



## Welcome to Yorkies!

Yorkies provides wraparound care for York Road Nursery.

We offer a warm welcoming atmosphere where your child can learn through play activities that are fun, engaging and stimulating.

Your child does not need to attend York Road Nursery to access our holiday club, as long as your child is aged between 3 and 7 years 11 months then they will be able to attend.

We are established as a company limited by guarantee and we are also a registered charity.

We are rated good by Ofsted, our number is 146745.

We accept payments by Tax Free Childcare and most of the popular childcare voucher schemes.

### Yorkies Term Time Sessions

Breakfast Session 7.30 – 9.00 am *includes breakfast*

Breakfast Session 8.00- 9.00 am *includes breakfast*

### 30Hours afternoon Session

Afternoon Session – Monday to Thursday 3.30 – 6.00PM

Includes afternoon snack (@3.00) and Tea

Afternoon session Friday 1.00pm to 4pm

### Non 30 Hours Afternoon session

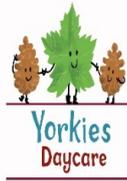
Monday to Thursday 12.00pm to 6pm

Includes afternoon snack (@3.00) and Tea

Friday Afternoon Session 12.00 to 4pm Includes High Tea

A **named** packed lunch will need to be provided for children by their parent/ guardian during term time and holiday club.

**(Please ensure your child's name is visible on the Outside of their lunch bag/box).**



## Yorkies Holiday Club Sessions

### All Day Session

Monday to Thursday 8.00am to 6.00 pm

Friday 8am to 4.00pm

Includes Breakfast, Snacks and Tea

### Morning Session

Monday to Friday 8am to 1pm

Includes Breakfast and Snack

### Afternoon Session

Monday to Thursday 1pm to 6pm

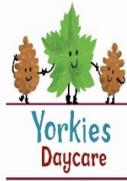
Includes Snack and Tea

## Yorkies Prices from September 2020 (Reviewed Annually)

### Term Time

BREAKFAST SESSION	TIME	PRICE PER SESSION	INCLUDES
Mon – Fri	7.30 -9am	£ 5.50	Breakfast
Mon - Fri	8 - 9am	£5.50	Breakfast
AFTERNOON SESSION	TIME	PRICE PER SESSION	INCLUDES
Mon - Thur 30 Hours	3.30- 6pm	£20.00	Tea
Friday 30 Hours	1pm to 4pm	£21.00	High tea
Mon to Thur Non 30 Hours	12pm to 6pm	£39.50	Snack and Tea
Fri non 30 hours	12pm to 4pm	£22.00	High Tea

A packed lunch will need to be provided by parents/guardians for your child(ren) for lunch time during term time and holiday club.



## Holiday Time

HOLIDAY SESSION	TIME	PRICE PER SESSION	INCLUDES
Mon - Thu	8am - 6pm	£43.00	Breakfast, snacks & tea
Fri	8am – 4pm	£34.00	Breakfast snacks & High Tea
Mon - Fri	8am - 1pm	£24.00	Breakfast & snack
Mon - Thu	1pm - 6pm	£26.00	Snack & Tea
Early Breakfast Mon to Friday	7.30am to 8am	£5.50	Breakfast

## Yorkies Staff

Diane Frainer - Manager and Trustee (Director)

Diane Szanto Deputy Manager and Trustee (Director)

Charlotte Armstrong – Lead Early Years Practitioner, Designated Safeguarding Lead, SENCO and holiday club leader

Lesley Mitchell – Head of Admissions and Finance,  
(Treasurer/Company/Secretary)

Tracey Gilliland – Admin

Eidann Jennison - Key worker, Designated Safeguarding Lead, and holiday club worker

Paula Chapman - Key worker

Maria Wilding - Key worker

Sara Day - Nursery Practitioner and holiday club worker

May Fong -Grant - Nursery assistant Term time

Sally Hogg - Term Time Nursery Assistant

Michelle Wright - Nursery Assistant

Chloe Mitchell - Nursery Assistant and holiday club worker



## **KEY STAFF AT YORKIES**

### **Diane Frainer - Manager**

Hello, my name is Diane Frainer and I am the Headteacher here at York Road.

I have been at York Road since 2015 and am proud of all we have achieved.

I took over being the Manager at Yorkies Daycare in September 2019 and am proud of the experienced and committed team who are passionate about working with young children and are devoted to meeting children's needs and ensuring they make good progress.

Yorkies children usually achieve above the expected levels in their progress and I believe that the outstanding provision enables each child to be an independent and creative learner.

### **Diane Szanto - Deputy Manager**

Hi I'm Diane Szanto - I have been involved with Yorkies Day Care at York Road Nursery School since it started back in 2000.

In more recent years I was offered the roll as Deputy in Yorkies and continue to work as an Early Years Practitioner in the school. I myself come from Hitchin and both of my sisters attended York Road Nursery back in the 60's.

Prior to having my own children, I trained as a Nursery Nurse at Ware College, Nannied for a year and then worked for 10 years for Bedfordshire County Council in various Day Nurseries, Family Centres and Children's homes. During this time, I was also funded to do my Social work training. When my children came along I became a 'stay at home Mum' becoming involved in various 'toddler groups' and 'play groups' as my children's needs changed.

Then when my own two children attended the nursery in the 90's I volunteered be a 'parent helper'. The opportunity of a morning job came along just as my son was starting school and I have-continued at the nursery ever since.

Yorkies has grown and evolved over the past 20 years through the hard work and dedication of the staff, our families and the Committee and I feel privileged to be a part of the Yorkies Journey.



### **Maria's Monkey's**

Hello I'm Maria and I am the Monkey group key worker in Yorkies.

I originally come from a creative back ground as a designer in the fashion industry, and was lucky enough to travel to the most amazing countries. After starting a family, I retrained in early years. I've worked at York Road Nursery for 4 years as an LSA in the morning and a key worker for Yorkies in the afternoon. This enables me to help the children reach their full potential in a wonderful learning environment.

### **Paula's Panda's**

Hello I'm Paula and I am the Panda group key worker in Yorkies.

I have worked for Yorkies for five and a half years. My first experience of the nursery was 14 years ago when my daughter was a pupil. I fell in love with the nursery and the lovely staff were so friendly and warm, so two years later my twin boys attended too. They both loved every minute of it as much as their sister did.

Previously in my former life, before having children, I worked as a receptionist/telephonist for over 10 years in an engineering company.

I am the youngest of nine siblings, so consequently have a very large family with over 20 nieces and nephews who all live nearby.

### **Charlotte's Cheetahs**

Hello I'm Charlotte and I am the Cheetah's group key worker in Yorkies. My roles are Key worker for the Cheetah group, Senior Practitioner and SENCO.

I have worked in Early Years since September 2014, I achieved my level 2 qualification in intermediate children's and young people's workforce and Level 3 Diploma for the early years Practitioner.



Recently, I had the pleasure of working as a Primary Care worker at a specialist school for children and young adults with physical and neurological disabilities, whom may also have additional needs such as; autism, speech and language delay, global development delay or epilepsy. I also previously worked for an after school/ holiday club for children aged 5 to 12 years.

### **Eidann's Elephants**

Hello I'm Eidann and I am the Elephant's group key worker in Yorkies.

I have worked in Yorkies for 3 years and work term time and holiday clubs. I have a level 3 diploma in childcare, and during this time I was able to work in lots of different placements and gain more Experience and knowledge for my job role in Yorkies.

### **Support Staff**

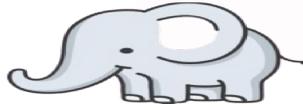
#### **Sara**

Hello I'm Sara. My background is in Environmental Sciences and I love being outdoors, especially on the coast where I grew up in Sussex. I've previously been a parks ranger, worked in refuse and recycling and at an agricultural research station.

I got into childcare accidentally when I was asked to help out at the nursery my children attended. I enjoyed it so much that I'm still in childcare today, although both my kids are pretty much grown up and at university now. I have a level 3 childcare qualification and want to be a lifelong learner. At the moment I'm trying French.

#### **Chloe**

Hi I'm Chloe and I have been doing work experience at York Road since I was 14 but now at 16, I work Part time in both term time and holiday club. I am at Sixth form in the Hitchin Consortium, studying Psychology, Sociology and History. Outside of school, I also volunteer at a local rainbow group allowing me to develop my childcare skills further. In the short time I have worked at Yorkies it has been a warm and welcoming environment, where I am able to gain experience and knowledge for my role.



### Key groups at Yorkies

Your child will be in one of the above animal groups with their key worker.

May, Sara, Michelle, Chloe and Diane S, also work daily in Yorkies and ensure consistency for your child if their key worker is away.

These key groups ensure your child has an allocated adult and group which ensures the children the opportunity to form close bonds and friendships.

### Meal times at Yorkies

**Breakfast Club** is a relaxed start to the day for the children and staff.

We have a rolling breakfast available until 8.40. With the opportunity to play and socialise before and after having their breakfast. At 8.40 staff and children will tidy up together and gather for a group social time – this can be singing, story, group chat, exercises etc. The children are then taken by the Yorkie Staff to their Nursery Group Area for their morning nursery session.

The message books are then given to the teacher ensuring they have any information about your child that is necessary.

### Snack Time 15.00

All children are provided with a snack at 3:00 PM This is a short social time for your child to relax and chat while 'refuelling'.

### Tea Time 16.15 -17.00

Again, this is a relaxed social time for all the children and staff. Children will sit together in small groups with an adult to support, guide and encourage positive happy behaviour. Children will learn to serve themselves and tidy away. (When Covid 19 restrictions allow).

**We ask that parents/carers do not pick up during our tea time to ensure this is a calm time without interruptions.**



## Allergies

If your child has any food allergies this must be discussed with the Head Teacher and if necessary, a Health Plan will be put in place.

Each child that has a Health Plan will have this displayed in each classroom around the school so that all staff are aware. This is of particular importance if medication will be required.

Yorkies keeps a detailed list of each child and their allergy. There is always an updated list in the kitchen for the 'Cook of the day' to refer to when preparing snacks and meals.

To ensure children are given their correct food children with food allergies have a RED rimmed plate. (this ensures at all times staff are aware which children have allergies). There are GREEN rimmed plates for vegetarians.

This also enables the child to learn independence for their food intake.

It also provides discussion opportunities amongst the children enhancing all our learning about individuals' different needs leading to informed understanding of others.



## Daily Routine

**11:45** - Fizzy Five (movement and music)

**12:00** - Wash Hands / Lunch Time

**12:30/12:45** - Tidy up / Free Play

**1:10** - Tidy up / Split into Groups

**1:15 - 1:40** – Activity based upon children’s interests (In the Moment Planning is used)

**1:40 - 2:40** - Child Initiated Learning- the children can move around all the school and outdoor learning space

**3:00 - 3.15** - Snack Time

**3.15 - 3.25** - Singing/Story/Phonics

**3:30** - Pick up for 30 hours children

**3:30** - CIL (Child Initiated Learning)

**4:10** - Tidy Up and Prepare for Tea

**4:15** - Wash Hands and Tea

**5:00-6.00** - Child Initiated Learning



## **In The Moment Planning**

In Yorkies we have time with our group to give them rich experiences based upon their needs and interests. These are activities with the children that expand on their interests and passions. For example: - If some children have talked about bonfire night, we may offer them large sheets of paper with paints to make a firework scene - we will talk about colours and how to make them - offering a range of media. We will talk about sounds we might hear and what we can use to make those sounds - we will put on music and pretend we are fireworks and so the activities go on - the children will add to this and suggest ideas too.

So, the children are naturally 'Learning Through Play' - and having lots of fun too, knowing that their ideas and choices are acknowledged, shared, and acted on.

## **Assessment at Yorkies**

The Yorkies Key workers meet with the child's Key teacher and the Head teacher four times a year (September, December, April & July) to monitor the children's progress. This will include talking about how they are getting on in Yorkies and agreeing any support or challenges that may be needed. For those children who do long hours in Yorkies – it is really beneficial for all staff members to have an understanding of a child's basic needs including tiredness, hunger, needing a cuddle and if they are feeling unwell.

## **Communication**

There are communication books between York Road and Yorkies for information about children that needs to be passed on, such as a change of pick up time, please let a member of staff know when you drop your child off, if you have information that needs to be passed on, likewise if we have information regarding your child we will pass this on to the parent or carer who picks up, examples of this would be accident forms etc, and other info that the school require.

**Please note that if your child bangs their head or has a serious accident at Nursery you will always receive a phone call straight away.**



Most of the updates you receive about Yorkies will come through the School Comms service, all of the information coming through to you will be from the school and relevant to you. They include Newsletters and other important information. In addition to this Yorkies have 'Connect' Software that we use to inform you mostly about invoicing and your account. Please make sure the school and Yorkies have up to date email addresses to enable us to contact you.

### **Extra Sessions**

Extra sessions can be booked at any time, it would be helpful to know a little in advance, but we appreciate this isn't always possible, we can nearly always fit you in. A weeks' notice is preferable.

### **York Road Inset and Occasional Days**

Yorkies operate a holiday club on nearly all York Road's inset and occasional days, you will be notified at the start of the academic year which inset day the whole school will be closed. If it is a day your child normally attends a holiday club with us then your child will automatically be booked in for this day. If not, you will have to book an extra session.

### **Closure**

If Yorkies is forced to close for any reason other than our advertised closure dates, (on the website) then you will receive a full refund for the sessions that were booked.

### **Yorkies Committee**

Yorkies Management Committee is supported by parents. Parental Support is essential to help Yorkies to continue to meet the needs of families.

Parental input is welcomed and indispensable. Please speak to a member of staff or email [yorkiesdaycare@hotmail.com](mailto:yorkiesdaycare@hotmail.com) if you can join our committee to help make a difference. There is no fund raising involved and the committee meet three to four times a year.



## Terms and Conditions

For Children attending York Road Nursery School **4 weeks'** notice in writing is required to amend sessions. This notice can't begin before the start of the new academic year. This is the case for all cancellation of sessions.

You will be invoiced at least two weeks in advance for the following month.

Payment must be made in full before the **1<sup>st</sup> of the month**, for parents paying by Tax Free Childcare and voucher we recognise that payment may not reach us by the 1<sup>st</sup> and please not that vouchers may take up to a week to get to us. Tax Free childcare payments generally also take a week or sometimes longer.

Please note that we can't accept cash or card payments. Bank Transfer is fine, our bank details are on the invoice.

We do always charge for **late pick-ups** as it impacts both on staff and children, the late fee is currently £5.50 for every five minutes that you are late.

We do recognise that sometimes it is unavoidable but a quick phone call to staff will enable us to inform your child if we need to.

We are a registered charity and collecting late fees and unpaid bills takes up a lot of unnecessary time and money that we would rather put back into the business. We ask that if you are experiencing financial hardship please talk to us and we will be able to find a solution. We have helped a lot of families over the years and your situation will be treated with the strictest confidentiality.