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Kiddie Kapers Neighborhood Nursery

**THE WILLOW CENTRE, BROOKFIELD ROAD, ASHFORD, KENT, TN23 4EY**

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<http://www.kiddiekapers.co.uk/>





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## OUR NURSERY

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### WHO ARE WE?



We are based inside The Willow Centre and work closely with our colleagues who also use The Willow Centre.

We provide high quality childcare for approximately 160 children aged 3 months to 5 years across our four rooms.

We are owned and run by the Beaver Community Trust (Charity number: 1122036 & Company registration:

4603405) which is a not-for-profit Limited Company. BCT also own the Lightbites Café based inside The Willow Centre.

We are open 50 weeks of the year from 7.30am – 6pm Monday to Friday. We are closed on Bank Holidays and for five additional days over Christmas and New Year. We close for five further training days throughout the year to support our staff with their training and development.



## MEET THE TEAM



### **| Karyn Menning | Qualified Teacher | Deputy Manager |**

Hello, my name is Karyn. I have recently returned to the Kiddie Kapers team after completing my teacher training.

Before leaving Kiddie Kapers, I was a room leader for around 6 years and worked across the nursery during my time here. I currently hold a Level 5 in Childhood Studies and completed my PGCE in 2021 so I am now a qualified teacher. Although I left Kiddie Kapers to complete my teacher training, I prefer being nursery based, then with the older children, so I am very excited to be back as room leader in Foxes class. I really enjoy helping our little ones to become as 'school ready' as they possibly can be. I really enjoy thinking about and getting involved in lots of different activities, especially crafts and messy play. In my free time, I spend a lot of time with my family and friends. I go swimming at least three times a week and enjoy trips to the cinema to see the newest films.

## The Office Team

**| Sheila Tong |  
| Business Manager|**



**| Maggie Fok |  
| Business Support|**



**| Charlotte Leitch |  
| Business support|**



## OUR AIM

Our aim at Kiddie Kapers is to provide outstanding care and education to all children. We follow the National Early Years Foundation Stage (EYFS) and we ensure that staff are highly qualified and complete regular training.

We aim to ensure that all children's individual needs are met within the setting, and we communicate with parents at drop off, collection and through Tapestry.

We aim to make our nursery environment stimulating and challenging and we feel that all children deserve to learn in a friendly, clean and safe environment. We promote children's creativity and individuality and support their learning through play.

Further details of the EYFS is available via the following website [www.foundationyears.org.uk](http://www.foundationyears.org.uk).



## OUR PARTNERSHIP WITH PARENTS

At Kiddie Kapers we believe that, as parents, you are the main educator and care giver for your child, and we aim to continue that within the setting. We can support parents in their own home transitions and routines and are always keen to hear about what children get up to outside of nursery.

We encourage effective communication with parents and ask you to share relevant information with us. We are keen to hear feedback from you, as our partners, and will always try to support where we can.

All children in our setting are allocated a key person within their room who acts as a key link between yourselves and us through regular communication and termly parent and key worker meetings to allow you the opportunity to discuss your concerns, achievements, and your child's development.

## PRICES & PAYING FEES

We try to keep our prices fair and in line with other local settings, our prices include breakfast for children who attend before 8.30am as well as morning and afternoon snacks.

We accept both Universal and Extended hours for 3- and 4-year-olds, we accept Free For 2 funding, and we also accept childcare schemes such as Tax-Free Childcare and Childcare Vouchers. To find out more information, please speak to us.

| ROOM                            | PRICE PER HOUR |
|---------------------------------|----------------|
| Hedgehogs<br><i>Under 2</i>     | £7.18 per hour |
| Badgers<br><i>2–3-year-olds</i> | £7.78 per hour |
| Owls<br><i>3 years+</i>         | £5.83 per hour |
| Foxes<br><i>3 years+</i>        | £5.83 per hour |



Invoices are sent weekly or monthly and these will need to be paid in advance. Fees can be paid in the office by cash or debit card or can be paid using online banking. Children can access their Free Early Education Funding within any of our offered sessions times.

We encourage healthy eating for all the children, all the children have cold and hot lunches, made fresh in our on-site 'Light Bites' café, at a price of £2.50 per day.

We have late fees in place for parents who do not collect their child on time, this fee is £3 for every 5 minutes you are late. We also have a late policy that we follow, we will always try to contact parents who are later than 10 minutes. We promote effective communication, and our late fees are often removed when parents contact us.

We also require a 4-week notice period if your child leaves us before they're due to attend school for all fee-paying children. If your child is absent then you will still be charged for their sessions, unless booked as holiday (we offer 10 days each year at 50% discount) and any extra sessions will need to be paid in advance.

Our office team are always happy to talk to parents about any financial difficulties you may be facing, we rely on fees being paid to run the nursery effectively, however we are happy to discuss payment plans and other support options for those who need it. If you do not pay your fees, then your child may lose any non-funded sessions.

## Kiddie Kapers Dinner Menu – Autumn and Winter

|               | Monday   | Tuesday  | Wednesday   | Thursday  | Friday  |
|---------------|--|--|---|---|---|
| <b>Week 1</b> | Tomato and cheese pasta bake served with peas.<br><br>Homemade rice pudding                                    | Jacket potato, served with cheese, and baked beans.<br><br>Jam sponge served with custard. | Roast meat, served with roast potatoes and seasonal vegetables.<br><br>Yogurt                             | Homemade curry served with basmati rice.<br><br>Fruity flapjack               | Winter stew and dumplings<br><br>Homemade fairy cakes   |
| <b>Week 2</b> | Homemade pizza, served with rustic potato wedges and sweetcorn.<br><br>Fruit sponge served with custard        | Pasta carbonara served with peas.<br><br>Homemade oat biscuits                             | Cottage pie served with baked beans.<br><br>Chocolate rice pudding  | Roast meat, served with roast potatoes and seasonal vegetables.<br><br>Yogurt | Spanish sausage served with long grain rice and green vegetables.<br><br>Fruit crumble served with custard. |
| <b>Week 3</b> | Oven baked fish fingers served with mash potato and baked beans.<br><br>Oaty fruit crumble served with custard | Cowboy casserole served with boiled potatoes and green vegetables.<br><br>Bread pudding    | Homemade chilli served with long grain rice and sweetcorn.<br><br>Marble sponge cake served with custard. | Vegetable lasagna served with mixed vegetables.<br><br>Homemade shortbread    | Roast meat, served with roast potatoes and seasonal vegetables.<br><br>Yogurt                               |

### FOOD AND MENUS

**Menu subject to change depending on availability of produce.  
Vegetarian options available – most allergies catered for.**

All food is made in our on-site Light bites café at a cost of £2.50 per day. Lunches provided by us include a healthy main course, a dessert and a drink.

Parents are welcome to send in a packed lunch for their child, babies will be discussed with the room leader individually regarding their weaning needs.





# eat safe

What to consider and  
ask when considering  
childcare settings

February 2024



Trusted content written by

 Keire Safeguarding Children  
multi-agency partnership



## What to consider and ask when considering childcare settings

When considering childcare provision, it may be helpful to be prepared with questions to ask prospective providers and know what information you want to have before making a decision. This sheet provides some questions or information you may wish to consider, although is not exhaustive.

### **Making use of childcare provision can be daunting for parents and carers.**

These questions may help to reassure that trust can be placed in the professionals providing childcare, but you may also wish to ask other questions, for example, about your personal circumstances, child's routine, and fees.

Providers should be open in answering questions that you have.

## Questions to consider asking

What is the ratio of staff to children? How many children are cared for at any one time? Which staff are included within ratio (i.e. apprentices)? Are there times when the ratios are different to the norm, for example, on outings?

What safeguarding and other policies does the provider have and are these available to parents and carers?

Are children assigned a key worker? Who will be primarily responsible for their wellbeing?

What qualifications do staff hold, including paediatric first aid?

If my child requires medication, what is the process for this being given?

How are individual needs of children reviewed and met?

How are meals and snacks provided? Can dietary needs be met?  
How will appropriate food textures for children be understood and provided?  
Does the provider have a safe eating policy?

How will children's behaviour be managed?

How are parents or carers notified of any injuries or incidents? Where are these recorded?

If children will be taken off-site or transported what are the transport arrangements (including child car seats)?

What is the social media usage of the setting? Will my child's identity be protected?

## Information to consider seeking

Most recent Ofsted inspection

References from other parents and carers





# eat safe

[www.kscmp.org.uk/guidance/eatsafe](http://www.kscmp.org.uk/guidance/eatsafe)

In memory of  
Oliver Steeper



## SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)

Our Deputy Head of Nursery Karyn Menning and Room Leader Katie Ray have also completed their SENCo training. They are trained to support children with additional needs, and they work alongside their colleagues to make sure we provide extra support or facilities when needed. They work closely with staff in various statutory services and where necessary will complete referrals and attend meetings to make sure our children are provided with opportunities to achieve. They are always willing to listen to any concerns raised by parents and will support in the best way they can, seeking support can at times be a long and confusing process but our staff aim to support parents with this.

If you have any questions or concerns, please speak to Karyn or Katie.

## SENSORY ROOM (BEING UPDATED SUMMER 2023)

Sensory play supports nerve connections in the brain and promotes development.



It is soft and padded, providing a safe environment for play.



Our sensory room is purpose built and encourages learning through curiosity, exploration and creativity.

## **IMPORTANT INFORMATION – PLEASE READ**

### **SICKNESS AND ILLNESS**

We have up to 93 children each day and unfortunately infections can spread very quickly. Any child who has, or who develops, an infectious condition or illness must be kept at home. This includes conditions such as vomiting, diarrhea, discharges from eyes, ears or mouth, temperatures, and obvious rashes.

We follow Government guidelines on exclusion times, and we also follow our own sickness and illness policy which can be found on our website.

All medications must be provided by a GP and clearly labelled.

If your child is poorly during a nursery session, the Room Leader will assess the situation. If your child needs to be sent home, we will contact to ask you to collect the child from the nursery at the earliest opportunity.

### **FIRST AID AND MEDICATION**

All of our staff are trained in pediatric First Aid and are able to deal with any incidents or accidents at nursery – big or small!

We complete and monitor all accidents and parents are always made aware either by a phone call or at the end of a session. It is essential that you keep your contact details and emergency contact details up to date in case of emergency.

Certain medication may be administered by nursery staff, including inhalers and prescription medicine needed for short term or long-term illnesses. If your child needs medication parents must work with us to complete a care plan, recording when and how the medication should be given. We will always tell parents of any medication given and we will ask you to sign our medication sheet to confirm you are aware. All medications must be clearly labelled and prescribed by a GP.

In the event of a child having a raised temperature, for example, if parents have already given permission, we may give your child a single dose of Calpol based on the manufacture's guidance for the age of your child. Please always tell us if you have given your child Calpol or any other medication within four hours of coming to nursery.

## **TRANSITIONS**

Children will transition through our nursery rooms as they get older, we support this transition through settling sessions and by supporting children in building relationships with members of staff. If you have any questions or concerns, please speak to a member of our management team or the room leader of your child's current room.

We work closely with local schools to promote school readiness, we encourage and promote independence and confidence growth. We allow schools to come and visit children during their last year and each child will have their own 'Learning Journey' record.

This will be provided to you, as a parent, and we recommend that this be shared with your child's school.

Our pre-school rooms are structured similarly to a school day to support with school readiness.

## **FEEDBACK AND COMPLAINTS**

We actively welcome feedback from parents and others and use this feedback in a positive way to help make sure we provide the highest quality education and care for all our children.

If you would like to share feedback with us, then please speak to our office team and follow our social media pages for any online surveys.

You will also find staff members outside the gates at times looking to collect your feedback.

Please also speak to your child's Key Person, or to the Head of Nursery with any compliments or complaints that you may have. We aim to listen and act appropriately.

Parents can also raise issues with members of the Beaver Community Trust Board and/or you can also make complaints or comments to Ofsted. Ofsted can be contacted at the following address:

**Ofsted  
The National Business unit  
Piccadilly Gate, Store Street, Manchester M12WD  
0300 1231231**

