



**Acre Wood Daycare**

# Acre Wood Daycare Parental Information Booklet





# Acre Wood Daycare

## DAYCARE STAFF

Mrs. Pauline Boyle  
(CCLD Level 5)

Early Years Manager

Miss Amy Gilmore  
(CCLD Level 3 and level 5 Pending)

Early Years Leader in Charge

Mrs. Michele Donaghy  
(Level 3 Cache)

Early Years Practitioner  
Room Leader

## MANAGEMENT COMMITTEE

Registered owner/Chairperson: - Father Patrick Devlin

Trustee. Early Years  
Trustee Member

Mrs. Lisa Farrelly  
Mr Paul McKeown

Staff can be contacted at the Daycare  
Monday -Friday from 7.45 am to 5.45 pm.  
Our phone number is: 07801721636



# Acre Wood Daycare

## Welcome

Welcome to Acre Wood Daycare. We are delighted that you have chosen our Daycare to give your child the head start he/she deserves.

In Acre Wood Daycare, we aim to help your child flourish and develop at the beginning of their educational pathway. We provide a great range of educational resources and activities allowing for each child to develop to their full potential and by the end of each year you will see how much your child has grown.

In order for your child to get the best from both the Daycare environment and our staff, we encourage our parents to get involve throughout the year. We have an open-door policy so you're all very welcome.

There will be a monthly newsletter informing you of all our themes and topics to allow you to develop your child's knowledge at home and the world around them.

We would like to welcome you to our daycare and we look forward to watching the development and growth with both you and your children.

## Daycare fees

Our fee structure are as follows:

- Standard daily costing for fulltime care is weekly
- Cost for a part time place e.g. 1 day 7.45 am- 5.45 pm
- Cost for half day place e.g. 7.45 am - 12.45 pm
- We offer two days minimum. All prices confirmed before enrolment
- If you are claiming Child tax credits or Universal Credits remember that you can claim up to 85% of this back- *"guide to what you can*



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- *Claim [www.gov.universalcredits.com](http://www.gov.universalcredits.com)*
- The costings are paid in advance to ensure you child's place is secured and
- are also payable even if you child is absent from the daycare.
- Parents must sign contract before enrolling child.
- A deposit will be required to secure a place for your child.

Weekly payment include all sick days and holidays taken by your child. Payments are not based on attendance. Refunds and credits will not be given for absents.

Non-payment of places over a two month period will result in your child being unable to attend until payments have been paid. However, if you are experiencing financial hardship you should speak with the manager of the daycare immediately.

**You will be invoiced at the end of a month so you can make a payment for following month by Direct Debit, Bank transfer or cash payment.**

### Termination

Acre Wood Daycare reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for overall safety and wellbeing of the other children and the staff.

### Withdrawal

Parents agree that a minimum notice of one month (in writing) will be given for permanent withdrawal of their child from care and agree to pay the full one months in lieu.



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When your child comes to the daycare he/she will already have had a variety of experiences and developed in a number of ways. The Daycare will build on the learning that has already taken place at home, giving the children the opportunity to learn at their own pace. Play is the natural way in which children learn. It helps children to think, increase their understanding and improve their language ability.

It is the process that allows children to be creative, to explore, investigate, recreate and come to understand their world. Young children learn from everything that happens to them. They do not separate their learning into subjects but learn most effectively by doing. They need time and space to develop their work, their play, their talk and to grow in confidence. All the carefully planned activities your child will experience in the Daycare have learning potential and will provide the opportunities to develop your child's skills and the learning associated with:

- Personal, Social and Emotional Development
- Language Development
- Physical Development & Movement
- The Arts
- Early Mathematical Development
- The World around Us.

So they may develop at their own pace and reach their full potential.

### Recording/observation Progress

Providing care that is focused on the individual child's needs can only take place after careful observations. Observations will be recorded when your child learns something new, is showing a particular interest in something or is experiencing difficulties throughout the year. Your child will have a key worker assigned to him/her who will keep records and observations of their development. All



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information will be shared with parents at the parent meetings or when requested.

The observations are recorded in the following ways:

- Settling in sheet.
- Daily observations
  
- Parents meetings
- End of term progress reports on the six areas of development.
- Transition form, given out when children are ready to move to the next room.

Prepare your child for starting Daycare:

- SELF CONFIDENCE IS THE KEY TO ACHIEVEMENT
- BE POSITIVE
- Talk to your child about starting Daycare.
- What they might expect, names of the staff, their symbol etc.,
- Try and get your child into a good bedtime routine.
- Research indicates that bottles and dummies have a detrimental effect on children's speech development. We know it's hard but please try to wean your child of them before pre-school.
- Encourage independence by allowing the children to dress themselves. It does take longer but does make the child feel good, he/she has mastered another new skill.
- In Daycare we encourage the children to help us tidy, so at home encourage them tidy their toys away, match socks and put them away, and set the table.
- These are all activities, which promote mathematical skills.





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- Encourage your child to flush the toilet and wash their hands.
- **PLEASE** label your child's sweatshirt and coat



### Parents as Partners

The relationship between parents and staff is one we value greatly in the Daycare. To get the best start for your child we all need to work together. As Parents, you are your child's first teachers and role models. Through being with you, your child has already learned many important skills that will stay with them throughout their life. No one knows your child like you do and only you can share valuable information about your child with staff that can help us promote their development.

### We respect confidentiality at all times

We operate an open-door policy. This allows you to see your child settle before you leave and enables you to talk to staff about your child. Any worries or concerns you may have our important to us, please let us know immediately, we will be glad to help in any way we can. Phone Calls are welcome throughout the day. We respect confidentiality at all times.

There are many opportunities for you to become involved in your child's development throughout the year. These include; parents' meetings, trips, concerts, and fundraising events. You will be informed of these and our planned learning as they develop and progress in our MONTHLY newsletter.

We are always grateful and welcoming to parents who are willing to come in and share their skills with the children.



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### Promoting Positive Behavior

We understand that at this stage of the child's development they are very egocentric and can only consider their own needs. With maturity the child learns to care, share and take turns more readily.

We create a warm, caring, sharing and secure environment through focusing on positive behavior, positive reinforcement of good behavior, by being good role models and helping children to manage issues which may arise.

If behavior becomes a persistent problem for an individual child parents will be asked to work closely with staff to overcome difficulties.

### Settling-in to Daycare

Children need time and opportunity to become familiar with their new surroundings and the people who will be working with them while they are here. You are welcome to stay with your child as long as is need but please try to be inconspicuous and don't make the child feel they can cling to you.

Once you can leave reassure your child that you will be back for them and make sure to return on time to avoid your child feeling that they have been left behind.

If all goes well, your child should be staying the full session within one week of their admission date. If your child is taking longer to settle than others, **DON'T WORRY**, we will get there!

### General information and guidance

In order to safeguard our children and to meet the health and social care Trust Minimum standards, we are required to keep a daily record of the starting time



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and collection time for each child in our setting signed by the parents.

An adult known to staff must pick up children from their playroom. If the person who usually collects your child is unable to do so and someone different is collecting him/her. Please inform a member of staff. They will need to bring a copy of identification and must be **18 or over**

### Absences

If your child is off due to illness, please let us know. **Children should not come to school if they are unwell for 48 hours after bout of sickness.** It is important that you let us know of any particular illness or medical conditions that your child may have e.g. asthma, hearing, vision This is to ensure that your child has the suitable care and attention he/she needs.

It is also VERY IMPORTANT that we have at least TWO contact numbers that we can call if your child becomes ill during Daycare hours. If telephone numbers changes, please let us know. All payments must be paid to keep your child's place opened.

### Snack Time:

To Promote independence at snack and lunch time we will encourage children to choose their symbol and put it in the box. This helps with recognition.

The children will then choose their food and when finished they put their dirty cup and plate in the basin.

Snack routine encourages children to choose, think and act independently.

We encourage healthy eating in the Daycare and would prefer if the children did not bring crisps, drinks etc., A well-balanced diet is vital to enhance learning in your child.

**Allergies? Let us know!!!**



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### Policies

Our Daycare has a well thought out policy Book on all issues relating to our daily routine and legislation. It is important that you read and sign a number of policies before your child starts in order to follow our procedures in the Daycare and keep the staff and parents on the same page, avoiding any misunderstanding or confusion. A booklet containing these will be given to you. There will also be a full policy booklet available on the notice board. If you wish to look at any other polices please feel free to ask a member of staff.

### Parents Contracts

I the undersigned accept the above terms and conditions in relation to the Daycare.and payment agreements.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2021

Signature on behalf of Acre Wood Daycare:

\_\_\_\_\_

Mrs P Boyle  
(Daycare Manager)

Date: \_\_\_\_\_



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