Forest Footsteps Childcare

Prospectus



**About Forest Footsteps Childcare**

Forest Footsteps Childcare first established after Ramalley Pre-school closed their doors. The Owner and Manager, Erin Cuffley took the opportunity to start a pre-school at the scout hut offering a more flexible childcare option for parents and families. Forest Footsteps Childcare is open 5 days a week for 51 weeks of the year offering a safe and secure environment for children to explore the natural outdoors and delivers fun, engaging and stimulating educational experiences. We follow the Early Years Foundation Stage Curriculum (EYFS).

In 2022, Erin has now taken over an additional setting based at Romsey Abbey C of E Primary School, providing early years care and education Monday to Fridays 8am to 4pm term time only.

**Erin Cuffley – Owner/Manager**

Erin has over 24 years childcare experience in day nurseries, nannying, childminding and pre-schools. Erin left school starting her apprenticeship at a day nursery, caring for children aged 3months-5years progressing to be a Deputy Manager. Whilst Erin’s own children were babies, she nanny’d for a family caring for the family’s primary age school children. Erin has also been an Ofsted Registered Childminder where she gained vast amounts of knowledge and skills to running her own childcare provision.

**Outdoor Learning**

Forest Footsteps Childcare is located within a primary school, that boasts a “Forest Walk” area, so provides the perfect location to be able to explore the natural outdoor environment. We are able to take regular visits to the “Woodland Walk” for outdoor learning and Forest School sessions providing the children with rich learning experiences. The provision offers an outside area boasting amazing opportunities for the children to feel free, explore and investigate our outdoor environment. We have space to be imaginative in the mud kitchen, investigate with sand, water and messy play, a quiet area to rest or read and most of all to be free to run, jump, hop or skip! The outdoor area is part of our continuous provision so is always available whatever the weather!

Fees

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| --- | --- |
| Hourly charge Mon – Thurs 8.00-4.00 Fri 8-2  | £6.75 for under 2’s£6.25 for 2yr olds£5.75 for 3yrs + |
| Voluntary contribution charge:Consumables, Woodland Walks, Campfire, Sun Cream, Snacks and Drinks, nappies | 90p/funded hour*This fee is to cover any additional costs of delivering high quality care and education that EYE funding does not cover. Typically for a child attending for 15 hrs a week using their funding hours the contribution charge will be £13.50/week.* |

***We offer term time only, all year (51 weeks), shift patterns or school holiday cover contracts.***

*These prices are reviewed annually and may be subject to change.*

***Families gain a 10% discount for the older siblings when attending on the same day.*** (Not applicable if children claiming funded places)

**Reserving A Place and Deposits**

A place needs to be reserved ideally no less than 2 months before the start date. 4 weeks fees will be charged as a deposit to secure a place. A retainer may also be charged in order to keep a place open for longer periods. This will be agreed in advance. Your deposit will be credited to your final invoice providing appropriate notice is given. If your child is claiming 2,3- or 4-year-old government funding please see our EYE Policy regarding reserving a place.

 (*BACs payments to Miss Erin Cuffley 09-01-27 86562737*)

Childcare fees are calculated and invoiced in advance per month. Monthly invoices will be sent out on the 15th for the following month to be paid within 2 weeks.

We do not care for children on Bank holidays.

Our preferred payment method is by direct debit/standing order or a bank transfer by the end of the month for the following month’s fees. (*BACS payments to Erin Cuffley, 09-01-27, 86562737. Please use your child’s name as a reference*)

If your child does not attend their contracted sessions, including your holidays or sickness, full fees are still payable.

**Settling In Process**

Once you have reserved your child’s place and feel happy with the childcare we will provide, you and your child will be invited to spend some time with us. This time is broken into 3 sessions.

* 1st session – Meet each other. Read and sign policies and contracts.
* 2nd session – You and your child can spend up to an hour with us ‘finding your feet’, to become familiar with the new surroundings.
* 3rd session – Your child is invited to spend time with us for up to 2 hours, without their parent or guardian to adjust to their new surroundings and spend time with their key person.

(If more sessions are needed, they can be arranged)

During these settling in sessions, it is the perfect opportunity to build a strong relationship between child, parents/guardians, key person and staff. We will ask for information regarding your child’s development and interests to support our recordings of your child’s starting points which will form the beginning of their learning journey with us. We will where possible organise a home visit too.

**Daily Routine (Example)**

This is a typical daily routine and the days may not always exactly match the following times. The day will be subject to change depending on the children’s personal routines, interests and any planned outings.

From 8am Arrival of children

9.30-10.30am. Snack available

Morning session. Children will be provided child-led and adult-led activities/Forest School sessions.

12- 12.30pm Lunch (Parents may provide a lunch box or purchase a school meal)

Afternoon Session. Children will be provided child-led and adult-led activities.

4.00pm. End of the day

*Children may arrive and be collected at any time of day in accordance to their contracted hours.*

*Throughout the day children are provided with sleep/rest periods as and when needed.*

*Throughout the day activities and experiences will be planned to suit the children’s interest, needs and next steps.*

**Learning**

Every day at Forest Footsteps Childcare is focussed on Learning through Play, exploration, and enjoying the outdoors. Children’s ideas and interests will be reflected in the activities, resources, materials and outings that will be provided. All experiences, activities and routines will be a learning experience developing the children in all areas of learning. We encourage the children to contribute their ideas, take part in risk assessing their choices, giving them independence and having choices to support their development to become resilient lifelong learners.

All experiences for the children will be play based; some free choice, others adult led structured activities. This allows the children to follow their own patterns of play, build on their own natural curiosities, and learn at a pace suitable to their age and stage of development.

Typical experiences/activities are:

\*painting/drawing/collaging \*holistic play (pasta/gloop/rice/sensory baskets)

\*role play/dressing up \*visit to the shops or play park

\*walks \*music sessions

\*singing/reading \*building

\*creating \*water/sand

\*counting/shapes/ \*physical/gross motor play

 alphabet/colours \*small world toys

\*Forest School sessions \*puzzles/shape sorters

\* gardening \*Mud kitchen

\*loose parts (exploring and investigating)

\*playdough \*baking

In our roles as Early Years Educators we follow the curriculum, The Early Years Foundation Stage (EYFS) and Development Matters Guidance. Children naturally develop in line with the curriculum section of the areas of learning. We follow these guidelines put into place to listen to, observe, evaluate and assess each child in our care. Every child will be given a key person. By doing this, the key person can then provide for your child’s next steps in their development and interests. All information regarding your child’s development is recorded in their own Record of Development, using an online software, Tapestry Learning journal. From this we can plan experiences, activities and resources needed to support your child’s development.

**Outdoor Learning Policy.**

Physical development is a vital part of children’s development. Young children must develop their large gross motor skills before progressing onto their fine motor skills. For example, children will need to develop their arm muscles to control their whole arm whilst painting, even though the paint brush is held with a fine motor grip. Outdoor learning environments also gives opportunities to children to engage in active lifestyles, appreciate nature and the natural environment, develops social skills, encourages independence and understand risk. All these factors support the children’s health and emotional wellbeing. In relation to The Department of Health’s guidelines, children are recommended to be physically active for 3 hours throughout the day. As an Early Years Provider at Forest Footsteps Childcare, we encourage the children to have a healthy lifestyle, in diet and exercise following the guidance from the Department of Health by providing free flow access to the outdoor learning environments and outings within the local community and visits to the “Woodland Walk” area to explore and attend Forest School sessions.

In our outdoor areas we have an extensive range of garden toys including Mud Kitchen, creative area, messy area, water area and loose parts. Whilst this provides plenty of opportunities for developing new physical skills, the children need to learn about the danger and risk taking whilst exploring these toys. We encourage the children to take an active role in risk assessing their chosen activities and experiences allowing the children to explore in an environment that allows this with the support of qualified practitioners.

**What your child needs to bring each day:**

* Spare clothes (2 sets recommended)
* Any comforters.
* Lunch box (if applicable)
* Any medication (if required)
* Welly boots or suitable footwear
* Waterproofs (dungaree style with separate coat is recommended)
* Sunhat (weather permitting)
* Slippers (personal choice)

**What is provided within your fees:**

* A high-quality team of staff to support your child’s learning and care.
* Nappies, wipes, sudocream.
* Suncream
* Snacks and water/milk.
* Ample outdoor learning opportunities and Forest School sessions.
* An online Learning Journey using Tapestry (parents have full access)
* Daily photo diary

***More information and a full detailed policy pack will be provided when confirming your child’s place. Please contact us if you require any further information by email*** ***forestfootstepscf@outlook.com******.***