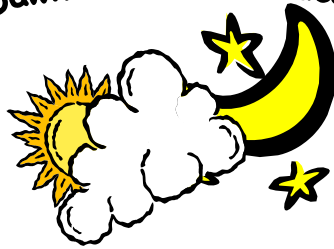




Dawn Till Dusk Childcare



## Family Information Brochure & Registration Documents

**Dawn till Dusk Childcare**  
**Middleton- in-Teesdale Primary & Nursery School,**  
**Town End,**  
**Middleton- in- Teesdale,**  
**Barnard Castle,**  
**Co. Durham**  
**DL12 0TG**

Telephone: 01833 640382

Email: [dtdchildcare@gmail.com](mailto:dtdchildcare@gmail.com)  
[l.grieves@mitpschool.co.uk](mailto:l.grieves@mitpschool.co.uk)



# Welcome to Dawn till Dusk Childcare

We are delighted to welcome you to Dawn till Dusk Childcare. We hope that your child will enjoy their time with us.

Dawn till Dusk Childcare opened in 2003, and began as wrap around provision for those families who needed extra care outside of school hours. Since then the provision has gone from strength to strength, we are now a striving day care setting care based in the heart of Teesdale. Dawn till Dusk is a non-profit making company, fees are used to provide resources and equipment for the children, to provide snacks and treats and also to pay staff wages. We offer a safe, stimulating and caring environment for all children. We pride ourselves on our welcoming, friendly and caring setting with our fully qualified staff.



'Dawn till Dusk' is attached to Middleton-in-Teesdale Nursery & Primary School, we have excellent links with the school and pride ourselves on our excellent transition arrangements between the school and the Foundation stage unit where your child will go the term after their 3<sup>rd</sup> Birthday.

We are OFSTED registered, providing childcare for children aged from 0 - 11

We are open Monday to Friday 7:30 – 17:30, term time only. We offer full and part time day care places for children aged from 6 weeks- 3 years of age.

We offer before and after school care and also wrap around care within the schools Foundation Stage unit.

If you have any queries, please do not hesitate in contacting us on 01833 640382 or speak to a member of our team or alternatively email me at

[l.grieves@mitpschool.co.uk](mailto:l.grieves@mitpschool.co.uk)

**Lucy Grieves**  
**Dawn till Dusk Childcare Manager**



# Meet our team



Lucy Grieves  
Manager, Designated  
Safeguarding Lead



Natalie McNab  
Deputy Manager, Deputy  
Safeguarding Lead, SenCo



Sally Ann Teward  
Senior Early Years  
Educator



Debbie McFarlane  
Early Years Educator



Isobel Williams  
Early Years Educator



Donna Stevenson  
Breakfast Club & Supply  
Practitioner



Amy Scott  
Early Years Educator



Angela Douglas  
Early Years Educator

## Our Directors

Mrs Natalie Mitchell – Director of Safeguarding with responsibility for finance  
Miss Kirsty Knowles – Director with responsibility of HR and legal requirements  
Mrs Gill Teward – Director with responsibility of Curriculum and staff well-being



## Our Ethos, Vision and Values

At Dawn till Dusk Childcare, we believe that children's early years are the most important years of their lives and as a team of dedicated and highly qualified, experienced staff, we are extremely passionate about ensuring this is true for all of our children, whilst recognising their own individuality and specific needs.

We want children and their families to warmly look back at their time with us and see it as a cherished part of their childhood.

We are committed to providing flexible, high quality early education and childcare provision in a nurturing, positive, respectful, safe and happy environment. We offer a wide range of stimulating and challenging opportunities, incorporating free play, adult structured activities and exciting

continuous provision experiences that engage children, develop their curiosity and promote their learning and development through play in a world full of awe and wonder.

We are very proud of the strong, supportive and long-lasting relationships we build with children, parents/carers and families and we liaise closely with other professionals ensuring effective communication between all.

We pride ourselves on maintaining well established links within our local rural community and we use these to positively enhance children's learning and development.

***'Dawn till Dusk  
Childcare...A place to  
learn, A place to play,  
A place to grow...'***





# Our Provision

## Little Nursery

'Little Nursery' was given its name by the children; we provide care for children aged from 6 weeks- up to 3 years of age. Little Nursery has gone from strength to strength over the last few years in September 2021 due to growing demand we set up our baby room! Our wonderful, dedicated, hardworking team of professional early years educators continually strive to ensure that our setting is full of awe, wonder and curiosity for all of



the children in our care. We offer a curious, stimulating and vibrant atmosphere for all of our children to access.

## Our Baby Room

Children aged from 6 weeks up to 24 months explore our nurturing baby room.

The neutral spaces within our environment are calm and relaxing, this helps the children to settle with ease and focus on the all important aspect of play. We know from research and our own experiences that children develop more quickly when they are not distracted by bright colours and over stimulation. Our setting is designed to fully maximise this. Staff are keen on using ideas from Hygge, Wonderlust and The Curiosity Approach all who promote awe and wonder.

Items will be sterilised as and when needed.

Baby milk powder and bottles should be brought in from home.

## **'Rhythms of the day' - Daily Nursery Routine:**

We understand the importance of children's daily rhythms and routines. We aim to follow the routines of all our children from home.

Each child has their own bag which contains their own bedding for sleep and rest times.

We have time to play independently or as a group and one to one with an adult. Mealtimes are an important part of our learning, staff and children sit together during these special times. We strive to teach the children to be independent lifelong learners.



## Our Toddler Room

Children from 24- 36 months explore our stimulating toddler room, We focus on the world around us and the ever changing seasons. We closely follow the interests of our children to plan for their own individual learning, we then provide enhancements in their play and introduce new ideas in which to do things as well as extending on the children's ever-growing vocabulary. We have recently added more authentic real items from home into our provision so that the children can gain a more real approach to the world in which we live. We also love providing lots of 'loose parts' for the children to explore rather than typical toys.



## **Sleep and Nap Time in the toddler room:**

Each child has their own sleep mat, blanket and sheet for rest times. Sheets can be brought from home if you prefer.

Comforters should be named where possible, dummies' and soothers should be in a plastic named plastic box.

### **Snack and Meal Times:**

Mealtimes are a lovely social event throughout the day, low chairs, tables and high chairs means that all of the children can sit together.



Snack is 10am and 2pm, and lunch is given at 12pm; we are able to offer a school meal or a packed lunch from home.

The children help themselves to snack, and learn to pour their own drinks using glass jugs and small beakers to develop their own self-help skills. Children independently choose if they would like to drink milk or water. We are registered with 'free school milk' and we also receive free fruit from the government. All children are encouraged to wash their hands before snack. At lunch time we set up the snack table, the children are encouraged to help themselves to food when possible and use a knife and fork correctly.

Dietary requirements will be followed at all times, please ensure you complete this part on the registration form. We may ask families to provide aspects of foods that we may not tend to buy regularly. A letter from your Doctor would also be useful for our documentation.

Our setting is 'nut free' that means that we do not have any nuts within the setting, please ensure you do not send nuts in your child's snacks and packed lunches'.

### **Freedom to move between indoors and outside**

Children quickly become confident and independent when they have the freedom to move from indoors to outside spaces to make their own choices. Our setting is designed to ensure that all age groups of children have direct access to our outdoor space.

We have a wonderful vegetable patch that the children help to plant, care for and harvest. During spring we plant seeds and then in the autumn we harvest our vegetables and fruits; we make soup, blackberry pie and lots of other very yummy things.



We love exploring our village and local community, learning all about the area in which we live, you will often see us walking in the village.

### **Settling in and Visits to Nursery:**

We will welcome you to visit nursery with your child, settling in sessions will begin slowly to ensure that it is smooth and seamless not only for your child but for you, the parent too.

First visit- With Parents

Second Visit- Child stays without parents for 30 minutes.

Third Visit- Child stays for 1 hour without parents.

Fourth session- Child to begin their nursery care sessions

This can be done in one week or 3 weeks depending on nursery numbers and staff availability, we will tailor your settling in sessions according to you and your child.

Telephone calls and emails will be sent throughout the session.

### **Key Person Approach**

Each child has their own unique and dedicated key person. Your child's key person will help your child become familiar with the setting and help make him/ her feel safe and confident within. A key person works with a small number of children, giving them reassurance to feel safe and cared for and building relationships with you, their parents. We also give children a second key person to cover absences etc.. As we are a small staff team children recognise their carers faces really well.

**Prices:** - 9am- 3pm, days and sessions can be extended from 7.30am- 5.30pm

<b>Children aged 0- 2 years</b>	£5.60 an hour
<b>Children aged 2- 3 years</b>	£5.10 an hour

### Learning Journals:

Each of our children will have their own very unique learning journal observing special times in their learning and development in which practitioners share with parents and carers. Photographs, learning stories and the children's voice will be used to document key moments in their play.

Families are welcome to look in their child's learning journal at any time. We will also share these with you at parent evenings - we love to have lots of comments from our parents!

### Tapestry:

Children will have their own unique login where staff will record children key moments in their learning and development and can be instantly shared with parents at home.

Assessments and reports will also be sent out using this app. This is a new venture for us in 2021 and we are very excited!

A parent's guide to the EYFS; 'what to expect, when?' is available at nursery or you can visit [www.foundationyears.org.uk](http://www.foundationyears.org.uk) for more information. It gives information on activities and things you can do at home according to your child's age and stage of development.

### Superstar Moments:

We use Superstar moments to record special times in the your child's learning such as using the toilet, counting, writing, and using lots of new words.

We send these homes often and use them in your child's journal and special moments on display.

### Ratio's:

Ratio of adult: children vary dependent on age; we at Dawn till Dusk Childcare ensure that ratios are followed at all times and during each session. At least 2 members of staff are in attendance at any one time, All staff will have been checked by the Disclosure and Barring service. All staff hold relevant paediatric first aid certificates and food hygiene certificates.

We follow this ratio at all times;

Children aged 0- 2 years 3 : 1 adult ratio

Children aged 2-3 years, 4: 1 adult ratio

Children aged 3 ± years 8: 1 adult ratio





Dawn till Dusk provides breakfast and after school care for those children who attend Middleton-in-Teesdale Primary School. We are open from 7.30am every morning and close at 5.30pm. Sessions will need to be pre booked using a booking form given out prior to the next term. We cannot guarantee a place will be available on the day.

Nursery sessions can also be extended during these times to allow your child's nursery care to extend into mornings and afternoons.

**Breakfast Club:** The children can enjoy a healthy nutritious breakfast to start their day. Which may include toast, a selection of cereals, fresh fruit, egg- boiled or scrambled, yoghurts and on occasions bacon sandwiches. Fresh fruit juice is available as well as fresh milk and water. Children are freely able to access the resources on offer and can play as they wish. Those children who start school leave to go to their classroom at around 8.45am. Any information that parents/ carers have passed on to us will be given to your child's teacher prior to them going to their classrooms.

Why not extend your child's nursery day to suit your own working pattern?  
Nursery Care is available from 7.30am- 5.30pm for all children within our setting!

### **Afterschool Club**

Afterschool care is available from 3pm until 5.30pm; Children are registered right away at 3pm; a light snack is prepared for the children around 3.15pm. Parents can send in a packed tea if they so wish. Children have free access to the activities and resources on offer; planning is in place however can change to incorporate the children interests... Some activities may include craft activities, model making, baking, drama, team games, board games and jigsaws and also use of our Wii and I pads. We also have free access to our secure outdoor area as well as the school hall, playground and sensory garden.

### **Wrap Around Care**

Wrap around care is provided in the schools foundation stage unit for those children who already undertake their free 15 hours. Wrap around care offers families the opportunity to access additional childcare if needed during mornings, afternoons or full day care within 'big nursery'. Lunch cover for 1 hour is also available. The children will continue to carry out the same routines and will not know any difference. It is an excellent way in gradually building up the hours when your child eventually starts school.





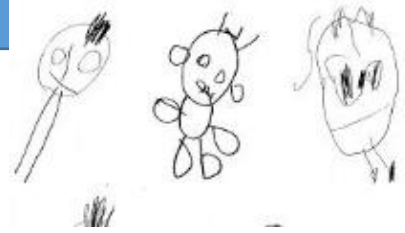
# Don't just take our word for it

This is what Ofsted and our families have to say about us...

## Parents

*Thank you so much for looking after 'my child' and making his time at Little Nursery special. He has loved coming to nursery and having lots of fun. He has learnt so many new things and had so many adventures you've really helped build up his confidence and social skills. Thank you!"*

*"I think Little Nursery is a great place to be!"*



*"I am so proud of how well my son has settled into Little Nursery, his talking has really come on. He runs down the drive every morning and ask to come to nursery at the weekend!"*

*"I didn't realise how much you do with the children we are so lucky having this facility in our area."*

*"It is a brilliant little setting, my son has made lots of new friends and the girls are great with him. Lots of one to one learning in a fun place!"*

*"You girls are with your weight in gold. I wish my daughter could stay in Little Nursery forever! Thank you for your support and making nursery a fun and happy place."*

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## Ofsted

In our last Ofsted inspection (May 2018), they said...

*"All children make good progress from their starting points. They quickly become confident and inquisitive learners. They learn skills needed for their next stage in their learning and eventual move on into school."*

*"Qualified and experienced staff establish strong relationships with children and their families".*



*"Staff work closely with a range of professionals to ensure they are successfully meeting the needs of children".*

*"Children thrive in the outdoor area".*

*"Children are supported to become independent learners"*

*"Children are extremely involved in the local community."*

To see a copy of our full Ofsted report please ask a member of staff or visit <https://reports.ofsted.gov.uk/> and search for 'Dawn till Dusk Childcare'.

# Summary of our policies and procedures

A full copy of our policies and procedures are available within the setting upon request.

## Registration

All families must complete a registration form prior to your child attending our setting, please update any details as and when they change.

Please give details on allergies, intolerances or dietary requirements. We will need you to complete a care plan for your child.

Any medication should only be given to a child if it is prescribed by a doctor or pharmacist; please ensure if your child needs an inhaler or Epi-pen that there is a spare to keep at nursery.

## Fees and Parental Contracts:

Dawn till Dusk Childcare is a non-profit making organisation and all monies received are put back into the company to pay staff and maintain the quality of the provision. On a term-time only basis. Fees will be charged per child, per session on a monthly basis. Payment must be made within 10 working days from the date on the invoice.

**Nursery sessions are invoiced one month in advance.** It is imperative that fees are paid on time. The company reserves the right to refuse entry to the setting due to non-payment of fees.

All parents/ carers must complete and sign a contract before your child can attend the setting, the contract is attached to the registration document's. A copy will be sent home.

## Cancellations:

All parents/ carers must give the setting one month's written notice of any cancellations or changes to the attendance, if you do require any changes please let us know and we will do our utmost to accommodate your preferences.

## Sickness

If your child is absent through sickness please let a member of staff know immediately. Fees will still be payable. Please see the illness advice and exclusion list within the pack. By following these guidelines, it prevents the spread of infection to staff and other children. If your child becomes ill whilst in the setting we will contact you immediately. However, in the event of an emergency we will seek medical attention.

## Holidays

If your child is absent from the setting due to holiday arrangements, please let a member of staff know so that we can record it. You will not be charged for the sessions if one month's notice is given.

## Handover arrangements

On arrival to the setting we ask that all children are accompanied by an adult and signed in. The registration form constitutes a contract between the parent/ carer and Dawn till Dusk Childcare. This requires the name, telephone numbers and addresses of all persons authorised to collect your child. This can be used in the event of an emergency. Staff must be informed immediately of any changes. If there are any changes to the daily arrangements please inform a member of staff. In an emergency we ask for a telephone call to inform us of the changes.

**At no time while a child is attending the setting will he or she be allowed to leave the premises with anyone other than the parent/ carer or authorised person(s) stated on the registration form.**

**Behaviour:** A positive behaviour policy is in place. Both staff and children are encouraged to work together in the development of acceptable behaviour roles. We aim to model a positive role at all times and encourage and praise good behaviour within the setting. We actively discourage any forms of aggressive or unacceptable forms of behaviour and will always speak to parents and carers if an incident is to occur. At no time will bullying be tolerated within the setting.

## Health & Safety

A daily risk assessment is carried out prior to each session, which works alongside a monthly risk assessment carried out by the manager. A practice fire drill is carried out and recorded at least once a term. Dawn till Dusk Childcare operates a strict no smoking policy. Staff are aware of health and safety issues that may arise from time to time; they will deal with them accordingly. A health and safety policy is fully in place, and staff are aware and understand the content.

### **Belongings and personal property**

Dawn till Dusk Childcare recognises that some children have comfort toys and bring them along to the setting. Children are asked not to bring money or valuables to the setting, if this cannot be avoided all valuables should be handed to a member of staff for safekeeping. However please be aware that we are unable to accept any responsibility for loss or damage to belongings and personal property.

### **Partnership with Parents/ carers**

Dawn till Dusk Childcare is committed to positive working in partnership with all our parents and carers. A comments/ suggestion form is available upon request, all comments/ suggestion will be greatly received. Regular newsletters will be distributed and notice boards kept up to date in order to keep you informed. We operate an open door policy and would like you to feel free to approach us with any worries or concerns you may have. We also offer stay and play sessions half termly where parents are invited to come and play at the session. We use Super star moments for parents/carers to complete and share with nursery their child's super star learning at home; this then informs the setting's planning and is inputted into the child's journal.

### **Accidents and illnesses**

In the event of a child becoming poorly or having an accident whilst attending the setting, the parent/ carer will be contacted immediately. If you cannot be contacted, the authorised person(s) on the list in the registration form will be contacted.

In the event of a minor accident, the first aider will attend to the child in

accordance with any medical instructions given on the registration form. In the event of a more serious incident, the parent/carer will be contacted and the child will be taken by a member of staff to the doctor's surgery or accompanied by a member of staff to hospital. An incident form will be completed.

### **Medication**

Medication will only be given to your child on the completion of the relevant form and signed by yourself.

**PLEASE NOTE: We only administer medicine (apart from Calpol) that is prescribed by the Doctor and all medicine must be clearly labelled with the child's name**

### **Outings and Visits**

All trips away from the setting will be supervised with the correct adult: child ratios and at least one member of staff holding a first aid certificate. A portable first aid kit and relevant personal information will be carried at all times. A list of adults and children will be left in the school office in case of an emergency. Staff will have a mobile phone with them at all times.

Parent/carers will be asked to complete the relevant consent forms well in advance of the trip/ outing, and will receive the following information:

- Destination and nature of the trip/ outing
- Transport and arrangements'
- Person(s) in charge and who to contact in case of an emergency
- Necessary equipment the child will need
- Departure and approximate return times

Payments for outings and visits will be charged in addition to the sessional fee. We will endeavour to keep costs to an absolute minimum.

### **Confidentiality**

Confidentiality with regards to every child and their families within Dawn till Dusk Childcare will be maintained at all times.

### **Equal Opportunities**

Dawn till Dusk Childcare operates within the equal opportunities framework at all times. We believe that no child, individual or family should be excluded from the setting on grounds of age, gender,



sexuality, ethnic origin, religion, culture, belief, class disability, colour or family status. We will ensure that our service is fully inclusive in meeting the needs of all children and their families.

### **Complaints**

All complaints must be discussed with the Manager (Lucy Grieves) within the setting or by calling 01833 640382 and ask to be transferred to Dawn till Dusk. We will pay careful attention to your needs and wishes in order to deal with your complaint as quickly as possible in order to reach an agreeable outcome. Our intention is to work in partnership with parents and carers and welcome suggestions on how to improve our provision at any time.

If you are not happy with the outcome of your complaint you are entitled to contact OFSTED on the address or telephone number below quoting reference number; EY274336

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Telephone: 0300 123 1231

Email: [enquires@ofsted.gov.uk](mailto:enquires@ofsted.gov.uk)

Website: <http://www.ofsted.gov.uk/>

### **Safeguarding your children at Dawn till Dusk Childcare**

Dawn till Dusk Childcare has a duty to protect all children in their care and keep them safe from any harm. Every child deserves the opportunity to learn and develop in an environment that is both safe and secure. Through following the requirements of the Early Years Foundation Stage, we ensure to offer an enabling environment for children, where risks are minimised and well managed and children are protected from harm and abuse. We have a duty to act on any concerns that we may encounter with the children in our care. It may be necessary for us to contact other professionals to carry out this duty; your permission will be required to do this. If we have any concerns we will discuss them with you,

the conversation will be documented and you will be asked to comment and sign. If we are satisfied the discussion has solved our concerns, we will file the incident form confidentially. However if there is still cause for concern we may need to refer the Initial Response Team who will advise us on our next steps.

Our staff are here to work alongside you and can offer and support, advice or any support you may need.

Our child protection and safeguarding lead is Lucy Grieves. Our safeguarding Director is Mrs Natalie Mitchell. SEND; Our Special Educational Needs Co-Ordinator (SenCo) is Natalie McNab.

If you have any concerns please do not hesitate to contact her. All information will remain confidential.

If you do have any concerns or queries, please do not hesitate to talk with our team, we offer an open door policy at all times.

### **Security**

The security and welfare of your child is paramount to us. Our setting is designed so that no one can enter, all doors are fobbed access and these are only carried by members of the staffing team. Visible windows allow us to see who is entering the property. When you leave your child with us you can do so with the confidence that they are safe, secure and cherished.

# Childcare Provision Times and Prices

Updated September 2022



## **Children under 2 years old**

£5.60 an hour

## **2- 3 year olds**

£5.10 an hour

## **Wrap Around sessions for 3-4 year olds**

£5.00 an hour (9am- 12pm or 12pm- 3pm)

## **Out of School Care for children aged 3- 11 years**

**After School Care:** £2 per every half an hour

3- 3.30pm- £2

3-4pm- £4

3-4.30pm- £6

3-5pm- £8

3- 5.30pm- £10

**Breakfast Club:** £2 every half hour

7.30-8.45 - £5

8.00-8.45 - £3

8.30-8.45 - £1

**To book a session  
please speak to a  
member of the  
Dawn till Dusk Team.  
Or when  
telephoning please  
choose option '3' on  
the telephone menu  
for Dawn till Dusk  
Childcare.**

# Medical Information

Taken from Guidance on infection control in school and other childcare settings by Public Health England.



<b>Rashes and skin infections</b>	<b>Exclusion Time</b>
Athlete's foot	None
Chickenpox	Until all vesicles have crusted over
Cold sores	None
German measles (rubella)*	Four days from onset of rash
Hand, foot and mouth	None
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Measles*	Four days from onset of rash
Molluscum contagiosum	None
Ringworm	Exclusion not usually required
Roseola (infantum)	
Scabies	Child can return after first treatment Household and close contacts require treatment
Scarlet fever	Child can return 24 hours after commencing appropriate antibiotic treatment
Slapped cheek	None once rash has developed
Shingles	Exclude only if rash is weeping and cannot be covered Can cause chickenpox in those who are not immune
Warts and verrucae	Non
<b>Diarrhoea and vomiting illness</b>	
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting
E. coli O157 VTEC* Typhoid* [and paratyphoid*] (enteric fever) Shigella* (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea Further exclusion may be required for some children until they are no longer excreting Further exclusion is required for young children under five and those who have difficulty in adhering to hygiene practices Children in these categories should be excluded until there is evidence of microbiological clearance.
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea
<b>Respiratory infections</b>	
Flu (influenza)	Until recovered
Tuberculosis	Requires prolonged close contact for spread * (pertussis)
Whooping cough	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment



<b>Other infections</b>	
Conjunctivitis	None
Diphtheria	Exclusion is essential
Glandular fever	None
Head lice	None Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)
Hepatitis B*, C, HIV/AIDS	None are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills. SEE: Good Hygiene Practice Meningococcal
Meningococcal meningitis*/ septicaemia*	Until recovered Some forms of meningococcal disease are preventable by vaccination (see immunisation schedule). There is no reason to exclude siblings or other close contacts of a case.
Meningitis	due to other bacteria Until recovered Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case
Meningitis viral*	None Milder illness There is no reason to exclude siblings and other close contacts of a case.
MRSA	None Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread
Mumps*	Exclude child for five days after onset of swelling
Threadworms	None
Tonsillitis	None