



Information Pack

All About Us

Here at Jigsaw Childcare we strive to achieve an excellent quality of care, ensuring a safe, caring and stimulating environment for all.

Our aim at Jigsaw Childcare is to provide a home from home experience, whereby children and their families have individual needs met.

Location, Security and Opening hours

Jigsaw Childcare is situated at Maybury House on 40 Turnhouse Road, Edinburgh, EH12 8LX. The nursery has a secure entry system in place to ensure only authorised people can gain access. We also have a comprehensive security policy in place which all staff are fully trained in. A secure fence surrounds the garden area both at the front and rear of the property to allow children the freedom of outdoor activities.

Jigsaw Childcare provides a service for children aged 3months to school age and will be open from 07:30 - 18:00 daily providing full time sessions.

We will be closed during the festive period. Please speak to our manager for more information.

We are in partnership with the City of Edinburgh Council regarding grant funding for children over 3 years old who attend the nursery. Please speak to the manager for more information relating to this.

The Nursery

The Nursery has been divided into five playrooms which allows us to cater for the different ages and development needs of the children attending. The rooms we have are: Baby room, Toddler room, 2 Tweenie rooms and Pre-School room. All children will have their own Personal Learning Plan (PLP) during their time at Jigsaw Childcare, these are used to track the children's learning through ages 0-3 and 3-5. The PLP's are a lovely way to see how your child is progressing in the nursery and a way of seeing what they get up to while they're here! We follow the Pre-Birth to Three framework in all of our under 3 rooms and We use the Curriculum for Excellence within our Pre-school room.

Baby Room (3 months- 15 months)

Our baby room is a bright, spacious and stimulating environment where children are made to feel emotionally secure by qualified and experienced staff. For every three children one member of staff is required. Every day in the baby room is very much child led where particular attention is paid to each individuals feeding and sleeping routine, providing a home from home environment.

Babies will be encouraged in their physical and mental development to allow them to reach the early milestones of sitting up, crawling, walking, beginning to feed themselves and babbling, the early signs of language. During their day in this room babies will be introduced to some messy activities such as painting, which will allow them to explore their new environment and encourage fine and gross motor skills. Staff will also introduce Heuristic Play to provide the opportunity for the children to explore natural textures and play with everyday objects in a safe setting.

We have a designated sleep room at the back of the baby room with sliding doors; this area has been decorated to provide a calm and restful atmosphere where children can get a peaceful sleep throughout the day. Every child will be provided with their own bed sheets and blanket to allow them to sleep happily when required or at times when parents prefer.

There is a separate hygienic changing room situated next to the playroom.

Toddler Room (15 months - 2 years)

Whilst in the toddler room the children are encourage to expand on the skills they have already learned through stimulating challenges and fun learning experiences provided through play. This will allow each individual to grow in confidence and reach developmental milestones. The toddlers will be provided with the opportunity to participate in a more extensive range on creative and messy activities such as painting,

sand play, water play, play dough and baking, this will encourage them to explore their environment, socialise and share.

We appreciate that children within this age group have moved on in development milestones however they may still require a sleep throughout the day, our staff will ensure they are able to sleep in a calm and restful area if necessary.

For every three children one member of staff is required.

Tweenie Rooms (2 years- 3 years)

At this stage children are becoming more independent and staff will gradually lead them into a slightly more structured environment where themed activities are planned to enhance children's skills and give them a greater knowledge of the world. These activities will begin a gentle introduction, in a fun and play focused environment to prepare children for the pre-school curriculum followed in the pre-school room.

Children are beginning to participate in group activities and will be provided with the opportunities to make choices thus allowing them to develop their own personalities. Also at this stage children begin to make real friendships and their individual interests become more apparent.

For every five children one member of staff is required.

Pre-School Room (3 years- 5 years)

The pre-school room is situated on the ground floor in a purpose built extension, the area is bright and spacious, Children are provided with a range of activities that allows them to follow their interests, the staff follow the Curriculum for Excellence and this allows the staff to have a very Child centred approach which helps the children to learn through play, the children have access to an outside area which allows the learning to go from inside to out if the child decides.

Staff will encourage and motivate children to develop at their own pace. Helping them gain self-confidence, self-respect and learn through play to become more independent establishing positive relationships and be sensitive to the needs of others.

We also have a large outside space which the children are taken out in daily, we feel fresh air is a big part in children's lives and ensure that children have access to the garden daily, at this point the learning is carried on outside with our friendly and enthusiastic staff providing a range of activities to keep them busy!

The garden is Safety surfaced and we have a variety of equipment for the children to use.

What We Provide

We provide nappies, wipes and Sudocream for all children. However if your child uses any other products we would ask you to provide them.

At Jigsaw Childcare our children will receive breakfast, lunch and an afternoon snack with formula milk provided (Sma gold) for children under 12 months.

Our meals have been carefully planned with the support of a nutritional advisor to ensure we follow the national nutritional guidance for early years. We also try our best to cater for children with special dietary requirements.

A 3 weekly menu is in place; this is assessed and updated every 6 months. A copy of our menus are displayed on our parents notice boards in each playroom and a copy will also be given to new parents. We would recommend parents look at these menus and inform a member of staff if there are any special requirements for their child.

After lunch all children will be encouraged to brush their teeth with toothbrushes supplied by the nursery as advised by our dental hygienist.

Fees and Conditions

Rates	Under 2's	Over 2's (when fully toilet trained)
Daily	£43	£41
Weekly	£200	£190

A non-returnable deposit of £100 will be required on admission of the registration form. This will confirm the sessions and start date you require. This amount will then be deducted from your last month fees.

Fees will be payable one month in advance on an annualised basis by standing order by the 27th of every month. This means that the bill each month is the same regardless of whether there are four or five weeks in any given month. The fees take into account for the days we are closed over Christmas and New Year. Monthly fee = Weekly fee (from the table above) x 51/12.

A late payment charge of £25 is issued and a fee of £5 per day is payable for fees that are paid late.

If a child is collected after 6pm there will be a charge of £15.00 for the first half hour and £15.00 for every half hour thereafter.

Should you later wish to withdraw your child from Jigsaw Childcare one month's written notice is required.

Health, Safety and Sickness

Here at Jigsaw childcare we have policies and procedures on the above areas. These will be provided to parents if they choose to join Jigsaw Childcare.

If a child becomes ill whilst in our care we will contact the parent to provide the child with calpol, if after this the child is still unwell we will contact parent/carer and arrangements made for the child to be collected.

If a child has been prescribed medication by their doctor please ensure they are well enough to be in the nursery environment, this must also have been given at home for a period of 24 hours to ensure they are not allergic to it.

Contact Us

At Jigsaw Childcare we are always happy to answer any questions you may have and we strive to suit your family's individual needs.

If you have any further queries please do not hesitate to contact us.

Contact:

Hazel Fraser
Nursery Manager
40 Turnhouse Road
Edinburgh
EH12 8LX
0131-339-5557