



JUST BABIES PROSPECTUS

WELCOME

Hello, Dear Parents! We are so glad to welcome you to Just Babies where we nurture great minds focusing on the child's emotional, cognitive, and social well-being. We believe that the early years form the foundation for a lifetime of learning so we are committed to raising a generation of children who will be equipped with the right skills and values that will foster in them creativity, curiosity, hard work, and resilience. Our goal is to provide a smooth transition from home to our space as we ensure that your child settles into an enabling and nurturing environment where they will be tenderly cared for and deeply valued. They will be inspired to explore and discover their innate abilities thereby guiding them to build a solid foundation for independence and lifelong success. At Just Babies, we are here for the love of children.

We look forward to a fulfilling relationship with you and hope that you and your child have an enriching experience with us.

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OUR VISION

To be a leading Children's Centre that empowers every child to become a confident and compassionate individual.

OUR MISSION STATEMENT

To provide a safe and nurturing environment where children are inspired to learn, explore, and discover their innate abilities.

OUR CORE VALUES

1. Respect
2. Integrity
3. Care

OBJECTIVE

We live in a world that has evolved over time and keeps evolving. These days both parents are gainfully employed and contribute their quota to the society and the family upkeep, and this comes with a challenge of how to care for their babies especially during working hours. This is what JUST BABIES is all about. It is a place designed for working parents so that they can work with peace of mind, knowing that their children will be well cared for where they are. It is designed to responsibly care for the child and surpass what a parent would do at home. It is also designed to create an environment where children will be free to express themselves, grow and learn in a most natural way, without the rigid structure of a regular school. It is designed to be a starting point for developing a well-balanced member of the larger society and where the child can be at home while at the centre.

FACILITIES

The centre is strategically located and to be able to achieve our goals in JUST BABIES, the centre is well equipped with learning resources and soft colourful toys for adequate learning and leisure for the babies and children. There are different classes and rooms for each category of age group as well as suitable toys and learning resources for each of the classes. We have sleeping and changing rooms for the comfort of the children. We also have a well-equipped kitchen where the children's meals are refrigerated and reheated when needed.

LOCATION AND POPULATION

Just Babies is located at No 35B, LSDPC Estate, Ogudu Road, Ogudu, Lagos. It can accommodate a population of about 50 children. The caregiver/child ratio is 1:3 for babies between the ages of 3-12 months and 1:4 for children over 12 months.

EXPECTATION FROM PARENTS

The child is God's gift to every family and the primary responsibility of taking care of the child lies with the parents. The crèche therefore expects the parents to love and care for the children especially by providing for their basic daily needs. The crèche is however to SUPPORT in this great assignment. Therefore, parents are expected to fulfill certain requirements to make their children's stay an exciting and fun-filled one. These include:

1. To properly take care of and attend to the needs of the children.
2. Pay all the fees promptly including extra hours when necessary.
3. Ensure that their children get to the centre on time.
4. Ensure that their children are fed before coming to the centre in the morning.
5. Attending all parents\caregivers' meetings and programmes.
6. Bring along with the children their daily requirements as listed in this booklet
7. Abide by all the regulations stated in the prospectus.

CHILDREN'S DAILY REQUIREMENTS

1. 4 diapers
2. 4 bibs
3. 2 small handkerchiefs
4. Change of clothes
5. Towel
6. Flask of hot water
7. Bottle of water
8. 5 sterilized feeding bottles (if baby uses bottles)
9. Cereal bowl and Spoon
10. Trainer's cup
11. Baby wipes
12. Nappy rash cream
13. Bathing soap
14. 3 pants (for potty training – 18 months+)
15. A pair of slippers (for children in after school care)

EXPECTATIONS FROM CAREGIVERS AND TEACHERS

1. To resume at the crèche punctually.
2. To be intentional about caring for the children as they learn and play.
3. To ensure that the children are fed as and when due.
4. To wash the children's utensils after each meal.
5. To wash the soiled clothes of the children.
6. To change the diapers of the children as soon as they are wet or soiled.
7. To watch out for any symptom of illness or unusual behaviors and report to the authority immediately.
8. To take a stock daily of all that the children come to the crèche with and bring to the attention of the relevant authority when any of the items is missing.
9. To ensure that they are neat and properly dressed at all times.
10. To lovingly care for the children.
11. To respect the Director, Supervisor and Heads of Department.
12. To fill the children's communication books and minder's daily reports registers.
13. To prepare and use learning resources as may be needed for effective teaching.
14. To attend all parents/caregivers' meetings.
15. To improve themselves through seminars, books and other programmes.

16. To take care of children's personal effects and pack them properly in babies' bags at the end of the day.

JUSTBABIESADVISORYBOARD/ADMINISTRATION

The board has as Chairperson Engr. Adebowale Fagbami. Other members of the board are Dr. Olusoji Peter, Mrs. Bimbo Abimbola, Mrs. Oluwakemi Fagbami, Mr. Oluwale Esan, and Barrister Ayodeji Esan as the Legal Adviser. The Director, Mrs. Feyisara Esan is also a member of the board.

Director

The director, Mrs. Feyisara Esan is the administrative head of the centre. She is the proprietress and all matters concerning the overall direction of the centre are her concern. She is also responsible for the provision of facilities at the centre, salaries of the employees, and staff welfare.

School Administrator

The school administrator reports to the director. She sees to the day to day running of the centre. It is her duty to ensure that the children are loved and well taken care of by the caregivers and the teachers. She is also the academic head of the centre. All teachers and caregivers report to the school administrator. She receives and attends to prospective parents who come to inquire about the centre. She also makes calls to and receives calls from parents as regards their wards.

Assistant School Administrator

The assistant school administrator helps the school administrator in carrying out the above duties and any other duties assigned to her.

Heads of Departments

The children are grouped into classes based on their ages and each class is headed by a teacher who oversees the welfare of the children, with a caregiver to help them.

Support Staff

There is a cleaner whose responsibility it is to ensure the general cleanliness of the centre. There is also a gatekeeper who oversees the security of the centre.

OUR OPERATING DAYS

We are open Mondays to Fridays and have a special arrangement for Saturday minding at a fee for parents who will need the service.

OUR PROGRAMME

We understand that children are free-spirited beings, however, it is important that we put a structure in place that will help to build a routine that will allow the children to thrive optimally.

The Crèche (Ages 3 months-3 years)

Primary Caregiving: Your child will be assigned to a specific caregiver. This will ensure that a deep connection is established between your child and the caregiver that will make bonding easier. We adopt a **responsive care approach** where each child's needs for comfort, food, and sleep are met when they come up.

Sensory Play: Research has shown that the most rapid period of brain development in human life is from birth to age two, so we engage the children in activities that will help to stimulate their sense of touch, sight, smell, hearing, taste, balance, and movement which are all crucial for brain development, language development as well as the development of their fine and gross motor skills. Some of the resources used include soft toys like teddy bears, rattles, large story books, and flash cards.

Safe Sleep Policy: We adhere to international safe sleep practice to avoid incidents like SIDS.

The Preschool (Ages 3-5 Years)

As the children grow older, they are ready for more engaging activities to satisfy their budding curiosity, so our classrooms are designed to give them the opportunity for self discovery and learn more about their environment.

After School Care (Ages 5-12 Years)

This programme is for elementary school children whose parents cannot pick up from school because of the demands of work. It is a bridge between the school day and home life, where they receive homework support and the opportunity to learn age-appropriate skills.

The after-school care programme offers:

1. **Homework Support:** There is a dedicated time for the children to do their homework under the watch of a teacher.
2. **Reading Hub:** This is a friendly and well-equipped space with a wide variety of fiction and nonfiction books for individual and small group reading, as well as technology integration. Children will have access to tablets, and computers where they will have access to educational games and online reading resources. Your child can subscribe to this for a fee.
3. **Arts and Crafts:** Children can enrol for age-appropriate skills such as music, chess, baking, gardening, knitting, etc, for a fee.

Curriculum: We adopt a **play-based approach** to learning, incorporating a blend of Montessori and Early Years Foundation Stage methods, structured to ignite curiosity and build the skills needed for physical, cognitive, social, emotional, and language development, fostering empathy, communication, collaboration, resilience, and adaptability. We create an enabling environment where children are inspired to learn, explore, and discover their innate abilities, thereby building a solid foundation for independence and lifelong learning. We prepare the children not only for school, but also for life.

Daily Routine (Ages 3 months-3 years)

We understand that each child is unique and has individual needs, however, we support a gentle rhythm that provides some structure that will help children to develop a sense of confidence, purpose, and responsibility.

- 6:00-9:00 am: Drop-off and Bonding time
- 9:00-10:30 am: First Meal
- 10:30-11:00 am: Diaper Change and Bathroom Time
- 11:00 am-12:00 pm: Outdoor Play and Discovery Time
- 12:00-12:45 pm: Second Meal
- 12:45- 1:15 pm: Diaper Change and Bathroom Time
- 1:15-2:15 pm: Rest/Nap Time
- 2:15-3:15 pm: Third Meal/Snack Time
- 3:15- 4:00 pm: Creative Hands
- 4:00-6:00 pm: Wind Down and Homebound Activities

Daily Routine (Ages 3-5 years)

- 7:00-9:00 am: Drop-off and Bonding Time
- 9:00-9:30 am: Circle Time (Greetings, Interactive Songs and Music, Story Time, Mystery Bag)
- 9:30-10:00 am: Snack/Fruit Time
- 10:00-11:30 am: Learning/Discovery Time (Literacy, Maths, Sensorial Education, Social and Emotional Development, Practical Life, Outdoor Exploration)
- 11:30 am-12:00 pm: Bathroom Time
- 12:00- 12:45 pm: Lunch Time and Hygiene Routine
- 12:45-2:15 pm: Rest/naptime
- 2:15-3:15 pm: Creative Arts/Hands-On Activities
- 3:15- 4:00 pm: Afternoon Snack and Hygiene Routine
- 4:00-4:30 pm: Wind Down and Homebound Activities

Daily Routine (After-School Care)

- 1:30-2:30 pm: Arrival and registration
- 2:30-3:30 pm: Change of clothes and mealtime
- 3:30-4:15 pm: Homework time
- 4:15-5:00 pm: Rest/naptime
- 5:00-5:45 pm: Reading club/skill acquisition (optional)
- 5:45-6:15 pm: Outdoor play
- 6:15-6:30 pm: Wind down and homebound activities

Health, Safety and Hygiene Protocols:

- **Annual Risk Assessment Policy-** A risk assessment is done annually and will be reviewed when an accident occurs to prevent recurrence in the future. In carrying out an assessment, the children, employees, and parents are taken into consideration to create a safe space for all parties.
- **Security-** There is controlled access entry and CCTV cameras in all the public spaces. The officer at the gate ensures that there are no unauthorized entries into the premises. His duty is to screen visitors coming into the premises before they are allowed to continue to the reception and he gets a clearance from the administrative officer before he allows a visitor to continue to the reception.
- **Drop off and Pickup Policy-** A caregiver or teacher is always on hand to receive a child in the morning and another one to record the time of resumption for the child as well as take the child's temperature. Only authorized persons by the parent are allowed to pick up a child from the centre and they must be introduced to the management authorities and duly registered as bona fide persons to pick them up.
- **Food Handling Policy-** The children's bags are checked when they resume daily for foods that need to be refrigerated to avoid contamination. Such meals are refrigerated and properly heated when the child is ready to eat. Caregivers wash their hands before preparing the children's food to eliminate all loopholes for infection. Leftover meals are promptly and properly disposed of. Expressed breast milk is refrigerated until when the baby is ready to be fed, and the bottle placed in a cup of hot water so that the milk can get to room temperature. Mothers are advised to express milk enough for one meal into each bottle and any leftovers will be disposed of promptly. Bottles will not be recycled so mothers of bottle-fed babies should bring enough bottles daily.
- **Bathroom Policy-** Babies' diapers are checked after each meal to see if they are soiled and changed where necessary, while older children who have started toilet training will be taken to the bathroom after each meal. Apart from the fact that most children usually have a bowel movement after eating, it will also help them develop a bathroom routine.
- **Playtime Policy-** Play is an important part of children's development, and it forms an important aspect of our daily operations. A caregiver is always on hand to supervise the children when they are at play to ensure that the play area is safe.
- **Nap Time/Safe Sleep Policy-** Children are allowed to sleep when they want to and as they grow older, they will settle into a regular routine. Babies under one year old, especially, are placed on their backs to sleep to avoid SIDS, and sleeping children are not left unattended.
- **Illness and Exclusion Policy-** Any child or employee who is ill or falls ill is asked to stay away from the centre until they are certified fit by medical personnel to resume, especially if the illness is a communicable illness or there is a high risk of affecting other children or employees.
- **Immunization Policy-** An immunization is kept at the centre for each child to ensure they take all their shots as and when due, and parents are sent a reminder when their child is due for an immunization.
- **Medication Policy-** Only medications duly authorized by parents in a child's
- **Choking Policy-** Toys will be administered to the child and play area. Toys, beads and rubber bands are not allowed. This is because of the choking hazard they pose.
- **Electrical Appliances Policy-** All electrical sockets and outlets are covered and cables properly insulated and tucked away from the view of children.
- **Incident Reporting Policy-** There is an incident register where any mishap that happens to a child while they are under our care is recorded and this involves three steps:

- 1) The incident is documented by recording the time it occurred, and the measures taken to right the situation. The incident is also recorded in the child's communication book.
- 2) The school administrator will put a call through to the child's parent to report the incident and the actions taken to ease the child's pain.
- 3) A review of the premises and the operations will be done considering what happened and proper measures put in place to forestall a repeat of the mishap.

Safeguarding and Child Protection Policy:

We create a safe, positive, and nurturing environment where children feel secure and heard, and we are committed to a **zero-tolerance approach** to child abuse and neglect. The welfare of the child is paramount, therefore the rights and safety of the children in our care are protected, and we have a staff who is the Designated Safeguarding Lead. The following are ways we recognize signs of abuse:

- **Physical Abuse-** When there are unexplained bruises, marks, or bites on a child or a when he fears being touched, and when a child willfully hurts another child.
- **Emotional Abuse-** When a child is aggressive or becomes unusually aggressive or when he withdraws into his shell. Emotional abuse also involves deliberately telling a child they are worthless or unloved.
- **Sexual Abuse-** When a child displays inappropriate sexual knowledge or behaviour. Sexual abuse may also include touching a child inappropriately or exposing a child to sexual content.
- **Neglect-** When he is not well fed or is always hungry, he is inappropriately dressed for the weather or always comes to the centre in untidy clothing, and his well-being is impaired.

Course of Action: The following actions will be taken if abuse in any form is suspected:

- **Observe and Record-** We will write down what was seen or heard exactly as it happened.
- **Report to the Authorities-** Inform the designated safeguarding lead at once about the observations made who will in turn make a report to the school administrator.
- **Confidentiality-** Invite the parent of the affected child for a one-on-one discussion.

Digital Safeguarding Policy

- **Pictures:** Only the centre-owned devices are used to take pictures for learning purposes, and only parents who have given their consent will have their children's pictures posted on our social media handles.
- **Social Media:** Our staff are prohibited from posting pictures or videos of the children on their social media handles.

Absenteeism

Parents must call the creche whenever their children will not be in the centre. The centre on its part will call the parents of an absent child if he or she is not seen by noon of the day in question.

Holidays

The centre observes all national public holidays and closes for the year in the third week of December every year. We resume in the first week of January in the new year. Please note that the preschool goes on holidays every term.

Home/Centre Collaboration

We understand that you want to be a part of their child's everyday life, so we stay connected through:

1. **Daily Reports:** There is a communication book used to document your child's daily activities at the centre, such as mealtimes, nap time, and play time.
2. **Quarterly Reports:** You get a digital detailed report of your child's progress at the end of every quarter, where milestones achieved are recorded.
3. **Open Door Policy:** We are open to scheduled visits to discuss about your child's developmental progress, and we value your feedback.
4. **Parents/Teachers/Caregivers Forum:** This is a forum held twice a year where parents, teachers, and caregivers come together to discuss the progress of the children, and ways to move the centre forward.

Enrollment Procedure:

1. **Guided Tour** : Book a tour to see our rooms and classes and meet our dedicated staff.
2. **Application** : Buy the registration form, fill and send it with a copy of your child's birth certificate and immunization records.
3. **Orientation** : A gradual settling-in session for three days where your child spends one hour on the first day, two hours on day two and three hours on day three, before their full start day.
4. **Fees** : All fees must be paid in full on or before the first day of a new quarter.

ACKNOWLEDGEMENT

I..... have read the prospectus and
Promise to abide by the contents of the prospectus.

Name:

Signature:

Date: