

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 Morning sessions starts

- 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
-

12-12.30pm Start of afternoon session including 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 start of afternoon session including 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 Jumbies 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.

Hourly rate	0-2	2-4
AM Session 9-12	£14	£12
PM Session 12-3	£14	£12
Extra hours (outside of session times only)	£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.

To be signed by parent/carer

Contract between Jumblies and Parents

Child's name:

Registration/deposit paid

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).

Attendance: Please let us know if your child is absent, we need to record these absences and the reason for them. Children who receive funding are expected to attend their funded hours, holidays are limited to two weeks on top of the normal non-funded holiday time and our closure weeks.

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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.

Fire safety:

Our Fire Assembly Point is half way down the ramp. The Evacuation Procedure is displayed on the notice board in the hallway. The full policy is available to read in our policy folder. Please see a senior member of staff for more information.

Safety:

Parent/carers must supply the nursery with emergency contact telephone numbers and ensure that these are updated and correct. A senior member of staff must be informed if there is a change to the person collecting the child at the end of the session.

Health:

Children who are not yet potty trained will need to be provided with nappies, wipes etc, every support will be given to children who are potty training (named spare clothes please).

Ensure a senior member of staff is informed about any allergies your child has.

We are able to administer **prescribed medication only** to children. Please ensure the relevant forms are filled in on the day, to allow us to do so. Sick or unwell children cannot be looked after in the nursery. A 48 hour absence is necessary after a bout of sickness and /or diarrhoea. 24 hour absence is required after starting prescribed antibiotics if they have not taken these particular ones previously. We refer to the spotty book (notes on infectious diseases) for information on periods of exclusion from the nursery.

Settling in:

Two free one hour settling in sessions during the first session we expect one parent to stay. This enables the parent to get to know the staff and setting and ask any questions. We expect the parent to leave the child for the second session if all parties are happy with this. We do work to ensure the individual needs of the child and parent are met.

Children's progress:

We use an online system called Tapestry to record children's progress and achievements. Please talk to your child's key person or the managers for further information.

I have read and understood the parents contract set out above and agree.

Signature:

Date:

Registration Form (Completed by Parent/Carer)

Child's full name: _____ starting at Jumblies on: _____

Date of birth: _____ Passport or birth certificate number: _____ (Proof needed)

Mother's Name: _____

NI number: _____ D.o.b. Father's Name: _____ NI

number: _____ D.o.b.

30 hr funding no/2yr funding no: _____

(Parental responsibilities: mother/father/joint, delete as appropriate)

Whom the child normally lives with _____

Address the child lives at: _____

Postcode: _____

E-mail address : _____

Telephone numbers: Home: _____

(both parents/carers) Work: _____ Work: _____

Mobile: _____ Mobile: _____

Name and relationship of person(s) authorised to collect your child from the Nursery, when necessary a password can be agreed on:

Name of other setting or childminder

	am	pm
Mon		
Tue		
Wed		
Thu		
Fri		

Additional emergency contacts (local contacts please):

1. Name: _____ Relationship: _____

Address: _____

Telephone no: Home: _____ Work: _____ Mobile: _____

2. Name: _____ Relationship: _____

Address: _____

Telephone no: Home: _____ Work: _____ Mobile: _____

Family Doctor:

Name: _____ Address: _____ Telephone no: _____

Health Visitor:

Name: _____ Address: _____ Telephone no: _____

Please share your child's Red Book with us if there are any health concerns.

Your child's health

Vaccinations to date: _____

Allergies/food intolerances: _____

Ongoing medical conditions: _____

Involvement of external agencies (Paediatrician, Dietician, Speech Therapist, Family

Support: _____

Medication: _____

Dietary requirements: _____

Other information: _____

2 year Health Visitor Review carried out on _____ (date) shared with Nursery yes/no (delete as appropriate)

Religion: _____

Ethnicity: _____

To be signed by parent/carer

Parental Consent Form for _____ (child's full name)

- Permission for emergency medical treatment**

I agree to the person in charge of the Nursery taking the necessary steps to ensure my child receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the Nursery or while my child is on an authorised outing.

I understand that every effort will be made to inform me as soon as possible after the event. Should this not be possible I authorise the person in charge of the Nursery to take my child to the doctor/hospital and for my child to receive the necessary medical treatment.

Signature of parent/guardian: _____ Date: _____

Name in print: _____

- Permission to use sunscreen**

Jumblies provides a factor 50 sun cream, which will be applied **after lunch**. **Children are expected to have sun cream applied before attending nursery.**

Signature of parent/guardian: _____ Date: _____

- Permission to apply nappy cream and teething gel**

I give permission for the Nursery staff to apply nappy creams and teething gel that I have supplied if needed.

Signature of parent/guardian: _____ Date: _____

- Permission to take and publish photographs/videos**

We use Tapestry to record observations and assessments of children. This includes short video clips of several children during play/small group time. These can be seen by all parents of children in the videos. These are for private use only and **cannot** be published on social media without the consent of all parents whose children are in the video. You will be able to access your child's 'journal online. **Please do not share any videos/photos on social media**, this requires the consent of all who appear in the video/photograph and their legal guardian.

On special occasions the local press visit to record events and use the children's photographs in newspapers or on the television when reporting these events. We will not give children's names to the press.

In order to comply with the GDPR 2018. The Nursery needs your consent before taking photographs of the children.

We will not pass the names of any children appearing in photographs on to the press. This consent is only valid whilst your child is registered at the Nursery.

I give permission to Jumblies to use photographs and videos of my child in the described way. I have read the enclosed Tapestry notes.

Signature of parent/guardian: _____ Date: _____

- Permission to go on small outings**

I give consent for my child to go on small walks around the local area with Jumblies Day Nursery. The staffing ratio for outings is one adult to every two children.

Signature of parent/guardian: _____ Date: _____

- Permission to store and share information**

I give consent for the nursery to share information about my child with practitioners from other settings they are attending and the Primary School they will attend. I have read and consent to Jumblies Children and parent GDPR check list.

Signature of parent/guardian: _____ Date: _____

Please talk to the person in charge of the Nursery if you would like to make different arrangements for your child and we will do our best to accommodate your wishes.

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 it 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 Jumbles.
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 Jumbles Day Nursery and that I agree with the above statements on keeping data secure and how and when it is destroyed.