



The Dandelion Patch supports young children from the age of four to the end of key stage 1. Dandelion's secure environment and approach is particularly suitable for children whose needs include those associated with: trauma, anxiety, emotional social and behavioural development, mental health issues, speech and language issues, low self-esteem and low levels of confidence.

Programme Overview:

Through the environment and with the support of skilled, qualified teachers, children engage in purposeful, meaningful activities in a calming woodland environment.

Themes selected by the group enable each individual to plan their day alongside knowledgeable adults as they co-create their own curriculum via Dandelion's Patch Passport. These specific child-led programmes engage minds, inspire play, build confidence and nurture a love of learning for its own sake.

Children learn vital social and life skills, as they collaborate and communicate with peers. The children are involved in managing their own environment, and completing their own Patchport (Dandelion curriculum). They develop: tool skills, cook around the fire, undertake and lead risk assessments, learn through their environment, develop emotional literacy, and self-awareness, through collaboration and philosophy sessions and learn to self-regulate through co-regulation along side adults.



WELCOME TO THE DANDELION ADVENTURE!

A child's experience in The Patch is like going on an adventure. The adventurer sets out, not knowing what they will discover but ready for the challenge ahead. As the journey draws to a close, the explorer will have developed skills and solved problems, but most of all have a thirst for further discovery and have developed a love of learning that will, we hope, last a lifetime.

As their time with Dandelion progresses, the online learning journey will become full of exciting pictures, pieces of work and observed moments recorded by the team at Dandelion.

Learning journey

All children have a Learning Journey that is available online and is our equivalent of a ship's log or a voyager's diary. It documents the discoveries, challenges and progress made by its owner.

As their time with Dandelion progresses, the online learning journey will become full of exciting pictures, pieces of work and observed moments recorded by the team at Dandelion, but also by you.

We encourage teaching staff and families to contribute towards the learning journey to offer a connected approach to the child's education and development. These observations allows us to provide clear evidence during their time at Dandelion and in their onwards journey.

Your voice in the child's journey

We understand that the person who knows the child best is you! Your 'voice' is vital to us if we are to ensure our offer is tailor made to suit the individual. We have a number of ways in which you can communicate with us.

These include:

- Emails/telephone calls
- Communications at drop off/collection times
- Termly meeting with schools and families
- Online learning platform
- Meetings when required throughout the term to support individual needs or concerns

So here we go; bring on the adventure!



KIT LIST

"There's no such thing as the wrong sort of weather, only the wrong sort of clothing!"

At Dandelion we embrace all seasons. Rain or shine, there's an adventure to have and a wealth of wonder beneath our feet. To thoroughly enjoy the beauty of the outdoors, we recommend the following to keep your child toasty in winter, and safe in the sun.

What's the weather like?	BASE LAYERS	MIDDLE LAYERS	OUTER LAYERS	EXTREMITIES
Mild dry calm day 15-20 degrees	Long sleeve t-shirt and leggings/ trousers	x	x	Walking shoes or trainers
Mild wet day 15-20 degrees	Long sleeve t-shirt and leggings/ trousers	x	Thin waterproof suit or Salopettes and jacket	Wellies with comfortable socks or waterproof walking shoes.
Cold dry calm day 8-14 degrees	x	Wool or fleece jumper	x	Lined wellies or warm boots & warm hat
Cold rain/hail 8-14 degrees	x	Wool or fleece jumper	Waterproof suit or Salopettes and jacket	Lines wellies or warm waterproof boots & wool hat
Very cold, dry calm 3-7 degrees	Thermal base layer (ideally merino)	Wool or fleece jumper and warm trousers	Fleece lined waterproof jacket with Salopettes or suit	Wool hat, warm boots and wool socks
Very cold, rain/hail 3-7 degrees	Thermal base layer (ideally merino)	Wool or fleece jumper and warm trousers	Fleece lined waterproof jacket with Salopettes or suit	Wool hat, insulated snow boots, extra thick wool socks and insulated mittens.
Freezing and/or snow Minus 5- 2 degrees	Two thermal base layer (ideally merino)	Wool or fleece jumper and warm trousers	Quality down/ fleece lined waterproof suit with hood	Wool hat, insulated snow boots, extra thick wool socks and insulated mittens.

Remember these temperatures do not take into consideration any wind chill, it's worth checking the 'feels like' temperature on your weather report.

Please include PLENTY of spares (including spare boots) in a large, easy to access waterproof bag. If you think you have enough pack more! Please label ALL kit. Clear label on the outside of the waterproof bag and lunch bag/ drink bottle. Do ensure your child is dressed ready in the kit they need for the day including gloves/hat etc. before they arrive.

We have been asked to recommend the best brands for resisting rain and keeping warm. We all like Muddy Puddles, Didriksons and Spotty Otter. Mountain Warehouse and supermarkets such as Lidl and Aldi often sell waterproof outer layers and these would be ideal as spares.

DANDELION TO SCHOOL TRANSITION PLAN

Dandelion understands that children may struggle to settle and/or transition between settings that Different environment and approach. It is therefore vital that a collaborative approach is in place to support the child and ensure that the placement and partnership is successful.

OUR SETTLING PROCESS INCLUDES:

Settling sessions are a vital part of our admissions process. We invite the child along with their family and a member of teaching staff to explore our wonderful woodland site and enjoy the space ahead of their first session.

ADDITIONAL SETTLING STRATEGIES:

Some children will need additional settling strategies and more settling time. At The Patch we understand this need and devise individual settling plans in collaboration with staff and families/schools.

There are several strategies that we employ to further aid settling and transition in both home and school settings.

FEES AND RATIO

FEES:

Costs per day are from £175 within a 1:2 ratio. Alternative costs are based upon the child's needs.

FUNDING ROUTES:

Referrals are accepted from schools, the local authority, Social Services, agencies, organisations and parents/carers. Referrals are assessed on an individual basis in collaboration with the referee. There is a one off £200 pre-admission process fee.

SESSIONS:

Sessions start at 9:30am and finish at 2:30pm.

Minimum sessions: We ask for a minimum attendance of two sessions per week.

SESSION DAYS:

Aylsham Patch is open on Tuesday, Wednesday and Thursday.

Wymondham Patch is open on Wednesday, Thursday and Friday.

ADMISSIONS PROCEDURE

Stages	Action
Stage 1	School/carers contacts The Patch: If space allows: A brief meeting with the school/families/carers is arranged to discuss the child to ascertain requirements (need/sessions/ratios/history) Enquiry form shared with school to ascertain suitability for the placement.
Stage 2	Observation of child in school (If the child is excluded the school must provide an area for us to meet, if the child does not attend a second school, an observation will be carried out at home)
Stage 3	We have meeting with school and family/carers, followed by an in-house observation of child in school and playground.
Stage 4	Virtual admissions meeting to discuss the child's individual needs. These will be separate meetings held with the family and a member of teaching staff.
Stage 5	Panel decision made and place/sessions offered
Stage 6	Settling visit to the site with family and a member of teaching staff.
Stage 7	First week is a settling week.
Stage 8	Individualised settling plan devised OR the child begins their full sessions. This is decided by managers in discussion with family/child/school
Stage 9	The Patch Program begins
Stage 10	After session 3: Baseline shared with school/carers
Stage 11	Week 6: Review meeting with school/carers to discuss progress and agree next steps. This may be a continuation of attendance or a cessation of the placement (in which case an end of placement report is shared with schools/carers)

LUNCH BOX ADVICE

At Dandelion, lunch is one of our favourite parts of the day. It brings us together in a family manner practice acceptable manners, polite conversation, and engage in philosophical chat.

We also discuss the food we have and focus on the goodness of the food we eat. We understand that a balanced, nutritious diet, is important for children's general development and impacts their learning and sense of well being. To this end, we have put together some ideas regarding lunch boxes.

SOURCE: FOOD STANDARDS AGENCY

Suggested foods:

- Fruit
- Raw vegetables
- Cooked pasta/cous cous/rice
- Soup
- Beans/pulses
- Bulgar wheat salad
- Bread sticks
- Wholemeal bread
- Sandwiches Wraps
- Bagels
- Salads
- Cheese
- Yogurt
- Rice
- Cakes
- Falafel
- Dips
- Healthy snack bars

Foods to be avoided:

- Crisps
- Chocolate bars
- Sweets
- Fizzy drinks
- Biscuits
- Nuts

Please note that, currently, **nuts ARE NOT permitted** on site due to the risk they pose to children and staff with allergies.

Please send a labelled bottle of fresh drinking water.

You are also welcome to send in warm healthy drinks for lunch.

A flask of warm food is a good idea all year but especially in the winter.



FAQ'S

WHERE DO THE CHILDREN GO TO THE TOILET?

We have a composting toilet. The children learn how to use these, as it is a little different to your loo at home! We also have a changing shed for children in nappies; there are also potties in this area for children to use while in the transition from potty to loo.

WHAT HAPPENS IN EXTREME WEATHER?

Our cabin is built for extreme weather. We risk assess daily, half termly and seasonally; we check weather forecasts and have foul weather plans in place for most eventualities. Should conditions prove too unsafe e.g. winds over 45MPH all day we will give you as much advance warning as possible (to date this has never happened)

AREN'T TOOLS DANGEROUS FOR YOUNG CHILDREN? I AM WORRIED MY CHILD MIGHT HURT THEMSELVES.

It is vital that children are taught to manage risk for themselves; at Dandelion we allow an element of risk that has been pre-managed by staff, thus exposing children to a small element that allows them to develop their own management systems, build problem solving skills, responsibility, confidence, self-efficacy and resilience. Forest school tools are always used on a 1-1 basis with a trained practitioner; children are taught the safety rules from day 1. Tool work is available every day, and is a vital part of Dandelion. All areas of learning can be met through the use of tools.

WHAT HAPPENS IF MY CHILD HAS AN ACCIDENT?

All staff hold 16 hour paediatric first aid qualifications, and our forest school leaders also hold a 16 hour forest-school first aid qualification; we have policies and procedures, and resources, in place to manage any accidents, this includes a protocol where parents are contacted first and immediately, if the accident necessitates an ambulance; emergency services are then called immediately and a member of staff is on-hand to travel to the hospital with the child if needed.

HOW DO YOU DEAL WITH CHALLENGING BEHAVIOUR? (DO YOU USE TIME OUT ETC.?)

At Dandelion we follow the therapeutic teaching approach to behaviour management, as advised through the Norfolk County Council Step-on programme. This is a gentle, non-threatening approach based on positive choices which allows the children to be in control of their own behaviours and enables them to make a connection between the action and the consequence. We NEVER use the word naughty, and NEVER use time out or 'naughty-steps'. See our Promoting Positive Behaviour policy on the policies page.

For a full list of FAQ's please head to our website

www.dandelioneducationltd.com/faq-s

TERMS AND CONDITIONS

In the following terms and conditions, 'You' refers to the person who is signing the parent declaration above and 'We' refers to Dandelion Education Ltd.

Fees and Invoices:

Invoices are calculated termly in advance. Extra sessions will be charged to the next invoice. All sessions must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to sickness or holidays. Dandelion will be closed on Bank Holidays and school holidays and will not charge on these days.

Payment is per calendar month in advance. If payments are cancelled or returned by the Bank, a penalty fee of £20 will be charged to cover costs incurred by Dandelion

Failure to meet payments will result in a late payment of £5 per overdue day being added to the next invoice. In the event that fees are not paid by the due date, we reserve the right to exclude any child without notice. You will remain liable for fees from one month from the exclusion date. We reserve the right to recover all costs relating to the recovery of any unpaid fees, including, but not limited to, management time and expenses, court fees, solicitors fees and bailiffs. Once a contract has been ended late payment fees cease and statutory interest at 8% over bank base rate will be due on the full balance outstanding until settled in full.

If you are late collecting your child from nursery, a late collection charge of £5.00 for every 5 minutes may be imposed.

If your fees are being paid for by a third party it is your responsibility to ensure that the third party pays within the time stated on the invoice. You will be liable for the late payment fees and other charges not the third party. Special rates are offered for siblings.

Dandelion Closure:

Dandelion is closed on all statutory Bank Holidays, and school holidays. The Patch follows Norfolk County Council School term dates. Please find holiday dates on the family area of our website.

We reserve the right to hold three staff inset days per year and will let you know in advance when these will be. Parents will not be charged for these days.

Termination/Cancellation/Change:

We require 6 week's notice, in writing, should you wish to terminate the placement or reduce/change your child's sessions for any reason. You still remain liable for fees throughout the notice period. If you withdraw your child during this notice period, the fees shall remain payable.

We will give you one calendar month's notice, in writing, should we wish to terminate our agreement with you.

If in the reasonable opinion of the managers or persons of similar standing or authority it is considered that the behaviour of either Parent/Guardian is detrimental to the health, safety or well being of any child or employee at Dandelion, or to other children or parents/guardians attending Dandelion, then we may serve notice to the Parent/Guardian requiring the Child to be immediately removed from Dandelion. The requirement for one calendar month's notice referred to above, shall not apply.

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Dandelion shall still be entitled to receive payment of one month's fees in lieu of notice. Behaviour that would constitute an issues entitling Dandelion to invoke this clause would include (but is not limited to) assault (either verbal or physical) of a member of Dandelion staff, another child or parent/guardian or any comment (written or oral) which could damage the reputation of Dandelion or where a Parent/Guardian does not comply with any reasonable instructions of staff at Dandelion, and/or the Parent/Guardian acts or behaves unreasonably or in an offensive manner, and/or causes harm or is likely to cause harm to other children, parents/guardians or members of Dandelion staff.

Personal Property and Belongings:

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by staff to ensure the children's belongings are not lost or damaged. Practical 'inexpensive' clothing is strongly recommended - please refer to the kit list on our website. Clearly label all items of clothing. If your child uses nappies/pull-ups, you must provide these items, along with wipes and any other changing products.

Liability:

We accept no responsibility for children whilst in their guardian's care on Dandelion premises, i.e. prior to arrival or after pick up. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or family's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind. We will make reasonable endeavours to keep families and/or children's property in good order but we do not accept liability for damage to such property.

Accidents and Illness:

We reserve the right to administer basic first aid and treatment when necessary. You will be informed of all accidents and will be required to sign an accident form.

For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Dandelion to contact you, but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment. We will administer prescribed medicines if you complete a 'Medicine Form'.

We may require you to withdraw your child from Dandelion, in the event that they require special medical care or attention, which is not available or refused by you or it is considered that the child is not well enough to attend nursery. We may also ask you to withdraw your child from Dandelion, if we have reasonable cause to believe that they are, or may be, suffering from any contagious disease/ infection and there is a danger that other children at the nursery may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Please refer to our illness policy regarding incubation and exclusion periods. You are requested to inform Dandelion if your child is suffering from any illness, sickness or allergies before attending nursery.

We understand the needs of working families but we reserve the right to contact you if your child becomes ill whilst at Dandelion and require you to arrange for your child to be collected.

Security:

Under no circumstances will the child be allowed to leave the Patch with anyone unknown to Dandelion staff unless you have previously arranged this. We will require them to have a password before they will be allowed to enter Dandelion.

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General Information:

You are requested to inform Dandelion of any food, medicine, activity, or any other circumstances that may cause the child to have an allergic reaction/allergy. You must provide details of the severity of the reaction/allergy and must continue to inform the nursery of any changes/progress to the condition when you become aware of it. You are requested to inform the nursery of any changes to all information kept in the nursery.

We may require you to withdraw your child from Dandelion in the event that you are not completely honest about the child's condition or important information is withheld.

Agreement:

These Terms and Conditions represent the entire agreement and understanding between, 'You' the guardian and, 'We' the nursery. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.

We reserve the right to update/amend these Terms and Conditions at anytime. You will be given one months' notice of changes made. If you do not accept notified changes you must give one month's notice in writing and withdraw your child from Dandelion Education Nursery. The continued attendance of a child at Dandelion Education after one month will be deemed as accepting the notified changes.

This agreement is governed by the Law of England and any disputes that cannot be settled by agreement will be dealt with in the English Courts. Where available the small claims court arbitration service will first be used in the event that any disputes cannot be resolved.



PATCH ASSESSMENT FORM

Assessments and Progress Tracking Baseline Session 3 Long Observation	Week 3 Long Observation	Week 6 Mid-Term Internal Review/Progress Meeting Long Observation	Week 12 Placement Review Meeting All stakeholders
(Children's progress is reviewed weekly; updates are added to our learning platform)			
Socialising / Relationships and interactions			
Regulation			
Levels of engagement			
Communication and language (ECAT)			
Executive Functioning			
Areas of interest			
Next steps			

This document will be completed by The Patch managers at the scheduled points in a child's attendance.

OTHER USEFUL INFORMATION

ADVICE AND SUPPORT LINES:

Ofsted:
0300 123 1231

Norfolk County Council Children's Services:
0344800 8020

CONTACT INFO

The Patch phone number :
07795 927008

Head Office - Registrations
07389 702664

Email:
admin@dandelioneducationltd.com

FAMILY AREA:
DANDELIONS 123

POLICIES PAGE PASSWORD:
POLICIES2025

