EDUART GLOBAL LEARNING CIC | HAPPY HOGLETS MULTILINGUAL NURSERY

Parent & Carer Welcome Handbook

Where little minds belong, grow and discover the world through play, language and exploration.

Nursery Address	Unit 1, Wolseley Trust Business Park, Plymouth, PL2 3BY	**Ages & Opening Hours**	Ages 2–5 Years | Monday – Friday, 9:00 am – 4:00 pm
Manager & DSL	Claudia Cristina Zolde (07445 961393)	**Deputy Manager & First Aid**	Irina Ecaterina Matei (07494 781019)
Email & Website	eduartcic@gmail.com | eduartcic.org	**Effective Date**	September 2026 (Reviewed Annually)

1. Welcome & Our Educational Vision

Welcome to **Happy Hoglets Multilingual Nursery**, a teacher-led, EYFS-based early years provision operated by **EduArt Global Learning CIC**. We believe every child is unique and deserves a warm, safe, inclusive environment where their family, culture, and home language are celebrated as strengths.

Our goal is for every child to feel **Safe, Valued, Included, Confident, Curious, and Happy**—knowing: *"I belong. I can learn. I can communicate. I can explore. I matter."*

2. Our Six Happy Hoglets Learning Worlds (EYFS Curriculum)

Rather than teaching isolated subjects, we bring all seven areas of the **Early Years Foundation Stage (EYFS)** to life through six interconnected Learning Worlds:

Learning World	EYFS Area	How Your Child Learns
Happy Me	Personal, Social & Emotional Development	Building secure Key Person relationships, understanding emotions, independence, self-regulation, and pride in cultural identity.
Happy Talk	Communication & Language	Rich everyday conversations, songs, rhymes, puppet play, and storytelling in English alongside home languages.
Happy Body	Physical Development	Daily outdoor exploration at the Wolseley Trust Community Garden, soft play and PE circuits in the Community Hall, and fine motor activities.
Happy Discoveries	Understanding the World	Planting and gardening, bug hunts, weather and seasons, local Plymouth park walks, and learning about diverse communities.
Happy Creators	Expressive Arts & Design	Painting, junk modelling, natural art, music, rhythm, dance, and imaginative role play.
Happy Thinkers	Literacy & Mathematics	Hands-on counting, shapes, measuring, pattern-making, problem-solving, early phonics, and a love of books.

3. Multilingualism, EAL & Inclusive Support (SEND)

- **Home Languages Are an Asset:** Children are never pressured to abandon their home language. We encourage families to keep speaking, reading, and singing at home in their home language while we model clear, supportive English daily using visual cards, songs, and gestures.
- **Key Person Approach & Settling-In:** Every child is paired with a dedicated Key Person who gets to know their routines, comfort items, and communication preferences before they start, offering flexible, gentle settling-in sessions.

- **Additional Needs (SEND):** We follow Plymouth's Graduated Approach (*Assess → Plan → Do → Review*), working closely with parents, Health Visitors, and Plymouth specialists to make early reasonable adjustments so every child can participate fully.

4. A Typical Day at Happy Hoglets

Time	Daily Rhythm & Experiences
09:00 – 09:15	**Arrival & Warm Welcome:** Settling in with Key Person and choosing morning activities.
09:15 – 10:00	**Free Play & Continuous Provision:** Child-led exploration across indoor learning zones.
10:00 – 10:25	**Happy Circle & Group Focus:** Multilingual songs, stories, rhymes, and teacher-led maths/language games.
10:25 – 10:45	**Morning Snack & Hygiene:** Healthy snack, open cups of water/milk, and handwashing with disposable paper towels.
10:45 – 11:45	**Daily Outdoor Learning (Wolseley Trust Garden):** Mud kitchen, raised planters, story corner, and active nature play.
11:45 – 12:30	**Lunchtime & Morning Collection:** Social lunch routine; collection at 12:30 pm for morning-only children.
12:30 – 13:30	**Afternoon Welcome & Quiet Rest/Nap Time:** Afternoon arrivals; safe sleep mats (16–20°C, 10-min checks) or quiet reading.
13:30 – 14:45	**Physical Development (Wolseley Trust Hall) / Outdoor Play:** Soft play, PE circuits, dance, or garden exploration.
14:45 – 15:30	**Afternoon Snack & Child-Led Discovery:** Creative arts, construction, and sustained shared thinking.
15:30 – 16:00	**Story Reflection & Collection:** Group reflection circle and individual parent handovers at 4:00 pm.

5. Arrival, Collection, Attendance & Late Pick-Up

- **Arrival & Collection Passwords:** Parents must hand their child directly to a staff member at the door. Children will only be released to authorised adults named on the Child Registration Form who provide the family's **secret collection password** (and photo ID if unfamiliar to staff).
- **Attendance & Absence Reporting:** Please notify us by **9:00 am** if your child will be absent. If a child does not arrive and we have not heard from you, we will telephone parents and emergency contacts the same morning as part of our safeguarding duty.
- **Late Collection Policy:** Sessions finish promptly at **12:30 pm** (morning) or **4:00 pm** (full day/afternoon). Please call immediately if delayed. Unarranged late collection incurs a **£10 late collection fee per session** to cover additional staffing.

6. Health, Nutrition, Personal Care & Clothing

- **Meals, Snacks & Allergies:** Healthy mid-morning and afternoon snacks and fresh drinking water are provided daily. Parents may book a nutritious external-catered hot lunch for **£5.50 per meal** or provide a healthy, strictly **nut-free packed lunch** (with grapes/cherry tomatoes cut lengthwise). All allergies must be disclosed prior to starting.
- **Illness & Medication:** Children with vomiting or diarrhoea must stay home for at least **48 hours** after the last episode. Prescribed and permitted non-prescribed medicines require a signed *Medication Consent Form* and original pharmacy/manufacturer packaging.
- **Nappy Changing & Toilet Training:** Nappies are changed promptly with dignity and full PPE hygiene. Please bring clearly labelled nappies, wipes, spare clothes, a waterproof coat, wellies/sturdy shoes, and a sun hat for daily outdoor garden play.
- **Birthdays & Personal Items:** Please leave valuable toys at home (a named comfort item for settling/naps is welcome). Check with staff before bringing any birthday treats so we keep all children safe from allergens.

7. Safeguarding, Privacy & Fee Summary

- **Safeguarding & Mobile Phones:** Safeguarding is our highest priority. Our Designated Safeguarding Lead is **Claudia Cristina Zolde** and our Deputy DSL is **Irina Ecaterina Matei**. Parents and visitors must not use mobile phones or take photographs on nursery premises or during garden/hall sessions.
- **Privacy & Data Protection:** All family records are processed securely under UK GDPR and our *Privacy Notice*.

Session / Service Option	Hours	Fee
Full Day Session	9:00 am – 4:00 pm	£55.00 per day (2 days: £110/wk | 3 days: £165/wk | 5 days: £275/wk)
Morning or Afternoon Half Day	9:00 am – 12:30 pm or 12:30 pm – 4:00 pm	£30.00 per session
Optional Hot Lunch	Served at 12:00 pm	£5.50 per meal (or bring a healthy nut-free packed lunch)
Early Drop-Off / Late Pick-Up	Before 9:00 am or after 4:00 pm (by prior arrangement)	£10.00 per session (also applies to unarranged late collection)
Sibling Discount & Deposit	Applies to second/subsequent siblings	5% sibling discount | £50 reservation deposit (credited to first invoice)