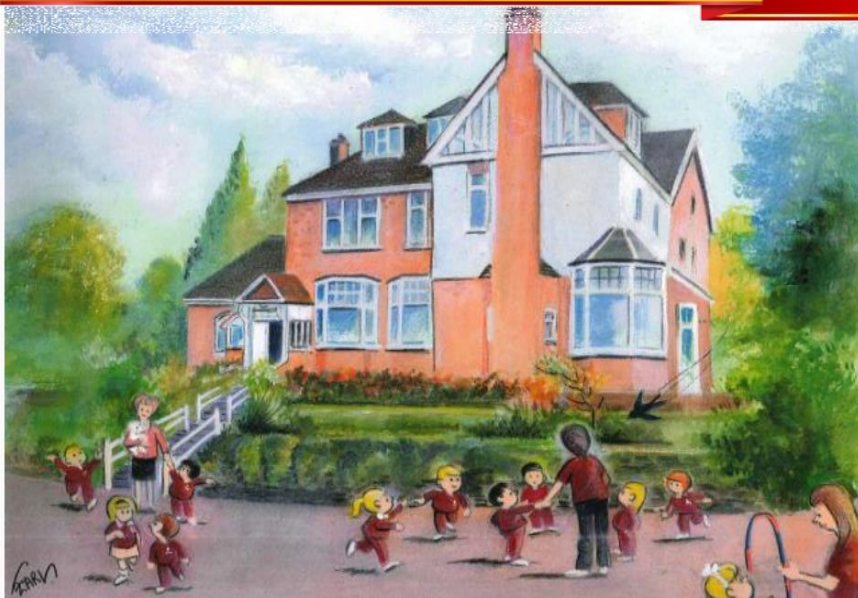




Twixus Childcare Centre

Family run centre providing care and education for children since 1977



SETTING INFORMATION BROCHURE

www.twixus.co.uk

Twixus (Garland Hill) Limited

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

EMAIL: 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 hundreds 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 now very much a family run business that offers a wide range of services to children aged between 0-16 years.

OPERATIONAL INFORMATION

Information, parent notices, holiday dates can be found on our website 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 that are protected with metal security fencing and electric gates.

We have ample 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 a PSV Qualified Driver with an Escort.

Twixus is registered by OFSTED to take up to 127 children per day.

THE TEAM BEHIND TWIXUS



Mrs Beal is The Founder and Principal at Twixus.

Graham Beal is our Operations Manager. His many duties include lifesaving, 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 leader of our Pre-school groups. Having taught in main stream schools for 15 years Ben joined the team to ensure that educational provision for all children at Twixus is at the best possible standard.

Santina Beal BA(Hons) in Early Years with Early Years Professional Status' is our Special Educational Needs Co-ordinator. Nursery Floor Manager and is responsible for staff training.

Samantha Beal (N.N.E.B) is one of our longest serving and most experienced Nursery Nurses. She leads in Pre-school and assists with staff knowledge and training.

Hazel(N.N.E.B) is our officer in charge of the Baby Unit and has worked at Twixus for over 25 years.

Declan Beal(N.V.Q.3) is the leader of our school aged children.

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

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

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 BIRTH to TWO YEARS OLD

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 your child 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 YEARS OLD

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 THREE to PRIMARY SCHOOL

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.

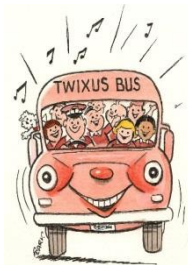
They will also have access to outdoor areas every day and use of the swimming pool.



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



You can drop your children off at Twixus between 7.00 and 8.10 for breakfast club and they will be taken by minibus to their primary school.

Our club has its own area especially designed for school aged children, including - swimming, ICT room, computer games room, craft areas, toys and games rooms and plenty of outside play. We can even help with homework set!

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 child when toilet trained 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.



TWIXUS UNIFORMS

Twixus uniforms are not compulsory but preferable. They look smart and are practical for playing in, 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! 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.

Children are encouraged by the Forest School leaders to take mitigated and assessed risks and work through problems for themselves.

The children have a huge amount of fun and enjoyment during the experiences at our Forest School. Our facilities are perfect for the Forest Schools approach to active learning and play.



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 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)

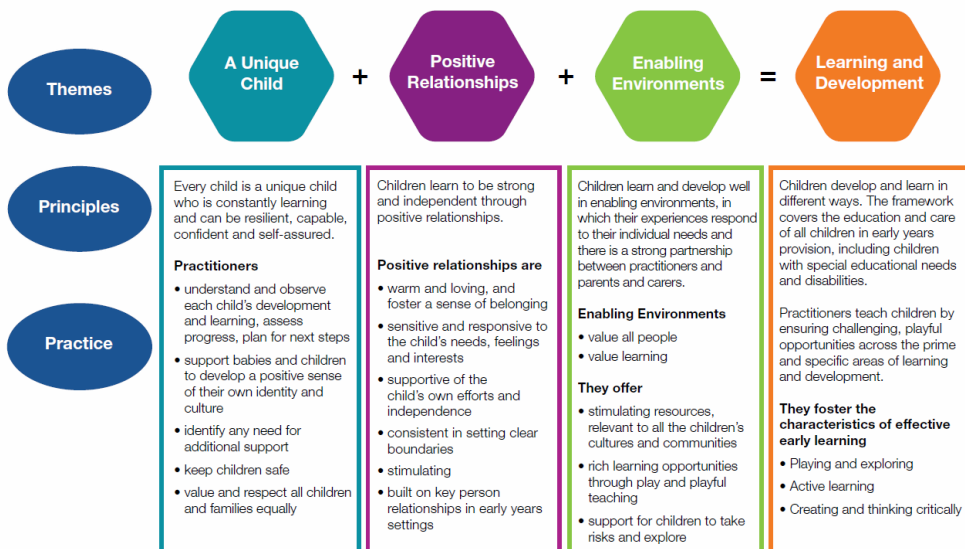
Children develop quickly in the early years, and Twixus staff aim to do all they can to help children have the best possible start in life.

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. The EYFS statutory framework is available on the Foundation Years website as well as the Department for Education website: 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.

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.



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

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

Area of Learning and Development	Aspect
Prime Areas	
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
Specific areas	
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 adults 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
- 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.

Failure to report lateness and absence becomes a reportable Safeguarding concern and could lead to investigation and your removal from the register.

TWIXUS FOOD PLAN



Your child will have 3 Food Plans available

- 1) **Full Time / Over grant hours pupils** have the price during sessions included so are not required to pay any additional costs for food.
- 2) **Grant only pupils** bring a packed lunch and/or a tea time snack.
- 3) **Grant only pupils** pay for a lunch time or tea time meal in advance.

Twixus Charges

For a hot lunch time meal with desert (served around 12pm) and a tea time meal (served around 3.15pm). If you wish to pay for a Twixus meal you can do so in the following ways :- **Pay daily** on the morning when your child is collected or **Pay weekly** on the morning of the first day that your child is in.

Payment must be placed in an envelope and posted into the letterbox provided as witnessed by the Staff member collecting your child. Envelopes must have the following information.

1. **The name of your child**
2. **Your child's Class/Department**
3. **The amount of money inside the envelope**
4. **The Dates covered by the payment**

The Parent signs each day in agreement that they have paid. This will act as your proof of purchase.

If any grant only child has no money or no packed lunch on the day the parent WILL be sent to a member of the management team or will be asked to take the child away and return later with a packed lunch or the money to pay for a meal

CHILD SESSION CONTRACTS

Twixus runs a wide range of sessions that cater for different requirements. We employ the correct ratios of qualified staff to accommodate the operational sessions. We have a maximum capacity of child places that are allocated and protected under our contractual agreement with you.

This agreement requires you to reserve the child's place for **'Term Time Only'** (38 weeks of the year not including primary school holidays) or **'Full Time'** (45 weeks includes the school holidays when we are operational). *Twixus will not charge people who have a 'Full Time' contract when Twixus is closed. (see published dates)

You will be charged under the agreed terms of your chosen contract regardless of attendance. You can cancel the agreed contract and child's place with one calendar months' notice.

Government Grant Funding is only available for term time and does not cover primary school holidays.

Your child will have prearranged sessions booked (including the 15 or 30 hour grant sessions when applicable). Any requests for additional hours or changes to these times must always be authorised via the main office.

Parents must not arrive early for sessions or collect after the agreed time unless they have been authorised to do so.

You will be charged for any extra authorised or unauthorised time. All children must leave the site by 6.30pm without exception. Abuse of session times can result on 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?

You will find a comment box in our entry hallway and 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 are collected at the green door to the left of the main building; every other child is collect via 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.

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

Go to www.twixus.co.uk – Check our notice boards at both entry points or ask the management team directly.

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