessions.
This also applies if your child is leaving to go to full time school.
- Late pickups will result in a charge of £10.
- We accept debit card payments, bank payments and vouchers. No cash.
- We are happy and are registered to receive payments from the Government Tax Free Childcare accounts. if you would like further information please let us know, or visit childcarechoices.gov.uk



Admissions/Settling in periods

The Nurseries welcome all children, irrespective of gender, race, social group, religion, family background or disability.

- A waiting list is available if a place is not available for your child/children immediately.
- Children may attend full days or half days and must do a minimum of at least two half sessions a week.
- Absences: If a child is absent, parents/carers should telephone the Nursery at the beginning of the day so staff ratios or outings can be organised accordingly.
North Hykeham Nursery – 01522 692338 (Press 2) Lincoln City Nursery – 01522 526571 (Press 3)
- Parents must strictly adhere to session times booked. If parents are considerably late on a regular basis they will be charged a fee currently at £10.
- On admission a £30.00 non-returnable admission retainer fee is required.

Settling in can be a difficult time for both children and their parents. We aim to make this part as easy as we can, and in order to accomplish this;

- After your child is registered with the setting, and we have received admission forms, we will arrange settling in sessions for your child lasting for an hour or 2 a few weeks prior to starting. If you have registered quite a few months in advance we will contact you a month or so before your child's start date to arrange settling in's.
- All children registered with the setting will receive a welcome booklet about their respective rooms, which details what your child will be getting up to throughout their day, and will contain forms for you to fill in, so we can gather information about your child and their routines.
- Parents are welcome to telephone as often as they want in order to reassure themselves that their child has settled in.

We are confident that our settling in procedures encourage children to feel happy, safe and secure, and that they learn and develop in a fun and stimulating environment.
We are sure your child will enjoy their stay with us each and every day that they attend.



What to bring with you and what to wear

Clothing

No special clothing will be required for the nurseries as aprons are provided for all messy activities. However we would like to ask that parents don't dress their child in their "best clothes" or items that are difficult to remove when going to the toilet.

What parents need to provide

Please ensure that anything brought into the nurseries is clearly labelled with your child's name to avoid any confusion for staff.

- Cups/beakers/bottles.
- Nappies, wipes and nappy creams.
- Comfort objects – Special toys and comforters may be brought into the Nursery.
- Coats and wellingtons – outdoor play items are a vital part of the curriculum. Please provide suitable outdoor clothing as our children will have access to the garden throughout the day. Summer time – children will need hats and sun cream. Winter time – coats, hats, gloves and wellington boots.
- P.E. kit for 3 and 4 year olds who are government funded children consisting of t-shirt, shorts or tracksuit bottoms and jacket.
- Parents of children in the baby room and toddler room must provide some slippers for indoors. We would like to do this to ensure carpets are kept clean and hygienic for children learning to crawl and walk.
- Parents must provide a spare set of clothes in case of any spillages and extra clothing if your child is potty training.

For all children who are potty training you will need to bring in a few extra clothes these will need to include, pants/knickers, socks and trousers or leggings.

- Parents must provide Calpol and teething gels if the child is likely to need it during the day and these will be stored appropriately.
- Any formula milk which your child may be using at the time.

Boxes/Baskets

A basket will be provided for your child to keep their nappies, wipes and nappy creams in.

A basket will also be provided in their room to keep comforters or any other belongings in a safe place.



Key Persons

At our Nurseries we will operate a 'key person' system. A key person will be allocated to you and your child as soon as possible after your initial visit or first session.

What is a key person?

A key person is a named person who will take responsibility for a group of children. The key person is responsible for getting to know each child's abilities and their needs. The key person is also responsible for liaising with parents/carers and where appropriate, any other agencies involved with the child (another nursery or speech therapist for example).

The key person will also have the responsibility of ensuring that the child's documentation is up to date and developing a relationship with the family, which will include regular exchange of information.

The advantages of having a key person system

The advantages of having a key person system are so that parents/carers have a named person to whom they can talk to who knows the child well.

For babies in particular, the security of a consistent carer is maintained and the key person will usually be the person who helps to settle them in and cater for their physical needs (i.e. feeding and nappy changing).

Where a baby is unable to express their needs verbally the key person will be able to 'tune' into them by observing them closely. Children will get to know their key person and be able to use that relationship to develop a secure base within the Nursery to gain confidence and develop independence in them.

Children will be allocated a second key person due to staff holidays, sickness and shift patterns.

What about other members of staff?

This arrangement does not mean that the key person is the only adult who works with your child, but it is expected that they will spend some time of the day together, particularly around arrival, going home and meal/snack times. You are welcome to talk to any member of staff about any issues, concerns or changes in routine/ circumstances and this information will be shared with the key person. If any staff members need to know anything about a particular child they will be able to ask the key person who will have a more detailed knowledge of your child. We hope that the above information is useful to you. If you have any concerns, questions or comments, please ask either of the Nursery Managers and we will be happy to help.



Welcome to Early Years Foundation Stage (EYFS)

“EYFS is how the government and Early Years Professionals describe the time in your child’s life between birth and age 5”.

www.foundationyears.org.uk

As a registered setting we must follow a legal document called the Early Years Foundation Stage Framework.

What does the EYFS set out?

- The legal welfare requirements that everyone registered to look after children must follow to keep your child **SAFE** and promote their welfare.
- The 7 areas of **LEARNING AND DEVELOPMENT** which guide professional’s engagement with your child’s play and activities as they learn new skills and knowledge.
- Assessments that will tell you about **YOUR CHILD’S PROGRESS** through the EYFS.

What is the EYFS Framework?

The EYFS framework exists to support all professionals working in the EYFS to help your child.

The new EYFS framework is scheduled for statutory implementation in September 2021 where early years practitioners are encouraged to use a wide range of teaching methods to support the development of the children in their care.

What does it mean for me as a parent?

- **Ensuring your child’s safety** – The Welfare Standards must be followed by every provider to ensure safety of the children in our care.
- **Quality** – You can find out about the quality of your child’s nursery in relation to the EYFS Framework by checking what the government’s official inspection body for early years, Ofsted, has to say about it. You can find this information at www.ofsted.gov.uk/inspection-reports/find-inspection-report.
- **A 2 YEAR OLD CHECK** – Professionals working with your child must give you a written summary of how your child is progressing.



Pre Schools

At our North Hykeham setting to the untrained eye from the outside it may look like there are two pre-school rooms. In actual fact our pre-school portakabins are interlinked providing one big space full of amazing learning opportunities for the 3–4 year olds. The children have free flow access between the areas and different learning zones giving them wide access to a variety of activities.

At our Lincoln City Pre School the learning zones are spread across two rooms children having free flow access between the 2 rooms.

The children in both nurseries also have free flow access to the outside area.

Pre School Extras the best bits!!

We are a very busy bunch of beavers in the Pre School and are always up to something! Some of our favourite features that will help us for that all important transition to School are outlined below.

PE Sessions

We do PE session each week and do a different activity each time. We all bring in our own PE Kits and get ourselves changed (with a bit of help if we need it!). Activities we have done in the past include sticky kids work out, races, dancing to different styles of music, bowling, laser tag and football.

Library Service

On your child's last day of the week at nursery (or sooner if they wish), they will be able to choose a book from nursery to take home with them until the next day that they are in. With the book there will be an A4 sheet. The sheet has space for their name, the title of the book and a space for any parent/ carer comments.

We would love you to encourage your child to read their book at home as many times as they would like. The idea of this aspect of pre-school is to involve you within the setting more and to encourage activities at home. Ultimately the aim is to help develop the children's communication skills and enjoyment in books, which are such a big part of developing language and eventually reading skills.

Letter Sound of the Moment

Each time we start a new topic, we also start to learn a new 'Letter Sound of the Moment'. Once we have chosen our letter sound (usually the next letter in the alphabet to what we have learnt previously) we first practise saying the sound and see if we can think of words that start with that sound. Then we practise saying the sound every day.

We talk about things that start with that letter regularly. We also practise drawing the shape of the letter, for example, for an 'M' we would practise drawing zig zag lines, for an 'O' we would practise drawing circle shapes.



When it comes to saying the sound we have to remember to use the phonetic sound; so saying 'A' instead of 'Ay'. We ask all of the children if they have anything at home that starts with our current letter sound to bring it in, so a challenge is laid down to you to find something with a phonetic sound! Believe me, sometimes it's harder than you might think! If you're not sure what we mean then please don't hesitate to speak to a member of staff. It's much easier to say it out loud than to write it in a welcome pack!!

Maths Monsters

At several points throughout the week we carry out our Maths Monsters activities. These are a great way to focus the children on a particular aspect of mathematical development, such as counting and number recognition, shape recognition, length/height/ordering, pattern, positional language, and colour matching.

Star Helper of the Day

Each week we choose a different child to be the 'Star Helper'. The star helper is responsible for choosing the snack, helping prepare it and helping to wash and dry the pots after snack. They do this on several occasions throughout the week. Through doing this the children learn to be independent and helpful and are beginning to learn about healthy food choices.

Early years entitlement for 3 and 4 year olds funding

Who qualifies for funded part time nursery education sessions?

All children become entitled to 15 hours of Nursery Education starting the term after their third birthday. The scheme is designed to ensure that every child is able to access up to two years of part-time education before reaching compulsory school age. Your child may qualify for an additional 15 hours of Nursery Education, 30 hours in total.

How do I know if my child is eligible?

Every child is automatically entitled to the 15 hours of Nursery Education the term after their third birthday. If your child is already in the setting then we will automatically apply for your child's funding when they reach the age of entitlement. The 30 hour entitlement is for working families. The current eligibility requires parents to both be working 16 hours or more per week, or in single parent families for the one parent to be working more than 16 hours per week, and for the family income to be less than £100,000 per year per person.

How can I use my funded hours?

We offer a variety of session times at all nurseries to suit parent's requirements. Please speak to the nursery managers for more information about session times. You have the option of bringing in a packed lunch for your child if they are with us over the lunch or tea period or paying for a hot nursery meal. You also have the option of paying for additional hours outside of the 15 free hours and also paying for the care to carry on throughout the school holidays at an additional cost.



When's my child Eligible?

3 year olds

| A child born on or between: | Eligible for Nursery Education Funding From: |
|-------------------------------|--|
| 1st April – 31st August | September following their 3rd birthday |
| 1st September – 31st December | January following their 3rd birthday |
| 1st January – 31st March | April following their 3rd birthday |

2 year olds

| A child born on or between | Will become eligible for a free place from the |
|-------------------------------|--|
| 1st April – 31st August | September following their 2nd birthday (Start of autumn school term) |
| 1st September – 31st December | January following their 2nd birthday (Start of spring term) |
| 1st January – 31st March | April following their 2nd birthday (Start of summer school term) |

Please speak to the Childcare Operations Manager or Nursery Managers regarding how to apply for a 2 year old place at any of our Nurseries.

You can also apply on line and we will need a copy of confirmation of eligibility.



Holiday Club

Our Holiday Club is a place where children can come and be active, develop new skills and take on new interests.

Holiday Club is open every school holiday and all half terms including, Summer, Easter and Christmas. We can also provide care for teacher training days and unexpected school closures.

ACTIVITIES INCLUDE:

Wii, Laser Tag, Quad Bikes, Bowling (North Hykeham Only), Arts and Crafts, Outdoor Play, Movies & Pop Corn, Trips Out. Themed weeks such as Mini Olympics, Science, Space & Experiments & Messy Week

Look out for posters nearing each holiday club time, advertising what we will be getting up to.



Sickness

- Children suffering from sickness and diarrhoea must not return until at least 48 hours have passed from the last bout of sickness and diarrhoea and they are eating normally.
- Any child suffering from a doubtful rash, or sore throat should be kept at home until at least 48 hours has passed or all symptoms have disappeared.
- Discharge from eyes must be checked by a doctor before coming into Nursery. Whilst there is still discharge present in the eyes it is recommended that children remain away from nursery to prevent the infection spreading further.
- If a child has more than three loose nappies in a row, parents will be contacted and the child will need to be collected.
- If a child has a communicable disease confirmed by his/her doctor, the Nursery should be notified immediately, and other parents are informed within 24 hours of the children's exposure.
- If your child becomes ill at Nursery every effort will be made to contact you or a person named on your child's admission form. This person will be requested to collect the child as soon as possible.

Symptoms and illnesses requiring a child's exclusion are:

- | | |
|----------------------|------------------------------|
| ● Diarrhoea/Vomiting | ● Fever 101f / 38°C or above |
| ● Chicken pox | ● Mumps/Measles |
| ● Meningitis | ● Hepatitis |
| ● Scabies/Impetigo | ● Conjunctivitis |
| ● Whooping cough | |



Medication

Prescribed and other medication can be administered i.e. inhalers and calpol. A completed form stating the child's name, medication, dosage and frequency of dose must be completed and signed by the child's parent/guardian each day that medication will be required.

Any prescribed medications must be in the original container which has the doctor's details, child's name and dosage clearly stated.

Staff will complete the record book as required.

Please note we are not able to administer any Ibuprofen products (including Nurofen) or cough medicines.



Food and Drink

The Nurseries provides children with a snack mid morning and mid afternoon.

The department of health provides milk for children who are over the age of one. If your child doesn't like milk, water will be provided; juice will have to be provided by parents, however juice will be provided in the Pre Schools.

In all the rooms in the nurseries drinks are offered throughout the day and available when the children would like one. We have drink stations in all rooms. Beakers/bottles and cups are provided but if your child likes a particular style or prefers juice please bring this with you.

ALLERGIES

Fun Farm Day Nursery are aware that children and staff who attend our setting may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Fun Farm Day Nursery is not in the position to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility and plan for an effective response to possible emergencies.

Please ask to see our Full Allergies Policy for further in-depth information.

SNACKS PROVIDED:

Fruit: apples, bananas, pears, oranges, pineapple, kiwi, tomatoes

Vegetables: Peppers, cucumber, carrot, celery

Other snacks offered: raisins, breadsticks, cheese chunks



EXAMPLE OF DINNER MENU:

Chicken and leek crumble mash and broccoli

Tomato and spinach pasta

Country chicken casserole with chunky wedges

EXAMPLE OF TEA MENU:

Ham and cheese wraps

Bagels with pineapple and cheese

Beans on toasted muffins



If your child has any food allergies or special dietary requirements please inform us of this on the admission form. We will aim to provide a healthy and varied diet for your child.

Children can learn a lot from lunchtime. It is a wonderful time in which children can socialise with their peers and develop their social skills.

Babies will be fed as and when parents wish us to do so and dependant on their particular stage of development. Staff are more than happy to help in the process of weaning your child. We also positively promote baby led weaning. If this is something you wish to encourage with your child then please let us know.

Baby-led weaning

Baby led weaning means forgetting baby purees and spoons and simply letting your baby feed themselves. This also allows the children to explore different textures. Babies love to copy siblings and try to grab food from their plates and are often much happier if they are allowed to feed themselves.



Helpful Information

Records, Observation & Assessment

Whilst your child is in our care they will each be given a record of achievement folder which will follow them throughout the Nursery. This will enable staff to record any observations on your child and record all your child's achievements. This record will be available to you as and when you wish to see it. You will also be invited into the setting to attend termly Meet and Greet events, a chance to chat to your child's key person and see their special achievements.

Routines

In the baby room and toddler room staff aim to provide a routine as similar to their home routine as possible. When parents come in with their child for their first settling in session we ask parents to fill in an "all about me" so we can gather information on children's routines and it is always there for us to look back on should we need to. We would also like to remind parents that children's routines change all the time, especially babies routines, so please keep us updated on any changes e.g. sleep patterns, bottles, formula or cow's milk.

Feedback From Staff

Staff will ensure that your child's needs will always be met. Your baby's diary will always state your child's feeding, sleeping, changing routines and what your child has done throughout the day. Staff will be happy for you to speak to them at the end of each day.

At the end of each day we endeavour to have a member of staff from each room available to speak to parents. If this isn't possible you may have to speak to a staff member from another room but they will have been given a proper handover and any messages that need passing on.

Special Educational Needs

Our special educational needs policy is guided by the Department of Education's Code of Practice giving guidance on responsibilities towards children with special needs. At our Nurseries we will aim to meet educational needs of all children. They will have equal access to a broad and balanced curriculum at an appropriate level. Each nursery has a designated SENDCO (Special Educational Needs and Disabilities Coordinator). The role of the SENDCO is outlined in our Special Educational Needs and Disabilities policy.



Partnership with parents

Fun Farm Day Nurseries aims to involve parents as much as we can. We will inform you of any changes within the Nurseries and any information about your child. We have an open door policy for parents to come in whenever they wish too, so please feel welcome. A quarterly newsletter will also be given to parents outlining any changes, fund raising events or important news items. We hope you can see that the Fun Farm Day Nurseries is committed to producing a good partnership between staff, parents and children.

Equal Opportunities

All children and staff at our Nurseries will be treated as individuals, regardless of Gender, Culture, Ethnic Origin, Religion, Sexuality, Class or Disability. We aim to ensure that activities and play equipment offer children opportunities to develop in an environment free from prejudice and discrimination and encourage positive images of other races and cultures.

Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Collection of children

Your child should be picked up by the people named on their admission form. If you have arranged for someone else to collect your child, please ensure you notify us on the day. You should do this even if the person is known to us, for example, another parent or grandparent. A password should be given to us by each parent for security purposes.

Please ensure that if there is a change in circumstances in your family your child's room supervisor or key person is informed and if the situation is complex to follow this up in writing to management.

Uncollected children/lost children

In the event of children being lost/left or uncollected within the stated times, every effort will be made to contact parents and emergency contacts. If we are unable to make this contact unfortunately we will have to contact Local Children's Safeguarding Board.

Child Protection

If any person other than the parent is collecting the child, we must receive notice from the parent or guardian and the correct password given. If at any time, a member of staff becomes concerned about the welfare of a child in his/her care, he/she is obliged to report such concerns to Local Children's Safeguarding Board. At all times the welfare of any child will be the first consideration. Staff will endeavour to offer positive support to the family at such a time.



First Aid

Most of our staff are first aid trained and there is a first aider in all the rooms. In the event of an accident, a member of staff will administer first aid as needed. If your child requires medical help we will inform the parents and emergency services and a member of staff will stay with the child until the parent/carer arrives. All the rooms have accident and incident forms which will be filled out straight away outlining details of the accident, then the parents/carers will be asked to sign the forms. If your child arrives at the nurseries with an injury, we will record this and ask you to sign it to verify that the injury occurred elsewhere as well as providing details of how the injury occurred..

Fire Drills

Fire drills will be carried out at regular intervals and will be recorded.

We have evacuation trolleys used to evacuate our babies and toddlers out of the building safely.

Health and Safety

The health and safety of your children is paramount at all times. Our staff will ensure that equipment is clean and safe for children's use at all times. Emergency exits will be clear at all times. All accidents however minor will be recorded, stating the nature of the accident and the action taken. The Nursery staff will ensure the Nursery premises are safe, secure and clean each and every day.

Social networking sites

Fun Farm Day Nurseries realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone using these sites.

We love inviting parents into the setting especially for special occasions such as Christmas plays; parents will be notified and kindly asked not to post images/videos at the beginning of each play on any social networking sites.

Complaints

If you have any complaints please feel free to speak to the Managers, or a member of staff you feel comfortable talking to. However if this does not result in a solution or a satisfactory outcome you can discuss any concerns or complaints with the Fun Farm Company Directors. If this course doesn't provide you with a satisfying solution you may wish to contact ofsted to make a complaint if you feel you cannot go directly to the Nurseries. You can contact Ofsted Early Years on the details below.

National Business Unit
Piccadilly Gate, Store Street
Manchester. M1 2WD
0300 1231231
Email: enquiries@ofsted.gov.uk



NOTES



Handwriting practice lines consisting of multiple horizontal dotted lines on a white background.



QUOTATIONS FROM PARENTS

"We are happy with the care our child receives, we feel she's in a very loving and caring environment. We both love to read her diary in the evenings"

"It's brilliant, staff are very friendly and make the children and parents feel welcome"

"The diaries are really informative and they give us parents an insight into daily activities"

"We thought the parent meet and greet was a good idea, it was nice to meet other parents and talk to the staff"

"Superb, there's a lot to keep children occupied and a lot of learning apparatus for them to use to their advantage"

"My child seems to have settled in nicely, he seems extremely happy and is so excited to come and see you all"



PUTTING THE FUN BACK INTO CHILDCARE



FUN FARM DAY NURSERY NORTH HYKEHAM



Stephenson Road (off station road)
North Hykeham
Lincoln. LN6 3QU

Tel: 01522 692338

Email: nursery@funfarm.co.uk

www.funfarmnurseries.co.uk



Where
to find us

OPENING TIMES

8.00am - 6.00pm

1/2 or Full Day

7.30am available
on request

Ofsted

Registration No
EY500969



**LOCATE
US WITH**

WHAT3WORDS
[benched.culling.nerve](https://www.what3words.com/benched.culling.nerve)

FUN FARM DAY NURSERY LINCOLN CITY

21 Newland
Lincoln, LN1 1XG

Tel: 01522 526571

Email:

Lincolncitynursery@funfarm.co.uk

www.funfarmnurseries.co.uk

OPENING TIMES

7.30am - 6.00pm

1/2 or Full Day

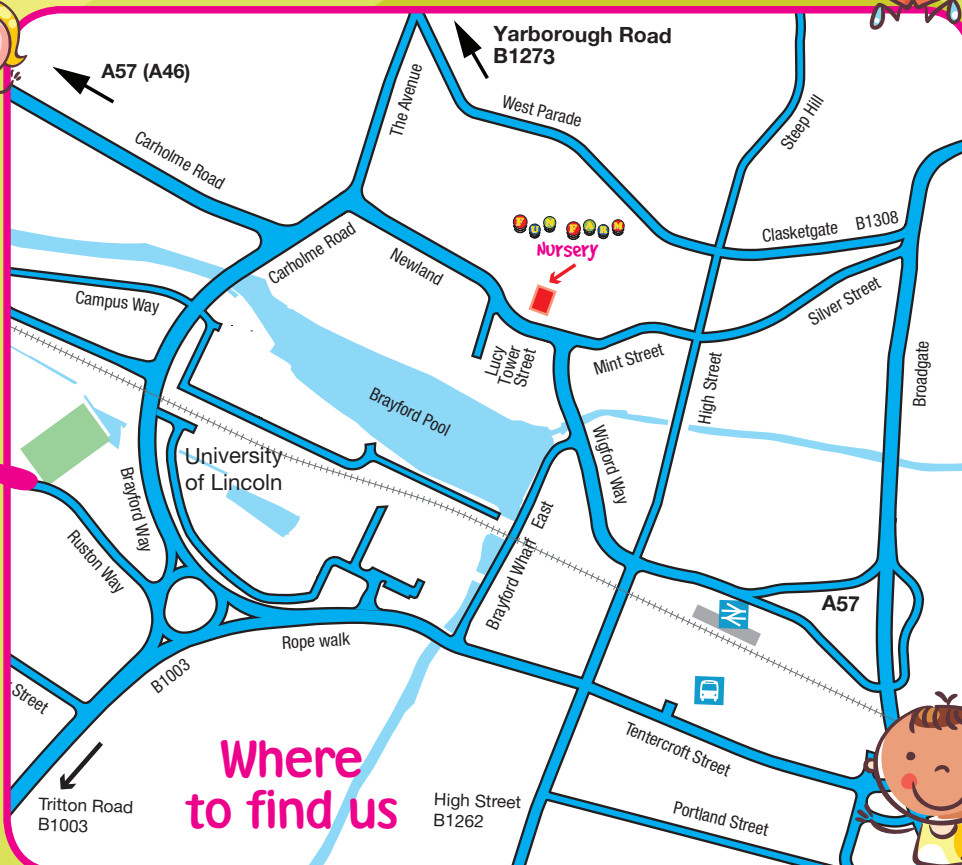
Ofsted

Registration No
EY500970



**LOCATE
US WITH**

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Where
to find us