

# CHILDCARE DEPARTMENT ANNUAL REPORT

*April 2022- March 2023*



Author: Childcare Managers, Jodie Wilson & Natalie Horrocks

Greenway Women's Group

Greenway Women's Centre, 19 Greenway, Belfast, BT6 0DT

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## Childcare Manager Statement

This report will demonstrate the work that the childcare department has presented within the years 2022/2023, providing Day Care to children aged between 0-3 and their families.

From March 2022 we were lucky to secure a promotion to co childcare managers after spending many years working within the childcare rooms building our way up from assistants to room leaders to now being co-childcare managers. We are both working towards gaining our level 5 in management and have completed designated child protection officer training. This has been a hard but rewarding transition and we have learnt a lot so far.

Lynsey Stewart has also been promoted to deputy manager and is currently working in our new baby room as room leader as well as fulfilling deputy duties and supporting us as the childcare managers. She is also currently working her way through her level 5 management course.

This year we welcomed Sarah Robinson to our childcare team as a room leader for maternity cover in which we were grateful to be in the position to offer her a permanent job role. We have had 2 students with us who have become valued members of the team. Asha and Angeleigh continue to learn grow and develop their skills and knowledge through working with various different age groups and shadowing staff members.

In October 2022 we decided it was time to open a third childcare room that is allocated in our new building, this allowed us to welcome an additional 6 babies each day. We have been able to extend our opening hours from 9.30-1.30 to 8.30-1.30 and are hoping to have our childcare opened full time in the near future. We are working towards a strategic plan to open a fourth childcare room and expand our childcare services. This will create more jobs and give our staff an opportunity to gain promotion.

We will finish by saying we hope to continually develop our practice to provide the most effective, enabled and stimulating environment, building strong foundations for children to flourish.

*J. Wilson*

*N. Horrocks*

## Childcare Team 2022/2023



**Jodie Wilson**  
Childcare Manager



**Natalie Horrocks**  
Childcare Manager



**Lynsey Stewart**  
Deputy Manager



**Amie Kane**  
Room leader



**Sarah Robinson**  
Room leader



**Suzanne Watson**  
Childcare  
Assistant



**Shannon Flynn**  
Childcare  
Assistant



**Karen Downey**  
Childcare Assistant



**Elisha Sharpe**  
Childcare  
Assistant



**Trudi Kenny**  
Room leader

## Wellies in the woods



We took part in an 8 week programme ( Wellies in the woods) which was a collaboration with groundwork NI. This took place every Wednesday from mid-February. Wellies in the woods was a programme designed to promote the effectiveness of outdoor nature play also promoting parent involvement and relationships with your children.

During the 8 weeks many activities was carried out such as:

- Name games
- scavenger hunts
- story time
- mini den making
- creative and art activities
- tree craft and many more.



## Celebration Day



This year's Celebration day we all enjoyed a bus ride and went to the ark farm where we spent the day exploring different areas, meeting different animals, taking tractor rides, feeding and holding bunnies and baby chicks. The children, parents and staff thoroughly enjoyed the dinosaur trail and story book areas in the farm. Once we had explored all areas we met back at the party room to have a picnic together! All together we had 66 people; this included 32 children and 34 adults.

In Greenway we decided it was best to have an small ceremony with the children when staff presented them with their certificate and a small gift to show our love and support for them moving on to their next chapter in nursery.

## September Inductions

In September 2022, a mixture of Sponsored DayCare (SDC), Women's Centre Childcare Fund (WCCF), Pathway spaces and Private spaces became available. With an extensive waiting list already in place we welcomed new families into our childcare department on a first come first served basis.

In terms of WCCF we offer 128 x 2hr sessions. Eligibility for these places are as follows:

- In receipt of Income Support/Unemployed and registered for JSA **and**
- Engaged in part-time (less than 16 hours per week) paid voluntary/community development work.
- Engaged in vocational or educational development or training.
- Engaged in personal development training **or**
- *Within the last 12 months, progressed into employment following a period of unemployment.*

We then offer Pathway places to parents who are low- income however would not fall under WCCF criteria.

We provide Belfast Trust with sponsored day care (SDC) places in line with our service level agreement and are contracted to hold 10 x4-hour sessions per week. During the SDC contract meeting Mary Murphy who represents BHSCT once again spoke highly of the provision and services we provide particularly from feedback from the families accessing the service.

## Halloween

During October all of our childcare rooms were decorated for the Halloween festivities. This included art work of spiders, pumpkins and Halloween sensory trays. We were able to make some Halloween themed cookies encouraging the children to use their fine motor skills to use kitchen utensils to put chocolate spread and icing on to cookies. We also did lots of pumpkin carving and gave each child the opportunity to scoop out the inside of the pumpkins and we created a mixture of smiley and scary pumpkins!





## Santa's Grotto



At Santa's Grotto this year we invited parents, Carers, all our children and siblings to come along to our grotto. In the grotto this year we had a bouncy castle, face painter, craft activities and a visit from Santa!

We were very thankful to George Sharpe who once again took on the persona of Santa.



Each child was provided with a selection box!



## Spring Daycare & inspirational school awards 2023

We were so humbled and grateful to receive a phone call to inform us that we had been nominated for Daycare provider of the year at the families' first spring daycare & inspirational school awards 2023.

In Attendance at the Titanic building, Belfast for the awards were both Childcare managers Natalie & Jodie, Deputy Manager Lynsey, Room leader Trudi and Childcare assistant Elisha. We finished the night by receiving an award for the best team of 2023 and were delighted with the outcome.

Statement from Childcare managers –

“We had a fantastic time and we all really enjoyed ourselves. There were live bands and dancers as well as the awards, which were presented by Pete Snodden. It was an amazing night, especially getting to hear all the inspirational stories about other early year's settings!”

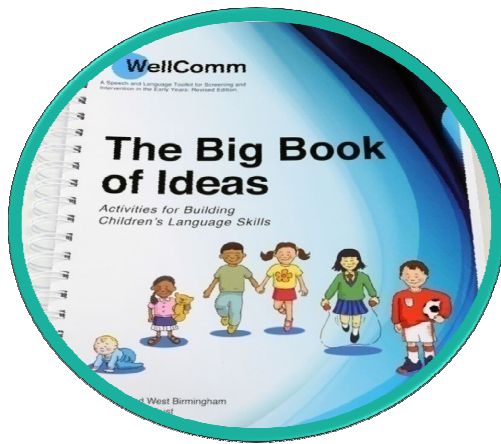


The Greenway Childcare Team! April 2023

*Natalie and Jodie*



## Evidence Based Outcomes



We continued to use the Wellcomm screen and the Tapestry baseline assessment to ensure that effective planning continues to take place. The benefits of these quality indicators include having a starting point for key workers to plan from, ongoing assessment of need and most importantly early intervention and referral if required. We have put together a new form of quarterly planning which links both assessment methods so they can be cross referenced if related.

Looking back on previous assessments has been insightful and helped with future planning as well as intervention. The assessments identify the areas that the child may be meeting milestones and staff can then go on to plan extended levels of difficulty within an activity in order to add additional challenges. The assessment is also important in planning who may need additional one to one support.

Whilst these baseline assessments are important in order to show that there is a need for the our service in terms of early intervention and support, it is important that staff do not overlook play as they key method of learning for children and creating a safe, warm and stimulating environment remain paramount to the provision we provide in order to provide the best opportunities for the children to simply play.

## Information

We are currently registered for 42 childcare spaces per day however, we do only facilitate 28 childcare spaces between 3 rooms operating from 8.30am-1.30pm every day. This consists of 2 baby rooms and 1 toddler room.

The majority of the spaces are made up of funding we receive from the Women's Centre Childcare Fund (WCCF). These spaces are free of charge for parents providing they can meet the criteria. We must provide 125x 2 hr sessions per week in order to meet our objective.

We receive Sponsored Day Care funding via a service level agreement with the Belfast Trust makes up 20x 2hr sessions per week. These spaces are allocated to parents directly from the Sponsored Day Care Team. The Trust has required every single space to be used up which indicates a continued need for this service. This is particularly crucial to the work we carry out with families as it identifies the need for early intervention and support for vulnerable children and families.

The funding via The Pathway Fund takes up the next biggest quantity of space within our setting, totaling 20 child spaces per week. These sessions are provided to families who do not meet the criteria for a WCCF place however still fall within the low income bracket.

We also have our own private spaces throughout the 3 rooms.

## Quality Indicators

Feedback from parents/carers and the children themselves is very important to our service and helps shape how we move our practice forward in the most effective ways. We have had numerous amounts this year which we are always grateful for.

Parents' comments below -

**“The kindness of the childcare staff also made it easier for us to leave the child willingly from the first moment. We are delighted when we see in the photos the plenty of creative activities and that the same attention is paid to the physical development of children as to their intellectual development.”**

**“My little girl has attended here from she turned 2 years old and honestly couldn't have got a better nursery for her. Her speech has come on leaps and bounds from she started here. Her behaviour has been wonderful and all the staff are just amazing, keeping us parents up to date with what went on while our little ones attend.”**

**“Greenway helped me with my little girl when she wouldn't settle she sat in the pram for weeks. They have the best patience - and loving nature. Any reports I needed completed was never an issue. They helped me get her a place in a special school and always communicated well with photos etc.”**

As part of our remit to the various different funders we must take part in monthly/quarterly/annual monitoring and inspections of the childcare service. Our annual inspection took place in April 2023. The report will be available to all parents/carers upon request.

- Belfast Health & Social Care Trust – via Service Level Agreement (Sponsored Day Care Team)
- Department for Communities (DfC) – via WCCF
- Health & Social Care Board – via Service Level Agreement administrated via Women's Support Network.
- Early Years-The Organisation- The Pathway Fund

The Manager, Co-Childcare Manager's, Chairperson and Training Officer also represent/ have formed relationships or are members of the following:

- Outer South and East Family support Hub
- Inner East Family Support Hub
- Housing Executive Scrutiny Board
- Surestart Management Committee
- Eastside Early Years Network
- Eastside Partnership
- Belfast Childcare Partnership
- In Kind Direct
- EBCDA Health Forum
- Inner East Surestart
- Early Years- The Organisation
- NICVA
- Cregagh Interagency Forum
- Play Resource

## Childcare Staff Training & Development

From April 2022 To March 2023 staff have undertaken the following:

### Childcare Managers:

Wellies in the woods programme
Designated child protection officer
Impact of domestic violence on children and young people
Health and Safety, risk assessment and manual handling
Fire safety
Fire extinguisher
Food Safety
FGM training
First Aid
Global development delay

### Practice Leaders

1 <sup>st</sup> Aid x 1
Fire safety x 2
Fire extinguisher x 2
Food Safety x 1
Health and safety x2
Anaphylaxis x1
Fire marshal x1
FGM training x2
Level 3 childcare x1
Autism level 2 x1
Global developmental delay x1
Child protection x1
ACES level 1 x1
Childs perspective on play x1

## Childcare Assistants

Health and safety x1
Fire safety x 3
Fire extinguisher x 3
Fire Marshall x1
Food Safety x 2
Anaphylaxis x2
Manual handling x1
FGM training x2
1 <sup>st</sup> Aid x1
Childhood in the digital age x1
Understanding ADHD x1
Family at the centre of learning x1
Understanding language and learning x1
Child protection x3



## Moving Forward

Moving forward we aim to grow, develop and continue to deliver a high quality childcare service within the Cregagh estate at the heart of east Belfast. We continue to meet new children and new families daily and couldn't be happier to be able to support the local community.

We are hoping to open our 4<sup>th</sup> childcare room in the near future allowing us to provide daily childcare to our full potential, in doing this we look forward to welcoming new staff members, more children and more families to join us at Greenway Childcare.



## Funders and Contributors

- Department for Communities (DfC) Via Women's Centre Childcare Fund (WCCF)
- Belfast Health & Social Care Trust – via Service Level Agreement for Sponsored Day Care
- Belfast Childcare Partnership- IT and Outdoor Equipment Grant
- The Pathway Fund- Early Years The Organisation



## Greenway Women's Centre Services

The centre also offers a number of other services which benefit women and their families.

- Family Support Service
- Training & Education Programme
- Volunteering Opportunities
- Student Placement Opportunities
- Employment Opportunities
- Advice, signposting, referral and support
- Childcare
- Counselling Service

Further information can be obtained by visiting our website

[www.greenwaywomenscentre.org](http://www.greenwaywomenscentre.org)

Find us on Facebook, pick up a leaflet onsite or talk to one of the staff.

- Lindsay Cooper - Centre Manager
- Mae McQuillan- Director
- Liz Oslon- Chairperson/Registered Person
- Helen Smyth - Training & Education
- Jodie Wilson & Natalie Horrocks - Childcare Managers