

Introduction

Thank you for choosing Maidenbower Infant School Nursery, a busy happy place where fun and laughter are compulsory! We hope that you and your child will be very happy during your child's time with us.

This information explains:

- What happens in nursery on a day to day basis
- Everything you need to know about starting nursery
- How we can work together to make Nursery a rewarding experience for both you and your child

Before Starting

Before your child starts you can expect:

- An opportunity for you and your child to visit the Nursery, so you can both familiarise yourselves with the staff and the setting
- To be given a 'This is Me' scrapbook to complete, which we will use with your child
- Information on how to purchase uniform

Additionally, you will receive an induction visit from the staff just before starting

Who's Who?

Before starting Nursery, one of the members of staff will be designated as your child's key person and we will ensure you know who this is.

Yvonne Bryant is the Nursery Manager. Yvonne has many years of experience of working in early years settings. She is the named SENCO and Designated Safeguarding Lead.

Fiona Bumstead Grubb is the Deputy Nursery Manager. She has worked for many years in early years settings. She shares the role of SENCO with Yvonne and is also a Designated Safeguarding Lead.

Liz Marchant, Alison Hillebron and Zoe Cooper are the other Early Years Practitioners who have key person responsibilities.

We also have a small team on bank staff that cover when additional staff are needed. There may also be times when we have students on training placements.

Naturally, all members of staff who work in our Nursery have undergone an Enhanced DBS check.

The staffing ratio in the nursery is a minimum of 1 adult to 8 children.

When Your Child Starts

This section explains everything you need to know about what happens when your child starts at our Nursery including what to do when you arrive, how to settle your child, food and drink, safety and collecting your child.

What You Will Need at Nursery

You will need to provide the following items, which should **all be named**:

- Sensible shoes and comfortable clothes which you do not mind getting messy and which the children can try to fasten themselves
- A waterproof coat with a hood, because your child will have the opportunity of playing outside in **all** weathers
- A yellow Nursery t-shirt or sweatshirt (optional)
- A spare set of clothes in a named bag
- A water bottle (it is very important for health reasons that this is named)
- Lunchbox (if applicable)

All your child's clothes **MUST** be clearly named including coats, hats and gloves.

For clothes suitable for outside play in summer, please refer to our Clothing policy.

At the Start of a Session

When arriving for a session:

- To help with the children's safety, please do not park in school grounds, staff car park or on the roundabout
- Please do not bring dogs onto school grounds
- Do not smoke in the building or the grounds

At the start of your child's session, the nursery gate opens and a member of staff will greet you. You should say goodbye to your child and they will enter the nursery .

If your child is distressed when you leave, a member of staff will look after them while you go as quickly as possible. Rest assured that the majority of children calm down and enjoy the rest of the session within a couple of minutes of your leaving.

Food and Drink in Nursery

Lunchtime

Lunchtime is around 11.30am and is a very sociable time. If your child is staying for lunch, you need to provide a packed lunch including a drink.

Before starting Nursery you might want to introduce your child to eating from their lunch box, to help them get used to opening packets and boxes independently.

Please remember the following:

- Don't give your child too much to eat; some children feel they must eat everything and become distressed when they can't
- Start as you mean to go on - it is difficult to come back from crisps every day so perhaps save them for a treat.
- Avoid nut products due to other children's allergies
- To include a balanced selection
- Please do not include sweets, tube yoghurts or fizzy drinks please
- Include forks for pasta and spoons for yoghurts
- All empty packets or wrappers will be sent home in your child's lunch box so you can see how much they have managed to eat
- Please ensure that all grapes and mini plum tomatoes are cut lengthways so they are not a choking hazard

For more details about our procedures, please see our Healthy Eating Policy.

Drinks

Your child is entitled to free milk in the Nursery.

All children are encouraged to bring a water bottle which can be used throughout the session. As part of our healthy eating policy, **these bottles must only contain water and not juice**. Please ensure that your child's water bottle is clearly named.

If they are staying for lunch, you can provide juice as the drink in their lunch box.

Snack Time

Children can visit the snack bar every session that they attend the nursery. We invite parents to make a small voluntary contribution weekly to help towards the cost of the snack.

Collecting Your Child

Collecting at the End of a Session

When collecting your child:

- A staff member will open the door at the end of the session when children are ready to be collected

- Please wait in a line by the door and your child will be handed over to you with all their belongings

Please be advised that the staff are all involved with ensuring the children are kept safe at the end of the day. Therefore, if you would like to have a conversation with a member of staff, please feel free to wait until the children have all left and the staff will be very happy to talk to you.

When Your Child is Ill

If your child is ill or has an accident at nursery, there must be someone locally who can pick up the child at very short notice. We can only care for sick children for a very brief period of time.

To collect a child outside session times, please ring the nursery on 01293 880134 to advise that you are collecting early.

Late Collection

Although we recognize that there may be rare occasions where you are unavoidably delayed, if you are more than 15 minutes late to collect your child, you will be charged £10 for every minutes, to cover the incurred staffing costs.

If you are going to be late, please try to telephone the Nursery to let them know. That way, we can ensure your child has something nice to do while they are waiting.

If Someone Else is Collecting Your Child

If someone else is going to be picking your child up, then you must:

- Inform the Nursery staff verbally at the start of the session

Playing Outside

Outdoor play and learning is an intrinsic part of the Nursery day. Therefore **all** children must be able to access the outside if they choose to do so. If a child is well enough to attend nursery, they are well enough to take part in outside activities.

Outdoor learning complements indoor learning and both are equally important. If children's play can flow seamlessly between the two environments, they can make the most of the resources and materials available to them and develop their ideas without unnecessary interruption.

Outdoor learning encompasses all that children do, see, hear and feel in their outdoor space. This includes the experiences that we create and plan for, the spontaneous

activities that children initiate and the naturally occurring cyclical opportunities linked to the seasons, weather and nature.

Safety and Security

It is very important that you are confident that your child is safe and secure while they are with us each day. We have a variety of safety features including:

- A child proof gate latch
- Adult height handles on entry
- Security doors on the outside of the building
- Locks on the toilet that adults are able to open from the outside

All adults on the site are required to wear a badge and all visitors and helpers must sign in and out. The nursery staff will explain to the children about the adults they might see in the Nursery and the various badges that they will wear.

Good security requires the co-operation of each person who is involved in the use of the Nursery and school site, including parents and children. It is only by all members of our community being vigilant that we can ensure maximum safety and security. Please contact us at any time to discuss any concerns you may have.

Other Useful Information

Finding Out About Your Child's Progress

The Nursery also offers an "open door" policy so please feel free to speak to a member of staff at any time if you have any questions or concerns.

We monitor your child's progress regularly and will discuss this with you

It is through well-planned play and a stimulating environment that we make sure your child learns with enjoyment and a challenge during the Foundation Stage. The children's progress is monitored by staff observations. The nursery follows a child-led approach to teaching. Children are born with a natural desire to explore and learn and our staff members support them in this. We have created an enabling and stimulating environment to enable us to do this. We do not plan ahead, rather we remain 'in the moment' with the children as they explore and learn. We observe the children carefully and enhance their learning by teaching them in their chosen activity.

Each parent will be invited to attend a parent partnership meeting every term. This will give you the opportunity to discuss your child's progress and offers a quieter opportunity for you to ask any questions that you may have.

Medical Needs

Please let us know if your child has any medical issues, so that we can ensure appropriate care.

If your child requires regular medication at nursery please speak to a member of staff.

Accidents

If your child has any minor accidents during the day, we will let you know when you collect them. If your child is unwell or is hurt more seriously, we will telephone you. The adult who collects your child will need to sign to acknowledge that details of the accident have been shared.

Sun Cream

In the summer, please apply all day sun cream to your child before they attend Nursery.

Illness

If your child has been sick or has a stomach bug you must keep them at home for a minimum of 48 hours from the last bout of sickness or diarrhoea. If your child has a raised temperature, you should keep your child at home until their temperature returns to normal without the use of any medicine.

Please inform us of your child's absence, as we have a duty to inform parents of any infectious illnesses. If you are not sure whether your child is well enough to return to Nursery, please phone us and chat with a member of staff. We cannot exclude children from playing outside (unless directed by a doctor). Therefore, **if your child is not well enough to play outside in all weathers, they should not come to Nursery.**

Sometimes children need to be collected early from Nursery because they become unwell and it is very important that we have **up-to-date emergency contact numbers**. If these change, you must let us know straight away.

Toileting

On your induction visit, it would be helpful if you could inform us of what stage your child is at, as regards toileting; and whether there are specific toileting needs. This will enable us to be consistent with what you do and the names that you use, for example, "pull ups".

We ask that you provide a spare set of clothes (clearly named), in a named carrier bag which can be kept at nursery in a box, just in case of an accident.

If a toileting accident happens, a member of staff will help your child and get them changed. If you prefer, we can contact you when a soiling has taken place and you can come and change your child.

Additional or Specific Requirements

The Nursery environment and curriculum are designed to be inclusive, and to cater for all children, including those who might have specific requirements. If your child has been identified as having specific requirements, please contact us so that we can ensure that we make appropriate provision. Yvonne Bryant and Fiona Bumstead Grubb are our Inclusion Coordinators who share responsibility for ensuring any specific requirements are met.

Social Development and Behaviour

We aim to develop a happy, caring and safe Nursery, through a clear code of conduct which children, parents and staff understand and support. The children are encouraged to:

- Be considerate, polite, cooperative and thoughtful
- Take care of the Nursery and the environment
- Understand and keep all the safety rules

Social development and good behaviour are encouraged by:

- Praising good behaviour
- Giving the children the chance to take responsibility for themselves and others
- Setting a good example in the way we care for each other and for the Nursery
- Catering for children's individual needs
- Developing children's self esteem, self awareness and independence
- Having clear expectations which the children understand
- Having a clear routine and structure to Nursery sessions

Children at this age are developing their social skills and on rare occasions, inappropriate behaviour occurs. If this happens, an adult will intervene, establishing the facts and responding accordingly. Often, a simple apology is all that is required.

Unacceptable behaviour will be handled in a developmentally appropriate way, respecting the children's level of understanding and maturity. If the behaviour continues, then Nursery staff will work in partnership with the parents. A copy of our Behaviour Management Policy is included in the policies section.

Toys from Home

Please do not allow your child to bring in toys from home. This is because toys are easily lost or broken. However, we understand that some children might need to bring in comforters. Please make sure these are clearly labelled and placed in the comforter basket.

Nursery Policies

When you sign to accept your child's place in our Nursery, you are indicating that you understand, and will adhere to the information contained both in this book and in all the nursery policies which can be found on the website.

Absences

We keep a daily register of all children attending the Nursery.

If your child is sick, please advise us of this absence, so we can inform parents of any infectious or contagious illnesses. Similarly, if your child is going to be away from Nursery for any other reason, please let us know.

In the event that a child does not arrive at nursery and the parents have not contacted the nursery, nursery staff will contact the parents to ensure that all is well. Where contact cannot be made, staff will follow the procedures in the nursery absence policy.

We are unable to refund or reduce fees as a result of a child's absence for any reason.

If you are claiming funding you are committing to attending for the full duration of the session and to not taking more than 2 weeks holiday.

Compliments and Complaints

The Nursery has a Happy Book where you can tell us of things that you are pleased with and a Complaints book where you can record areas of dissatisfaction. If you have any complaints and would like to discuss your concerns, please arrange an appointment with the Nursery Manager. Alternatively, you can contact the Family Information Service on 01243 777807.

Thank You!

Thank you for choosing Maidenbower Infant School Nursery.

We are sure that your child will be very happy here and we will certainly do our very best to give them an enjoyable start to their learning journey.