



Prospectus

Introduction

Incy Wincy's Day Nursery is a small private nursery situated in Rowley Regis close to Halesowen, Quinton and Blackheath town centres, within easy access to the Midlands motorway network and the A456 Birmingham to Kidderminster Road.

We are a friendly nursery that caters for up to 58 children between the ages of 6 weeks and 11 years. The nursery is open for 52 weeks of the year, Monday to Friday from 7am to 6.30pm. We are registered with Ofsted and were awarded a "good" at our last inspection in June 2023.

We have a finger print recognition access system which allows designated parents/carers to enter the nursery at any time during the nursery day. The nursery operates a CCTV system in all of the children's rooms.

Our Aim

At Humpty Dumpty's, we aim to provide a happy and secure environment where children are given the opportunity to build on their development and independence by learning through play. We offer high quality professional childcare in order for children to learn at their own pace in a relaxed and stimulating atmosphere, where their care and educational needs are catered for.

Admissions

Full and part time places are offered to children throughout the year. Admission to the nursery is by completion of our application form and "All about me" form together with a payment of a deposit to secure your child's place.

Parental Partnership

At Incy Wincy's Day Nursery we recognise that parents/carers are the first and most important educators in their children's lives. In order for children to reach their full potential we aim for parents/carers to work closely with the staff throughout their child's time at nursery. We keep parents/carers regularly involved and up to date with nursery life by sending regular newsletters, holding yearly information evenings and having daily informal chats with parents/carers.

Staff

All staff at the nursery are employed based on recognised childcare qualifications, abilities and experiences. We offer on-going training to ensure that staff are up-to-date with current issues and practices in childcare. All staff are DBS (Disclosure and Barring Service) checked.

Safeguarding

Humpty Dumpty's recognises that it has a duty to safeguard and protect children from abuse as defined in the Children's Act 2004, Working Together to Safeguard Children 2015 and What To Do If You Are Worried A Child Is Being Abused 2015 (Department of Education) . We provide a safe environment for children to learn and play in. Staff help children to establish and sustain relationships with their families, peers and other adults. If any issues arise staff will be provided with the relevant information on a need to know basis about individual children to keep them vigilant to any specific needs. Full details are in our Safeguarding Policy on the parents/carers hand book situated in the entrance hall.

The nursery is part of a project called Operation Encompass which is run jointly between schools/ childcare providers and West Midlands Police. Operation Encompass reports to schools and childcare providers, prior to the start of a next nursery day, if when a child or young person has been exposed to, or involved in, any domestic incident.

Operation Encompass will ensure that the Designated Safeguarding lead, known as a Key Adult, is aware and trained to liaise with the local authority to use the information that has been shared in confidence. The Designated Safeguarding lead will be able to make provision for possible difficulties experienced by children, or their families, who have been involved in, or exposed to, a domestic abuse incident.

Records

All children's development and progress is recorded on a regular basis throughout their nursery years. Child development forms are completed and shared with parents/carers on a regular basis and parents/carers are asked to help complete the records to show a full picture of the child's development both at nursery and at home. Each child has an individual portfolio which includes pieces of work, paintings, photograph's etc. These are given to parents/carers at the yearly information evenings together with their individual progress reports.

What We Offer

Incy Wincy's Day Nursery is divided into different groups to meet the needs of the children of all ages, stages of development and abilities. We recognise that all children are unique with their own strengths, weaknesses and personalities, all of which are taken into consideration when planning and carrying out daily activities.

The nursery delivers the Early Years Foundation Stage which is divided into seven areas of learning;

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The Early Years Foundation Stage gives the children a wide variety of learning opportunities.

Baby and Toddler Rooms (ages 6 weeks to 2 years)

Our baby and toddler unit caters for the individual needs of the children during their first years and introduces the seven areas of learning in line with the Early Learning Goals.

Our staff work closely with parents/carers ensuring that the needs of each child are consistent with life at home, providing a stable, bright, stimulating and comforting environment. The children are placed in small groups with each child having a key worker in order to form a secure and close relationship with both child and parents/carers.

In the baby and toddler rooms we work in groups and on a one to one basis providing a wide range of sensory experiences and activities including creative art, messy play, physical play, musical time and story time in order to develop language, fine and gross motor skills, and social skills. Parents/carers are requested to provide nappies, wipes and cream.

Parents/carers are also required to provide formula milk that is already measured out ready to be mixed when needed. Before your child is due to move upstairs to the 2-3's room they will be introduced to the room by having visits gradually by a few hours each day, increasing to longer periods in accordance with how well your child is settling in.

2-3's Room

In our 2-3's room children are encouraged to develop through daily activities incorporating the seven areas of learning in line with the Early Learning Goals.

All toys and equipment are at the children's level, so they are able to choose their own activities.

Our staff work alongside parents/carers to encourage and support toilet training, so when you feel that your child is ready for toilet training liaise with your child's key worker in order for your child to progress at their own speed to prevent any stressful experiences. Parents/carers will need to provide spare clothes and pants for toilet training.

Children are offered activities and a well-planned routine which allows them to increase their independence and develop their social skills. Physical and creative development is further encouraged in the outside play area where there is a full range of activities where children are able to express themselves freely and let off some energy!

Pre-School Room (ages 3-5 years)

Our pre-school rooms offer a wide variety of play activities and a structured routines in preparation for school. We concentrate on the seven areas of learning in line with the Early Learning Goals for early year's development.

There are also many themed activities to examine seasonal events and celebrations. Independence is actively encouraged in this room which includes dressing themselves through dressing up, putting on their coats etc, using a knife and fork at dinner time. All children are individuals and will progress at their own pace so assistance will always be on hand where needed, they are constantly encouraged and praised for their efforts.

The children within this room have access to a computer and a selection of children's software packages which will help to develop their concentration and ICT skills.

We aim for all children to leave Incy Wincy's Day Nursery as happy, independent and well-adjusted individuals who respect and value one another and find learning fun!

Outdoor Play and Outings

We believe that children need to be given opportunities to learn and play both inside and outside of the nursery. We provide a secure soft surface outdoor play area for children, as well as taking children on walks and visits within the local community (with consent from the parent/carer).

Meals

At Incy Wincy's we operate a healthy eating policy. We provide breakfast, a two course lunch and an afternoon snack for all children within the nursery. We offer a wide range of meals including vegetarian and those from other cultures. These are often linked to our themed days and special events (e.g Chinese New Year) held throughout the year. Juice and or milk are given to the children with each meal and fresh drinking water is available throughout the day. Parents/carers are advised to bring in their own formula milk (pre-measured) if needed.

Behaviour

At Incy Wincy's we praise and encourage good behaviour, kindness and sharing. We work in partnership with parents/carers to lay the foundations from which children will grow into happy and independent individuals. We aim to give all children a positive self-image and respect for others. Any sanctions or cause for concern regarding any child are discussed with parents/carers, recorded on an incident form or written on the child's weekly report.

Illness and Medication

If a child becomes ill at the nursery we will contact his/her parents/carers. In the event of medical emergency we will take the child to hospital and contact parents/carers immediately. Children will not be able to attend nursery with infectious diseases i.e. Sickness, diarrhoea, chicken pox etc. If a child is ill and needs medicine whilst at nursery parents/carers will need to complete and sign a medication form. All medication must be labelled by a professional with the child's full name and date of birth.

Funding

Upon application we require your Child's funding codes to ensure we are able to claim their hours. You **MUST** apply for these via the gov.uk website:

[Get free childcare if you're working: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-free-childcare).

You must claim the funding for EACH term, this must be done before December 31st, March 31st and August 31st for the code for the term ahead to be valid.

You may also see if you are eligible for tax-free childcare:

[Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/tax-free-childcare)

Fees

Full Time	7am - 6.30pm (5 days)	£274.00
Full Time with 30hrs funding	7am - 6.30pm (5 days)	£198.00
Daily	7am - 6.30pm (per day)	£64.00
Morning Session	7am - 1pm (inc Lunch)	£38.50
Afternoon Session	1pm - 6.30pm (inc afternoon snack)	£37.50
Late payment charge	Unpaid invoices	£40.00
Late collection charge	£10.00 charge plus £7.50 per 15 minutes	£17.50 minimum
Lunches	For nursery grant funded places only	£3.00

All fees are payable in advance either in cash or through the bank and entry may be refused if fees are not kept up to date. **Statutory bank holidays and sickness are payable in full.** Incy Wincy's is open all year round Monday- Friday, except for statutory bank holidays.

A deposit of one weeks' fees is required hold a place, and will be refunded on your child's departure provided four weeks' notice in writing is given. The deposit will not be returned if parents/carers cancel a place.

Four weeks' notice is also required to reduce or change your child's days at nursery.

The next fee increase will be in April 2026. Notice of any changes will be given. Invoices are sent on 20th of each month for the following month, these are to be paid on the 1st of the month.

Holiday Club

For children currently at school, under the age of eleven, we have a holiday club which is available in the school holidays, Monday to Friday 8am to 5.30pm. We provide a wide range of activities including outdoor play, art activities, music, dance and many more! For booking a place for your child, please contact the nursery for availability and fees.

Funded Places

We offer government funded spaces for all children over the age of 9 months. Funding will be split across the year. We require a week's deposit to hold your space. Funded spaces may be subject to change each term. We will give notice on any changes of sessions.

Comments and Complaints

If you have any comments or cause for complaint regarding Incy Wincy's Day Nursery please report these to the management team.

However if you prefer, you can contact Ofsted on 0300 123 1231 or in writing to:
Ofsted

The National Business Unit
Piccadilly Gate
Store Street
Manchester
M1 2WD

Enquiries

For further details, information or to arrange an appointment to come and view the nursery, please ring 0121 824 5420 or write to:

Incy Wincy's Day Nursery
Hawes Lane
Rowley Regis
West Midlands
B65 9AF

Email address: incywincydaynursery@gmail.com