



# Twixus Childcare Centre

*Family run centre providing care and education for children since 1977*



## SETTING INFORMATION BROCHURE

**[www.twixus.co.uk](http://www.twixus.co.uk)**

**Twixus (Garland Hill) Limited**

Garland Hill House, Sandy Lane, St Pauls Cray, Kent, BR5 3Sz

**EMAIL:** [twixus1@gmail.com](mailto:twixus1@gmail.com) **TEL:** 01689 821033/07771 545452



## **AN INTRODUCTION**

The Twixus Childcare Centre was first opened by Marilyn Beal in 1977. Twixus started as a small playgroup, growing over the years into one of the largest, most established facilities in the London borough of Bromley.

Since 1977 thousands of happy children have attended Twixus. Many are now adults that have chosen Twixus for their own children. They have played with us, grown with us and learnt with us. Twixus knows how to keep children safe, happy and challenged so that they are confident to develop independent skills and learn new things.

Twixus is very much a family run business that offers a wide range of services for preschool and primary school children.

## **OPERATIONAL INFORMATION**

Information, parent notices, holiday dates can be found on our website [www.twixus.co.uk](http://www.twixus.co.uk) in the 'Parents Page' section.

Twixus Childcare is open every weekday from 7.00am - 6.30pm.

Twixus is set in 1.5 acres of countryside which is protected with metal security fencing and electric gates.

We have onsite parking for dropping off and picking up.

All policies and practices are available to view on site upon request.

Twixus has a fleet of transportation used for trips and school runs. All are fitted with seat belts and mini buses are driven by PSV Qualified Drivers with an Escort.

Twixus is a Bromley borough setting - registered with OFSTED.

## THE TEAM BEHIND TWIXUS



**Mrs Beal** (N.N.E.B) is The Founder and Principal at Twixus.

**Graham Beal** is our Operations Manager. His duties include driving our minibuses and introducing new families to Twixus. Graham has the N.V.Q.3 level qualification for childcare and a PSV licence to drive.

**Garrick Beal** is our Accounts Manager. He also has the N.V.Q.3 level qualification for childcare and a PSV licence to drive.

**Ben Beal**. 'BA(Hons) in Education with Qualified Teacher Status' is our resident qualified primary school teacher and the Manager of our Pre-school department. He is also the Safeguarding 'Designated Person' and Curriculum Coordinator.

**Santina Beal** BA(Hons) in Early Years with Early Years Professional Status' is our Special Educational Needs Co-ordinator. Nursery and Toddler department Manager.

**Samantha Beal** (N.N.E.B) is the officer in charge of the Preschool department.

**Declan Beal** (N.V.Q.3) is the officer in charge of our school aged children.

**Stephanie Beal** (N.V.Q.3) is the officer in charge of the Baby Unit.

**Kerrie** (N.V.Q.3) is the officer in charge of the Nursery Rooms.

**Officers in Charge** Each room is managed by our most trusted, experienced and qualified staff.

**Nursery Practitioners and Key People** All have nationally recognised qualifications to work with children.

**Apprentice Practitioners** We participate in an apprenticeship training scheme for school leavers to qualify as EYFS practitioners.

**Swimming Teachers** All have certified lifesaving status.

**Catering Staff** Have Catering Safety and Hygiene qualifications and have been awarded 5 stars by the Food Standards Agency.

**Transportation Staff** Have D1 PCV/PSV qualifications for mini buses.

**Grounds Staff** To keep our environment aesthetically pleasing and safe.

*All members of staff have been stringently checked through the Disclosure and Barring Service to work with children*

## **OUR SERVICES**

### **BABY UNIT    THREE MONTHS to TWO-YEAR-OLD CHILDREN**

Each child spends time playing and developing in a secure and caring environment with age appropriate equipment and toys.

We meet all the individual needs of the children and each Key Person provides innovative ways to encourage learning through meaningful interactions and discovery play. The children will enjoy both indoor and outdoor play, music and imaginative activities all with a vast range of toys and resources.



### **NURSERY    TWO to THREE-YEAR-OLD CHILDREN**

We offer varied, stimulating and exciting curriculum to encourage your child's growth and development. Learning will be tailored to the individual needs of each child and our topics will provide a wealth of different experiences to extend their knowledge and understanding.

The Nursery department will spend time encouraging your child to learn through play, songs, colours, shapes, numbers and letters in preparation for the move to Pre-school. They will also help your child with toilet training prior to moving to Pre-School.



### **PRE-SCHOOL to PRIMARY SCHOOL AGE CHILDREN**

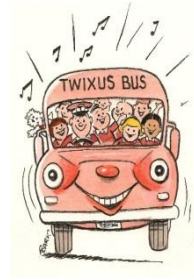
Continuing through the Early Years Foundation Stage the children will have every opportunity to develop skills and knowledge. As part of the curriculum the Pre-School children will take part in many different topic themes. They will be supported and prepared for the transition into primary school. They will also have access to outdoor areas every day and use of the swimming pool when they are ready.



## **BEFORE AND AFTER SCHOOL CARE**

Our before and after school care service is currently dropping off and collecting from the following schools in Orpington -

Crofton Infants and Junior Schools  
Perry Hall Primary School  
Grays Farm Primary School  
Midfield Primary School  
Tubbenden Primary School  
St Paul's Cray Primary School



You can drop your children off at Twixus between 7.00 and 8.10 for breakfast club (served until 7.45am) and they will be taken by minibus or car to their primary school.

There is an area especially designed for school aged children, including - swimming, computer games room, craft areas, toys and games rooms and plenty of outside play. We can even help with homework!

## **SCHOOL HOLIDAY CARE**

Our school holiday care is available when your child's school is closed, including teacher training days. The children are provided with activities and outings as well as special events such as our fun days and visitors to the centre.

The children are provided with a cooked meal and tea during the day, as well as healthy snacks and drinks between meal times.



## **SWIMMING AT TWIXUS**

Every toilet trained child in preschool will have the opportunity to swim and have fun in the pool.

Our pool is a purpose built, heated indoor swimming pool with changing facilities and toilets. The pool is open all year round. Your child will be supervised by a qualified Lifesaver (Rescue Test for Teachers and Coaches of Swimming Certificate), during their swimming session along with the appropriate number of staff for the session. Parental consent is required before your child can commence swimming at Twixus. All children wear armbands unless they can swim 10 metres and must be toilet trained.



## **TWIXUS UNIFORMS**

Twixus uniforms look smart and are practical for all activities, easier for changing younger children who are in nappies or toilet training and it is also important for the child to feel part of the setting and get ready for big school!

Your initial deposit will be exchanged for a tracksuit and polo shirt when your child starts at Twixus. Uniforms are available to purchase via the office.

## **OUTSIDE PLAY AND LEARNING**

Twixus has unrivalled outside learning environments that your child will use every day. We are one of the few that can offer all weather areas outside, woodland areas, an adventure park and outside classrooms designed specifically for your child's developmental age.



## **FOREST SCHOOL STATUS**

Twixus is a registered Forest School. Forest School involves lots of outdoor, practical activities with the children. Our qualified Forest School leaders provide practical support to develop the children's understanding of the world.



## LEARNING AT TWIXUS

Every Twixus child will start a 'Learning Journal' on entry. This book is a record of your child's unique learning and development journey during the 'Early Years Foundation Stage' and will grow as your child grows. Your child's Key Person will ensure that learning and care is tailored to meet individual needs. The book will become full of different topic themes and progressive learning experiences. It will also contain observations and assessments made every week. The book will be central in tracking progress so that the child is continuously encouraged to develop new skills and move through the age related EYFS goals.

Your child's learning journal will be used during parent meetings and will be used as evidence to support your child's continual progress, two year check and school starting profile.

Twixus tracks every child's progress each term and produces a report that has been created by each Key Person and a member of management using the educationally recognised 'Target Tracker' system.



The Twixus curriculum and Assessment protocols are managed and monitored by Ben Beal 'BA (Hons) in Education with Qualified Teacher Status'.

SEN provisions are managed and monitored by Santina Beal 'BA(Hons) in Early Years with Early Years Professional Status'

## THE EARLY YEARS FOUNDATION STAGE (EYFS)

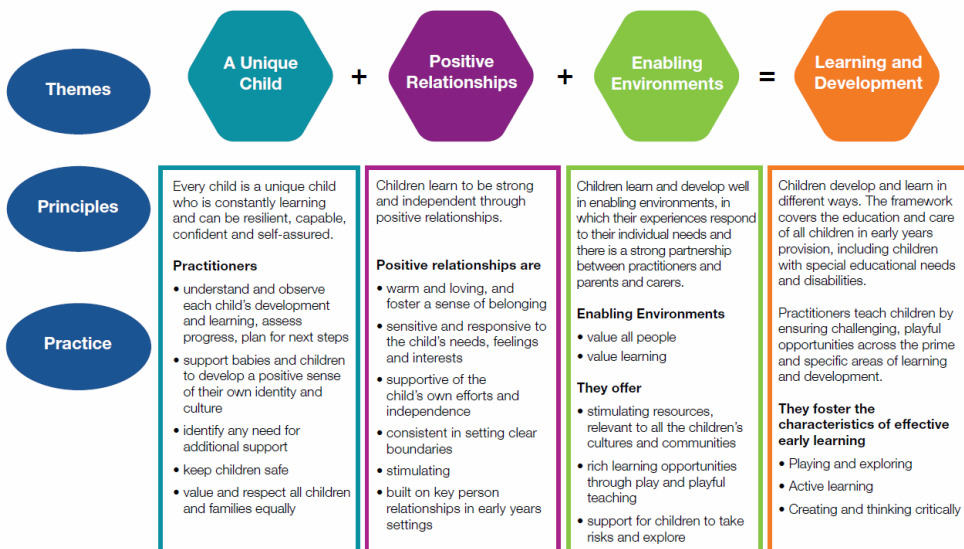
Children develop quickly in the early years, and Twixus staff aim to do all they can to help children have the best possible start in life.

Children have a right to provision which enables them to develop their personalities, talents and abilities irrespective of ethnicity, culture or religion, home language, family background, learning difficulties, disabilities or gender. This guidance helps adults to understand and support each individual child's development pathway. Other guidance is provided at [www.foundationyears.org.uk](http://www.foundationyears.org.uk). The EYFS statutory framework is available on the Foundation Years website as well as the Department for Education website: [www.education.gov.uk/publications](http://www.education.gov.uk/publications)

**The four themes of the EYFS underpin all the guidance. This document - Development Matters - shows how these themes, and the principles that inform them, work together for children in the EYFS.**

Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them. Development is not an automatic process, however. It depends on each unique child having opportunities to interact in positive relationships and enabling environments.

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## The Characteristics of Effective Learning and the prime and specific Areas of Learning and Development

Characteristics of Effective Learning
<b>Playing and exploring – engagement</b>  Finding out and exploring Playing with what they know Being willing to 'have a go'
<b>Active learning – motivation</b>  Being involved and concentrating Keeping trying Enjoying achieving what they set out to do
<b>Creating and thinking critically – thinking</b>  Having their own ideas Making links Choosing ways to do things

Area of Learning and Development	Aspect
<b>Prime Areas</b>	
Personal, Social and Emotional Development	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
Physical Development	Moving and handling
	Health and self-care
Communication and Language	Listening and attention
	Understanding
	Speaking
<b>Specific areas</b>	
Literacy	Reading
	Writing
Mathematics	Numbers
	Shape, space and measure
Understanding the World	People and communities
	The world
	Technology
Expressive Arts and Design	Exploring and using media and materials
	Being imaginative

### KEY PERSON

Each child has their own Key Person who will be assigned to be responsible for the individual care and development of your child.

The Key Person will help your child to become familiar with their surroundings and to feel safe and secure within the setting. They will carefully observe and monitor your child's development and help them to develop through learning play.

Each Key Person will understand and know your child. They will liaise with the families to ensure the partnership between parents and the setting is maintained.

## **SAFEGUARDING AT TWIXUS**

It is a statutory requirement that Twixus is responsible for ensuring that their staff are competent and confident to carry out their responsibilities for safeguarding and promoting children's welfare.

Any Safeguarding concerns should be brought the attention of:-

**Marilyn Beal        /        Ben Beal**

They are the qualified and designated safeguarding officers.

## **RECORD KEEPING**

We have an obligation to challenge parents and ask for explanations to any marks, bruises and scrapes found on a child when they arrive. The explanation will be recorded on a 'Body Form'.

It is also part of our Safeguarding policy that while your child is at Twixus records are made on 'Accident and Incident Forms' when they occur. Parents will be informed and will be asked to sign the relevant forms on arrival.

Parents will also have to give written consent for any required medication on our 'Medicine Form' with details of dosage and times. All medicines will be stored in a secure place.

If your child becomes ill at Twixus records will be kept and you will be contacted to collect if we feel it is in the interests of the child and others.

**It is every adult's responsibility to be vigilant when it comes to Safeguarding issues. Twixus has a duty to record all issues that may**

**arise and involve any outside agencies necessary to assist.**

### **ADULT CONDUCT**

The grounds of Twixus start at the green gates at bottom of Garland Hill as you leave Sandy Lane, once passed the gates we consider you to be on site.

Twixus will not tolerate any misconduct from any adult whilst on site.

#### **Misconduct includes:-**

- Smoking
- Swearing
- Aggressive behaviour
- Open discussions that are deemed unsuitable for children to hear
- Loitering (this involves being on site before or after your child session starts without good reason)
- Using mobile phones (unless calling for collection)
- Taking photographs without permission

\*In addition to this we also insist that you do not to mention or involve Twixus in any social networking websites.

**Any adult misconduct will be challenged and could result in your child's removal from the register.**

### **ABSENCE AND LATENESS**

It is also a statutory Safeguarding requirement that we account for all children on our registration at all times.

Therefore, all lateness and absence must be reported to the office before or no later than one hour after your child's session is due to start. Late collections are unacceptable.

**Failure to report lateness and absence becomes a reportable Safeguarding concern and could lead to investigation and your**

**removal from the register.**

## **FREQUENTLY ASKED QUESTIONS**

### **Can my child bring toys or personal items?**

*No, we have plenty to keep them amused so they should not bring toys. Comforters can accompany a child with the agreement of the Key Person.*

### **Will my child miss me?**

*Children are all different, some take a little time to settle in but all get there eventually. Given a little time they will think of Twixus as home from home.*

### **How can I check on how my child is doing?**

*You can phone your child's department at any time during the day. You can also arrange a meeting with your child's Key Person at any time. During this meeting you can request to see your child's Learning Journal and termly progress report.*

### **What happens to my child's Learning Journal when we leave?**

*You will take the Journal away with you with the most current progress report attached.*

### **Who do I talk to if I have a comment or complaint?**

*Any complaint in the first instance should be directed to management. Every member of the management team will ensure that any issues are resolved quickly and in accordance with statutory requirements. More information can be found on the parents notice boards*

### **Will my child have enough to eat and drink?**

*Yes, every department makes water and other drinks available at all times. Healthy morning and afternoon snacks are part of our daily routine and our catering department works consistently to use the best ingredients available.*

### **Does Twixus close for annual holidays?**

*Yes, the dates are published on our website well in advanced. You will not be charged during these periods but will be charged for holiday time taken during operational times. It is always best to book holidays when we are closed to avoid charges.*

### **How do I drop off and collect my child?**

*Preschool children use the green door to the right of the main building; every other child uses the main entrance. The door remains locked for security throughout the day and each room has a direct contact number which can be used. Each child will have a secret password for added security to be used in case of an unknown collector. No child will be released unless we are sure about who they are going with. After 6pm all children use the main door.*

### **How I keep up to date with Twixus information, news and events?**

*Go to [www.twixus.co.uk](http://www.twixus.co.uk) – Check our notice boards at both entry points or ask the*

management team directly

## **FEES, BILLING AND DEBT**

### **Twixus Policies on Managing your Payments and Account.**

#### **Our contract with you states -**

- **All monthly charges MUST be cleared by 10<sup>th</sup> of each month.**
- Twixus calculates the session fee rate from 1<sup>st</sup> April to 31<sup>st</sup> March each year.
- Fees increase by 5% on 1st April of each year.
- Debt/Arrears are not acceptable. As a small business we cannot cover any debt or late payments. You must pay on time so that we can cover our (ever increasing) overheads.
- Twixus reserves the right to refuse service to families that do not settle by the 10<sup>th</sup> of the month and will pursue outstanding debts via legal means.
- Twixus relies on parents to pay on time and to not expect us to provide any service that cannot be paid for.
- No refunds will be given for sickness or holidays during operational times.
- Day Swapping is not possible. (see office for permanent changes).
- **Children should not attend any sessions or order any food that cannot be paid for on time!**



#### **Children with NO FUNDING**

Your Fees will be calculated as = **The daily rate for agreed sessions (X) The number of days in the month.**

Term dates for attendance are shaded in BLUE on our 'Yearly Term Time Calendar'.

Fee tables can be request at any time via the main office.

### **Children with 0-15 or 0-30 HOURS FUNDING also participating in Extended Childcare Sessions.**

Any fees/charges are based on the number of days attended in the month after the value of the funded hours are used up. Funding is designed to cover the Early Years Education of the child. The government has stipulated that Funding is not allocated to cover food, drinks and consumables (like crafts materials and hygiene products). All children attending for more than the funded are charged additional fees for hours and consumables **which will make up the difference** between the grant paid to us and our normal nursery fees. Extended childcare sessions take into the account our business margins to remain operational and cover all food, drinks and consumables. Parents choosing to use extended childcare sessions are contractually obliged to pay all fees/charges on time, as agreed. No debt will be excepted and your child's place will be deregistered until all accounts are settled. 'Fees' will be different for each child depending on funded hours claimed. 'Fees' will also alter in accordance to the number of attendance days per week. Your child's funded hours are stretched over the whole term. This means that your child will attend through the school holiday as long as Twixus is open (refer to our yearly term time dates). Term dates for attendance are shaded in **BLUE** on our 'Yearly Term Time Calendar'. (approx. 45 weeks per year)

### **Children with 0-15 to 0-30 HOUR FUNDING (From 2 years – Depending on eligibility).**

**1-15 hours (ONLY) funding is for 38 weeks a year only during published term time dates.** This means that your child can only attend during term times and not through the school holiday unless extra (chargeable) sessions are booked (refer to our yearly term

time dates). Your account will be charged for any additional hours/sessions booked or any food/extras provided after the funding has been allocated. 'Fees' will differ for each child depending on attendance and extras purchased. 'Fees' will also alter in accordance to the funded hours available and the number of attendance days that term.

Term dates for attendance are shaded in **GREEN** on our 'Yearly Term Time Calendar'.

### **Tax Free Childcare**

If you do not get childcare vouchers from your place of work then you will benefit from starting a 'Government Gateway Account'. You should be entitled to £2 towards childcare fees or every £8 you spend. This is in addition to any additional funding schemes (links can be found at the bottom of the Twixus homepage).

### **Primary Aged Children**

Fees are charged daily for the 'school bus run' for all the days that your child's schools are open. School holiday full day sessions are charged as booked. Holiday Dates are published on the Parents Page of [Twixus.co.uk](http://Twixus.co.uk)

## **THE TWIXUS FOOD PLAN**

- Full Time / Over Government funded hours pupils have the price of any food during sessions included so are not required to pay any additional costs for food.
- Government funded only pupils bring a packed lunch and/or a tea time snack or pay for a Twixus lunch time or tea time meal in advance.



# *The family run centre providing care and education since 1977*



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