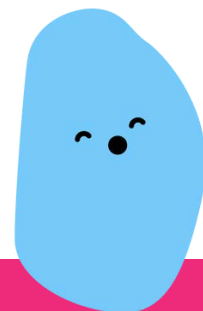
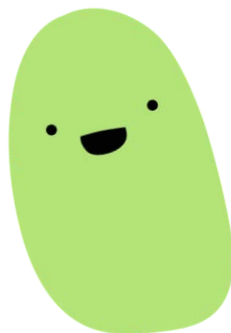


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Early Years



Parent Handbook



Quality education in a
caring and learning environment
for children aged 3 months - 5 years

Welcome

I am delighted to welcome you to ToyBox Early Years.

We appreciate what an important decision choosing your child's nursery is and nothing is more important to us than ensuring your child receives a consistently high standard of care in a safe, warm and nurturing environment. We are extremely proud to have been awarded an Ofsted Outstanding rating for our provision. We have carefully selected our core values to reflect a truly inclusive approach, as well as going above and beyond to ensure our staff are trained to the highest standard. We believe in equality for all and ensure this ethos is at the root of everything we do at ToyBox Early Years.



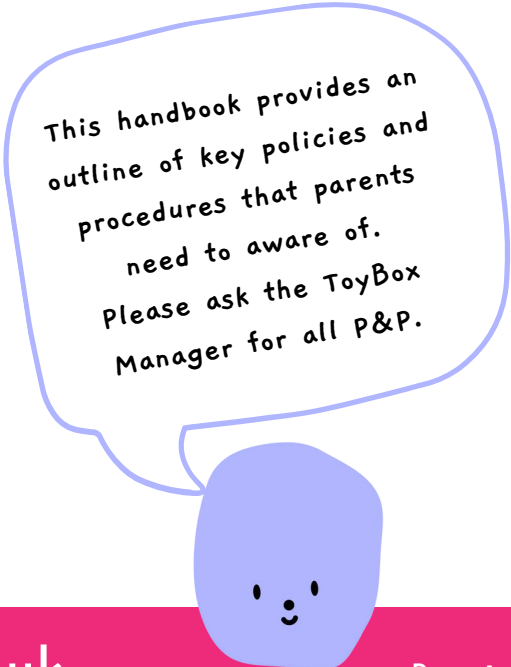
We believe that your child's individuality is not to be moulded into a 'one-shape-fits-all' educational route. We create an individual, tailored approach for each child to ensure that their special uniqueness is maintained and developed.

We use being a smaller setting to our advantage by ensuring your child receives a real home-from-home nursery experience within our well-equipped and spacious classroom. We have been fortunate enough to be able to carefully select all of our equipment to reflect the very best learning opportunities, and take full advantage of linking with our local community. Children learn best when immersed with opportunities.

Please do come and visit us so we can show you how ToyBox Early Years will provide your child with outstanding care and a wonderful foundation to their education.

We look forward to welcoming you to ToyBox Early Years.

Gemma Turner
ToyBox Manager



This handbook provides an outline of key policies and procedures that parents need to be aware of. Please ask the ToyBox Manager for all P&P.



Joining ToyBox

With nursery-age children, you do not need to wait to enrol.
We accept children at any time of the year.

Come and Visit Us

First things first, come and check out ToyBox Early Years for yourself!

Located in central Brighton, within walking distance to the local beach, library and parks you will see how very accessible everything is to us. You will be warmly greeted and given a tour where we will spend time giving you a comprehensive overview of ToyBox Early Years and answering any questions you may have.

It's a Yes!

Once you've decided that ToyBox Early Years is the perfect nursery for your child, the next steps are easy.

You will decide which session times will suit you and your child best, whether it is regular sessions or ad-hoc (childcare when you need it).

We are happy to look after your child for shorter hours whilst you attend appointments or need some self-care time.



Getting Started

You will receive a registration form to complete. Once we have received your form and deposit, we will enrol your child and mutually agree on a start date. You will be required to pay a small deposit to secure your child's place. All ongoing fees are to be paid monthly or in advance.

Finally, you will be sent a Family (our online learning profile) activation code, sent to one parent, unless specified, where you can fill in the 'All About Me' section. A simple booklet on this will be sent in this pack.

Enjoy the Magical Time Your Child Spends With Us

Relax in the knowledge that your child is in the very best hands, with qualified staff who have extensive experience caring for children in an early years environment.



Session Times



Because our pedagogy is made up of some of the leading child-led approaches, our timetable is free-flow. We do, however, keep some of our day structured so children have the security of knowing what to expect. This enables us to support children with SEND and English as an additional language (EAL).

By having a slight structure to our routine, it helps children self-regulate and encourages peer interaction. We try to imagine our session has a pulse. We come together and then disperse into free, independent play. Equally, by not having a rigid structure, it enables children to lead their play and supports the child's ability to learn.

Example Day at ToyBox Early Years

9am - 9:30am

Children Arrive / Free Play / Come Together Time

10am - 11am

Snack

10:30am / 11am

Trip / Free Play

11:45am

Come Together Time
Mindfulness Moments

(Music / Yoga / Song Time / "You Choose")

12pm - 1pm

Free Flow Lunch

12:30pm

Free Play

13:45pm

Come Together Time

2pm

Home Time



Personal care, sleep
and individual needs are
carried out on demand /
in communication with
parents.



Fees

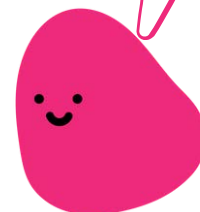
Fees

Our rate is £5.50 per hour. A full session (9am - 2pm) costs £27.50.

We offer a reduced rate of £4.50 p/h to those in receipt of certain benefits (please enquire for full details).

We also offer a reduced sibling rate of £4.50 p/h for the eldest sibling.

ToyBox is self-supporting, which means that your fees pay for staff and all other expenses. Please pay promptly to ensure the continuing success of ToyBox.



Payment of Fees

Fees are invoiced at the beginning of each month and need to be settled by the due date indicated on the invoice. Failure to pay on time could jeopardise your child's place at ToyBox Early Years. Four weeks notice is required when you wish to withdraw your child from ToyBox Early Years.

Fees can be paid by bank transfer (BACS), debit/credit card or childcare vouchers. Please refer to the Booking Form for more information or contact the office on 07762 893 929.

Absences

If your child is absent for any reason, i.e. ill health, holiday etc, fees are still payable as the place is still allocated and open for your child only. Fees are not charged if there are INSET days or bank holidays on a day when your child is normally booked into Toybox Early Years.

Ad-Hoc / Crèche

We ask you to settle your bill either on the day your child attends, or if your arrangement is regular, we are able to invoice you.

Extra Crèche Sessions

Space is available on:
Tuesday, Wednesday and Thursday
from 9am to 2pm
term-time only

We offer a crèche service where possible.

Please call 07762 893 929 or email
toybox@womenscentre.org.uk to speak to the Manager



Help With Childcare Costs

Universal Offer

Your child is able to claim up to 15 hours each week, over a minimum of two days, during school term times (to a maximum of 38 weeks per year). If your child attends for more than 15 hours per week, you will have to pay the difference to your nursery education provider.

Two Plus Funding

Some 2 year olds may be entitled to up to 15 hours of free nursery education. Please email Brighton & Hove Family Information Service for further information on familyinfo@brighton-hove.gov.uk or phone 01273 293 545.

Funding for 3 and 4 Year Olds

All 3 and 4 year olds are eligible to receive nursery education funding until they reach compulsory school age. The funding is not means tested. It is payable to children attending a private day nursery, pre-school, children's centre, independent school or a child minder that is registered through Ofsted and included on the local authority's Directory of Providers.

When Can My Child Get Funded Nursery Education?

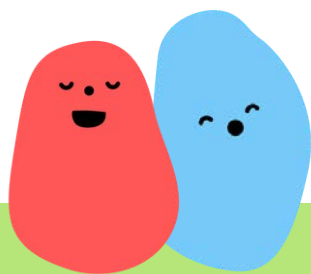
You should apply the term before your child turns 3 to ensure that you can access a place when you want it. If you do not receive a code before the deadline, you will need to wait until the following term before you can access your free place.

Parents can apply up to 31 days before taking up or returning to work.

The earliest you can receive a code is 16 weeks before your child turns 3.

See chart below:

1st April – 31st August	→	Autumn term (after the long summer holiday)
1st September – 31st December	→	Spring term (after the Christmas holiday)
1st January – 31st March	→	Summer term (after the Easter holiday)



Your Child's Day

On Arrival

To make transition as easy as possible for all, we ask for drop off to be short. We encourage parents to tell us how your day has started so staff can get an idea of how to support your child, i.e. if your child has not slept / eaten / what they have enjoyed on your journey into ToyBox. We ask you to communicate with your child's Key Personas to what the best approach is for settling in.



Please hang your child's coat and bag on a peg and staff will take care of the rest. If your child comes with medication, please hand this to your child's Key Person and fill out any paperwork we may need.

If you decide to bring your child in a little later than 9am, please call the nursery to let staff know so we can plan our day. We usually go out on trips around 10am / 10:30am. If you are going to arrive after 10am, please call 07762 893 929 to see where you can meet us.

Let's Keep Everyone Safe

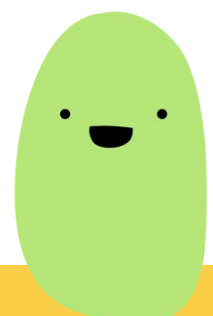
The safety of the children and services users of our building is important. We have a strict policy that parents / carers must not let anyone into the building. Please make sure the door is shut behind you. If a person follows you in please alert a member of staff straight away. We cannot take risks and it is an Ofsted requirement to follow these guidelines.

Buggies

We ask all parents / carers to fold down their buggies and place them in the shed (code given upon request).

Shoes

We are a shoe-free nursery. We ask for all shoes to be removed and placed in the boxes provided outside the nursery door. We encourage everything to be clearly labelled with names. Parents can use shoe covers which are provided.



Your Child's Day



Collection

If someone else is collecting your child, please provide them with the password given on the ToyBox Early Years registration forms. It is paramount that you let staff know as we will not let your child leave without permission. When you arrive, please ring the buzzer and we will bring your child out to you.



Late Collection

We are open from 9am - 2pm and are not able to have children on the premises outside of these hours. We ask parents to pick their children up by 2pm.

We understand that there are times that lateness cannot be helped. However, if the lateness is reoccurring we charge a lateness penalty fee. This is in place if a parent / carer is more than 15 minutes late. The fee starts at £10 and a further £5 is charged for every additional ten minutes.

Keeping in Touch

Nursery Places

Updates on your child's day and / or notices about your child's learning, development and next steps are uploaded to our digital app Famly system. Please ensure you have the app downloaded.

On Famly you are able to log absences and planned holidays via a calendar.

Crèche

If you are unable to contact us through Famly, or your child attends our crèche you are welcome to email toybox@womenscentre.org.uk or call / text our mobile 07762 893 929. Your child's Key Person will be able to assist you with accessing your child's profile. You and the designated staff at ToyBox Early Years will be the only people to view your child's information. Famly is data protected. When your child joins ToyBox Early Years, your child's Key Person will create an account for you. Ask your Key Person if you need help accessing this platform.

Digital Device Free-Zone

To ensure the safeguarding of the children in the nursery it is a requirement that parents, carers and visitors do not use their mobile phones or digital devices when on ToyBox Early Years premises. Please keep them turned off and away.

Our Mission and Values

It is our mission at ToyBox Early Years to provide a safe and secure environment by putting the needs of the child and their family first.

We seek to honour every child's right to play by providing access to fundamental learning and exploration opportunities. We achieve this by collaborating with a range of philosophies to build a nurturing environment for all.

Our Value Pledge Is To:

- Develop a child-centric approach promoting, developing and challenging skills and confidence as successful learners.
- Promote every child as strong, capable and resilient and ready to explore.
- Promote and defend the rights of every child and their families.
- Build a diverse environment that provides safety, security and confident communication.
- Promote a strong sense of community, valuing and incorporating all aspects of children's lives, building a strong partnership with the wider community and future schools.

Core Values Ambassadors

Meet the blobs! They help teach our children about the core values we hold at ToyBox Early Years - spelling the acronym HELPED.

These values are fundamental to how we operate, and we aim to teach the children in our care to uphold these same principles.



Hope



Equality



Love



Patience



Empathy



Democracy

Our Core Values



Hope

By teaching a child about hope, the child may become more productive, happier and healthier. They will understand that in order to achieve you need to try, to keep going and to look beyond the reachable. Hope is a dynamic process, we teach hope as an active pursuit of an objective not a static fantasy. It has three components: conceptualising a goal, devising strategies to reach that goal and the ability to stay focused on the goal.



Equality

Children's development and well-being as individuals is our primary focus, taking a holistic approach, putting children's needs first, and employing staff who genuinely love working with children. We believe that every child should be seen and heard as individuals. We provide children with the opportunity to learn through first-hand experiences wherever possible. We also teach children how to create positive relationships and to help one another achieve.



Love

We treat children and staff as individuals and develop caring and supportive relationships with families, and aim to create a homely environment. Holistic care and education is at the heart of our provision, and we believe that the children's uniqueness, happiness and positive experience are key ingredients for successful provision. We encourage children to be kind to people, our classroom and our community by modelling the value throughout our practice.

Our Core Values



Patience

Patience is an important quality in life. Children learn through imitation; our staff ensure that patience is exhibited, supported and co-regulated in our setting. Children are taught the benefits of patience and how to self-regulate, leading them to stronger relationships and healthier lifestyles. Patience is supported by a range of teaching methods and theories including positive interactions (praise) and count downs. We also provide children with learning opportunities such as growing plants and turn-taking to support this value.



Empathy

Empathy is essential because it holds together our personal relationships and, as a result, our communities. Developing empathy in the early years and beyond, we are doing more than building a strong child. We are building a nation of strong children. Empathy means that we understand other people, and other cultures. It means that we understand how other people feel, think and act. We are therefore more likely to accept the beliefs and views of people whose lives are different to our own. We encourage this by exploring and labelling feelings, modelling a strong sense of care and encouraging children to help one another. We talk about different cultures and beliefs and we invite families in to share their own experiences and stories in their native language.



Democracy

Democracy within the early years teaches children that their opinions are important and valued. Democracy also demonstrates the power to make decisions as individuals and as a group. Much of democracy is promoted through personal, social and emotional development within the EYFS. We teach children the importance of hearing one another's voices and the importance in validating feelings. We help children to identify their emotions and explore feelings. We promote group discussions and turn-taking, and provide choices boards and collectively decide mutual respect and tolerance within the classroom.

Useful Information

Policies

ToyBox Early Years policies are available for you to read and can be found on our website at www.toyboxearlyyears.co.uk. Anyone who does not have access to the internet can request a paper copy. We keep a paper copy in the nursery.

Safeguarding

We strive at all times to promote the welfare of children and protect them from harm whilst in our care and have safeguarding policies and procedures in place to support this. A copy of our Safeguarding Policy is included with our policies. If there are any concerns for a child, Front Door For Families will be contacted. If the concern is about a member of staff, a referral will be made by the SGL Brighton and Hove's LADO (Local Authority Designated Officer). If you have any concerns, please contact the ToyBox Early Years Safeguarding Lead who is Gemma Turner or Lisa Dando who is the Safeguarding Lead for BWC.

Gemma Turner: gemmaturner@womenscentre.org.uk

Lisa Dando: lisadando@womenscentre.org.uk

Prior Injury Acknowledgment

We need to be informed of injuries which have occurred before children come to ToyBox Early Years. These may be anything from minor cuts, bruises and grazes to major cuts. This information ensures we are fully informed if we notice injuries during a session. Should a child become ill whilst with us we are then fully informed and able to take the correct course of treatment.



In such an instance please let staff know you need to make an entry in our prior injury book when dropping of your child.

Accidents / Incidents

Staff will inform you if your child has had an accident e.g. fallen and hurt their knee - we ask you to sign Accident Forms so we can be sure you know about any treatment given. We plan to send this electronically soon!



Useful Information

Sun Protection

On sunny days your child will need to have sun cream applied before the session starts. If your child attends for a whole day we will apply sun cream (supplied by yourself) half way through the day. We will ask you to sign a sun cream form for this purpose.

Key Person

At ToyBox Early Years, all children have a Key Person - this is the person we hope children and their parent/s will make a special relationship with. The Key Person will get to know each of their key children really well, sharing their joy, comforting and encouraging them when needed, learning what interests and enthuses them, assessing their progress and planning their next steps.

The Key Person is the member of staff you can always talk to if you have any concerns or want to share information from home. The beginning or end of a session is often a good time for a quick informal chat but if a more private talk is needed, or a greater length of time, then please make a mutually convenient time to meet or call. We always try to match children's sessions to a Key Persons rota pattern but this is not always possible for every session. Please be assured your child will very quickly become comfortable with other staff members in the team.

Two Year Checks

Before your child is 3 you will receive a 2-Year Check Report, generated from our electronic programme. You are invited and welcome to talk about the Report if you wish. Key People will also complete the slip that goes into each child's Red Book and send a message to your child's Health Visitor to confirm we have shared the Report with you. The Report will also be shared with them if further support is needed. A link to the policy is on our website.

Communication

Most communications are through Famly, and messages are emailed to you. We encourage you to download the Famly app from the app store as this could be easier access to the different features, as we begin to use them.





Useful Information

Behaviour

At ToyBox Early Years, we believe that we have a responsibility to support children's learning about behaviour; we also believe children are not born with fixed patterns of behaviour and gradually learn ways of behaving.

Children have a great capacity to learn positive behaviour with our help and guidance. It would be unreasonable to expect them to have done all this learning by the time they come to nursery, so we use a range of positive strategies to encourage this.

Children learn by example and the staff at ToyBox always role model behaviour expectations. We ask that all visitors to the nursery do the same.

Partnership Working with other Professionals

We are fortunate to welcome a range of professionals into Toybox Early Years to help us make the best provision for your children. These include Speech and Language Therapists (SALT), staff from Brighton & Hove Inclusion Support Service (BHISS), and the Ethnic Minority Achievement Service (EMAS).



Staff Ratios

(as directed in EYFS legislation)

Children under 2 years: 1 adult to 3 children

Children aged 2 years - 3 years: 1 Adult to 4 children

Children aged 3 years plus: 1 adult to 8 children

We pride ourselves on having high ratios and are extremely fortunate to have student placement support from the University of Brighton and University of Sussex.

The Early Years Foundation Stage Framework (The EYFS)

The EYFS is a curriculum framework for children from birth to 5 that helps us to plan for continuity and progression throughout the child's time at nursery and it then continues through their reception year at school.

The EYFS is divided into the seven areas of learning. The Prime Areas are:

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development

These begin to develop quickly in response to relationships and experiences and run through and support learning in all other areas.

The Specific Areas include essential skills and knowledge; they grow from the Prime Areas and provide important contexts for learning.



They are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

It is important to emphasise that the seven areas of learning overlap and are rarely focused on in isolation but support and complement each other.

There is a link to the EYFS curriculum on the ToyBox Early Years website.

The Characteristics of Effective Teaching and Early Learning

Staff observe how each child learns, and then plan to develop their skills, using the three main effective characteristics:

- Playing and Exploring
- Active Learning
- Creating and Thinking Critically

The nursery plans an exciting, ambitious curriculum, coherently sequenced, with rich experiences throughout the cycle of the year unique to the children of ToyBox



Philosophy and Pedagogy

Reggio Emilia

The Reggio Emilia approach was developed by Loris Malaguzzi in collaboration with parents after World War II.

- Every child should be seen as strong, capable and resilient, and ready to explore
- Children are natural communicators, and it's important that we understand the '100 languages of children' (the many different ways children express themselves)
- Children can build their own learning, and require adults to help support it, not instruct
- The focus on exploratory and child-led play is meant to improve problem-solving skills in particular



How This Is Used in ToyBox

- Children are made to feel like their conversations with adults are an opportunity to learn and search together. For that reason, our practitioners ensure they have the time and patience to really engage with children and pay attention to what they're saying.
- ToyBox Early Years builds on children's interests. We try to provide an individualised approach to all learning. For example: a child showed interest in a worm in the garden. Staff then adapted the planning to minibeasts, creating project based learning in all areas of the EYFS.
- We emphasise a hands-on approach to learning, as this is what best allows children to communicate using their hundred languages. This includes drawing, dancing, painting and pretend play, music, sculpting. Giving children opportunities to express themselves is key.

Philosophy and Pedagogy

Froebel

Friedrich Froebel was a German educator who invented the concept of kindergarten. The Froebelian approach promotes the importance of play, because it allows children to understand their world by directly experiencing it.

- Recognition of the uniqueness of each child's capacity and potential
- A holistic view of each child's development
- An ecological view of mankind in the natural world
- A recognition of the integrity of childhood in its own right
- A recognition of the child as part of the community



How This Is Used in ToyBox

- Always start with what children can do, not what they can't.
- Childhood is more than just preparation for adulthood. ToyBox Early Years believes that every type of interaction is a learning journey and encourages these journeys with project building, individualised planning and lots of listening.
- We encourage the children to explore the deeper meaning to the things we do. We have lots of discussions on the planet, humanity and values.
- We use a range of natural resources to encourage children to familiarise themselves with textures and meanings. We believe that a child's imagination is invaluable.
- ToyBox Early Years believes that child-initiated play is very important as it means that the child is motivated and engaged. ToyBox Early Years supports children in initiating play, providing them with stimulating resources and learning environments. We value our classroom as a third teacher - meaning everything set out in our classroom is there with the child in mind.
- We take regular trips out into the community and try to take part in local events, trips to our city's historical sites and learning about diversity in our city (and the world).



Philosophy and Pedagogy

Hygge

Hygge (pronounced hue-guh not hoo-gah) is a Danish concept that encompasses the feeling of quiet comfort. Elements of hygge include plush textures, greenery, and warm, neutral shades. The feeling hygge is supposed to evoke is extreme coziness.

It's about a space that promotes emotional well-being, togetherness and friendship. It's a place children can feel comfortable to snuggle down or explore with confidence.

Why Hygge?

Early years levels of well-being are fundamental to children's development and progress. Thoughtful, caring practitioners ensure secure relationships are formed, building connections and helping children to settle into nursery life. Practitioners must not only work hard to develop these attachments, remembering the physical environment is fundamental to children's well-being too.



How This Is Used in ToyBox

- View the environment through the eyes of the child.
- Invite children to create dens or cosy corners, with the use of drapes, voiles and blankets.
- Set up thoughtful nooks and well-appointed retreats, position them away from the main traffic within the setting.
- Provide children with a place to retreat away from the hustle and bustle of the main movement of the setting, allowing children privacy to talk, chat and interact.
- Provide plump cushions and blankets which enable children to get cosy when reading books or engaging in a provocation.
- Well appointed twinkly lights to add a sense of magic and wonder
- Lighting is soft and muted.
- Artificial light is kept to a minimum, use of table or standard lamps.
- Reduction of noise levels, through soft furnishings.
- A range of textures.
- Provide opportunities to crawl inside a baby nest or enclosed area where they feel secure.
- Provide seating where children can curl up with a nice book.



Useful Contacts

ToyBox Early Years Safeguarding Lead
Gemma Turner
ToyBox Manager
gemmaturner@womenscentre.org.uk

Brighton Women's Centre Safeguarding Lead
Lisa Dando
BWC Director
lisadando@womenscentre.org.uk

Family Information Service (FIS)
<http://www.familyinfobrighton.org.uk/kb5/brighton/fsd/home.page>

PACEYS
<https://www.pacey.org.uk/>

Ofsted: enquiries@ofsted.gov.uk



22 Richmond Place
Brighton
BN2 9NA



07762 893 929



toybox@womenscentre.org.uk

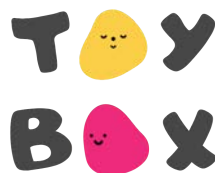
Opening Times

We are open term time only:

Tuesday 9am - 2pm
Wednesday 9am - 2pm
Thursday 9am - 2pm



ToyBox Early Years at
Brighton Women's Centre



URN: EY466433