

About Jumblies

Jumblies Day Nursery opened on Jubilee Wharf in October 2006.

The nursery has 6 places for children under the age of two years and 26 places for children aged between two and four years of age.

The nursery is a registered charity, run by a parent committee, which meets regularly. Jumblies last Ofsted inspection took place in March 2016, when the nursery was once again judged to be outstanding.

We work to the statutory framework of regulations for the Early Years Foundation Stage (EYFS), which sets the standards for learning, development and care for children from birth to the age of five.

Jumblies Motto is 'Setting Sail into a bright Future'

Jumblies ethos

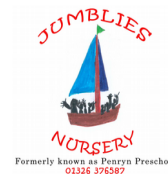
We believe passionately that each child, with differing needs and interests, should be loved and supported as they grow.

We know that children will thrive best in their learning if they feel emotionally secure, our key person system supports us in achieving this by helping to build strong relationships between children, their parents, carers and staff.

Feeling emotionally secure is essential in becoming an active learner and this is what we aim for with each child in Jumblies.

These close relationships help us in planning our routine and activities to ensure each child learns and develops.

We believe that excellent nursery education helps very young learners to become stimulated and excited by the fun of learning through play, which supports a positive life-long attitude to learning and succeeding.



Tell me more about Jumblies

Address: Jumblies Day Nursery, Jubilee Wharf, Commercial Road, Penryn, TR10 8FG Tel: 01326-376587,

E-mail: info@jumbliesdaynursery.co.uk **website:** www.jumbliesdaynursery.co.uk **Facebook:** Jumblies Day Nursery

Company Number: 6078076 **Ofsted Registration Number:** EY 350738 **Charity Number:** 1126710

Managers: Cath Phillis and Sabine Underwood

Deputy Manager: Maddi Murley

Jumblies Day Nursery is situated on Jubilee Wharf in Penryn, we opened in October 2006. We provide full day care for children aged 6 weeks to 5 years old.

In our Baby and Toddler room we care for up to six children under the age of two, in our Preschool room we have got spaces for up to 26 children between the ages of two and five years.

We are open from 8 o'clock in the morning until 6 o'clock in the evening from Monday to Friday.

Policies: Safeguarding Children and Equality of opportunity are on the left of the entrance door; all other policies are in the pink folder on the shelf by the door and on our website.

Privacy (GDPR): We follow the GDPR Guidelines. Please see enclosed GDPR sheets, which explains how we deal with the information we hold about you and your child.

Complaints: Our Complaints Policy is available on request. Please ask Sabine, Cath or Maddi. You can also find it on our website under the 'about us' tab.

Funding:

Children qualify for 15/30 hours of government funding per week during term time, this can be stretched over the whole year, commencing the term after their third birthday. We cannot guarantee that we will have 15/30 hours available. We also accept 2-year old funding. More information can be found on:

<https://www.childcarechoices.gov.uk>

Registration:

We charge a registration fee of £20 and a deposit of £80, which is credited to your first month fees when taking up your place at the agreed date.

Children only accessing the government funding do not have to pay a registration fee.

Admissions: Due to the limited number of spaces available, Jumblies admissions system is operated on a first come first serve basis. **A place in the baby and toddler room does not guarantee a place in the preschool room.** See also our admissions policy.

Inclusion:

Jumblies Nursery aims to include all children. Please see our Special Educational Needs/Disability Policy.

Holidays and attendance:

Holidays have to be booked two weeks in advance. To enable us to keep your child's place a charge of 50% of your usual charge will be made. Non-funded children can take a **maximum** of four weeks holiday per year at 50% charge, on top of Jumblies closure week in August and two weeks for Christmas. Jumblies is closed for all bank holidays. No charges during these times of closure. Funded children are expected to attend, funding will be cancelled if more than two weeks are taken during funded times.

Sickness:

We are not able to care for sick children in the Nursery. Advice on illnesses can be found in the Spotty Book by the door.

Children need to be kept off for 48 hours after their last bout of sickness and/or diarrhoea and 24 hours after having been prescribed antibiotics. We are only able to administer medicines prescribed by a doctor. Please talk to a senior member of staff if you are concerned about epilepsy.

Absence due to sickness will incur full charge. Long term illness will be considered on an individual basis.

Payment:

Payment is required fortnightly in advance for all bookings, unless otherwise agreed.

Cancellation:

Two weeks notice will be required when cancelling your child's place.

Please talk to the Manager or Deputy Manager for more information.

Jumblies Preschool Room

This is the main room at Jumblies in which we care for up to 26 children aged 2-5 years.

Our Deputy Managers Maddi Murley is assisted by a number of qualified and experienced staff. Photographs of all staff are displayed on the right of the entrance door; qualifications are on the board in the hall. Each child has two key persons allocated to them.

We use the Early Years Foundation Stage (EYFS) to plan for the children throughout the day. Key persons regularly observe their children. Observations, are recorded using Tapestry, an online Learning Journal, are also used to ensure that planned activities are based on children's interests and experiences. Our minimum staffing ratio for this room is 1 adult to 4 children aged 2 years and 1 adult to 8 children aged 3 years and above. More information about the EYFS can be found on.

Our daily routine (please see Sabine, Cath or Maddi if you have any questions)

8am - doors open, free play in the bigs room

9am - 10.15am

- **Self registration**- the children find their name and are encouraged to make marks using crayons, paint, wet sand etc
- **Snack time** - (fruit, crackers or breadsticks with butter, milk and water, Cafeteria style snack)
- **Free play** - access to all areas of the nursery
Wet area for water or sand play, paint, play dough
or other messy activities
Outside area - a range of activities to promote all areas of the curriculum
Activities on the tables and carpets
Kitchen and dress-up area
- **10.20** Five minute warning for tidy up time
- **10.25** Tidy up time in preparation for small group activity(15min), followed by free play
- **11.40** Five minute warning for tidy up time
- **11.45** Tidy up time followed by carpet time
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12-12.30pm Lunchtime

- **Free play** - access to all areas of the nursery
Wet area for water or sand play, paint, play dough
or other messy activities
- **1.20** Five minute warning for tidy up time
- **1.25pm** Tidy up in preparation for small group activity (15 min), followed by free play
- **1.45-2.30pm** snack time (fruit, water or milk, Cafeteria style)
- **2.40** Tidy up time followed by carpet time
- **3pm** end of afternoon session. Children who stay late go for outside play.
- **4pm** late afternoon snack/tea time
- **4.30pm** Play in the baby room or outside area, depending on the weather.

6pm Jumblies closes.

All activities are carefully planned to ensure that children's development in all areas of the curriculum are supported. Small group activities are planned according to the interest and developmental stage of the child. Our weekly planning is displayed on the baby and toddler room door, a black board outside details some of the activities planned for the week. Weekly facebook updates give information about the activities during the week, as well as our theme for the following week.

Please provide your child with the following named items:

- A healthy packed lunch if your child stays with us over lunch. Enough snacks if your child is staying after 4pm. Toothbrush, to brush teeth after lunch (this needs to be kept in the child's lunch box).
- A change of clothes, sun hat, nappies and wet wipes if needed.
- A piece of fruit to share at snack time every week.

We provide:

- Cups and eating utensils. Water is always available
- Toothpaste

Baby and Toddler Room

Our Baby and Toddler Room accommodates up to six children from six weeks to two years of age. Our fully qualified and experienced Room Leader Laura Churcher is in charge of the room and assisted by a qualified Nursery Assistant. The minimum staffing ratio for this room is one adult for three children.

Within this room babies and toddlers will be able to explore their surroundings using all their senses. In our carpeted area children will be able to develop their basic motor skills and gain confidence crawling and taking their first steps with a soft landing awaiting them during these unsteady months. For the activities provided in the Baby room we use the Early Years Foundation Stage to ensure children get the very best start we can give them. The weekly planning is displayed on the toddler room door and the wall in the room.

Our daily routine (please see Sabine, Cath or Laura if you have any questions)

8am - doors open, free play in the bigs room, 9am the under two's go in their room
 9-9.45 Free play - access to a range of activities
 9.45-10 Snack time (fruit, crackers and breadsticks, water to drink)
 10-10.30 Outside area - a range of activities to promote all areas of the curriculum
 10.30 a theme related activity (ie painting, play dough, gloop etc)
 11-11.40 free play
 11.40 small group activity (singing, musical instruments, dancing etc)
 12-12.30 Lunchtime
 12.30 the majority of children go to sleep, this varies according to children's routines.
 1pm free play
 1.45 outside play
 2pm snack time
 2.40 small group time
 3pm end of afternoon session, children who stay late go for outside play
 4pm late afternoon snack, teatime
 4.30 play in the baby and toddler room or outside, depending on the weather.
 6pm Jumblies closes

Makaton signs are encouraged throughout the nursery.

We encourage parents to stay with their baby for a while in the beginning or bring them in before the initial session to ensure the baby is familiar with the surroundings and the staff.

We ask parents to provide us with an outline of their babies' daily routine (sleeping, feeding, likes and dislikes etc.) which we will try to follow as much as possible to provide continuity of care.

We will provide you with a daily diary recording your babies' food and drink intake, sleep and all activities as well as a 'Learning Journey' containing observations linked to the EYFS.

We aim to reserve places for your child in the preschool room once aged 2 years, but cannot guarantee this.

Please provide your child with the following (all named) and in a small bag:

- Formula Milk, in a small container please (which should be freshly mixed, by the Nursery Nurse)
- Food and snacks for the day in suitable containers (no spoons/cups please)
- Change of clothes, sun hat etc
- Nappies, wet wipes and any creams you use
- Dummies in a suitable container
- Medication if needed (prescribed only, inform a senior member of staff in order to fill in the medication book, medication should not stay in the bag for safety reasons).
- A piece of fruit to share at snack time.

What are our hours and prices?

Jumblies Day Nursery is open from 8am to 6pm Monday to Friday.

Fees: are payable fortnightly in advance unless otherwise agreed.

Should the fees for your child's place be in arrears by one month, the manager has the right to terminate that place (arrangements should be made to pay any arrears owing).

Holidays and attendance:

Holidays have to be booked two weeks in advance. To enable us to keep your child's place a charge of 50% of your usual charge will be made. Non-funded children can take a **maximum** of four weeks holiday per year at 50% charge, on top of Jumblies closure week in August and two weeks for Christmas.

Jumblies is closed for all bank holidays. No charges during these times of closure. Funded children are expected to attend, funding will be cancelled if more than two weeks holidays are taken during funded times.

All children must be dropped off and collected at their allocated times to ensure that Jumblies operates within legal requirements. Please let us know if your child is not attending. If you claim Government Funding for your child you are expected to attend for these hours. Please inform the nursery if your child cannot attend, giving a valid reason.

Should you give up your child's place in the nursery a notice period of two weeks is required. All monies should be paid in advance of your child leaving the nursery.

	0-2 years	2-5
9-3	£28	£24
Extra hours (before 9 and after 3)	£5.20	£5

Other charges:

Registration and deposit: £100.00 (Full hours need to be taken up after a settling in period of no more than two weeks at the agreed start date, in order to get the refund of £80). Places cannot be guaranteed without deposit and registration forms.	
Late collection (at any time)	£10.00
Collection after 6pm	£20.00

Please see our policies 9+10 in our pink policy file, or on our website, on Non-collection and Missing Child.

Children and parent GDPR checklist

As you know, we have recently reviewed all our policies and procedures concerning the personal data we are holding about you and your child. Having concluded this review, I am writing to make you aware of the data we have and to explain a little more about it.

Data being held	Why are we holding it? GDPR 'lawful basis'	How do we keep it secure	What will we do with it when you leave?
Registration form	EYFS 2017	Locked cupboard	Will be securely destroyed following the Ofsted inspection after the child has left.
Accident records	EYFS 2017	Locked cupboard	Will be securely destroyed following the Ofsted inspection after the child has left. Unless the accident or incident required the child to attend hospital, in which case the record is kept until the child reaches 21 years of age.
Learning Journals	EYFS 2017 to record children's progress and development.	Online (Tapestry) secure website	Deleted off our systems when the child leaves Jumblies.
SENCO records	EYFS 2017	Locked cabinets	
Photographs of children	EYFS 2017	All taken on setting camera. Printed out for use on individual Learning Journey's or displayed within the setting.	Deleted half termly. Destroyed when removed.
Facebook	Used only to reply to enquiries, not for marketing purposes.	Facebook policy statement	We do not publish photographs in which the children can be identified.
E-mail addresses	To communicate with parents	Password protected computer	Deleted following the Ofsted inspection after the child has left.
Card payment receipts	Proof of payment	Locked cabinet	Destroyed annually
How Cornwall Council uses your information to provide services	Please use the link under 'how we keep it secure' to access the information.	https://mail.google.com/mail/u/0/#inbox/1635ec0c44ccafe7?projector=1&messagePartId=0.1	
On our website (ie e-mail enquiries)	We do not use e-mail for marketing purposes. Enquiries via the website are forwarded to our e-mail account, these are usually enquiries.	Password protected computer.	We delete all contacts annually.

If you would like to access your personal data, then you may request it from us. Under the GDPR we are obliged to provide you with a copy of your data within one month of the receipt of the request. Further details regarding subject access requests can be found at this website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/> If you feel we have not met our GDPR obligations you have the right to complain to the ICO, they can be contacted from this website: <https://ico.org.uk/for-the-public/raising-concerns/> : PLA: [Record retention document](#)

By signing the consent form I confirm that I know which data is held about my family at Jumblies Day Nursery and that I agree with the above statements on keeping data secure and how and when it is destroyed.