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If you have any questions about the nursery that we have not covered within this pack please feel free to pop into the nursery or give us a call on 01843 228014.

Alternatively you can view further details by going to [www.leisureforce.co.uk](http://www.leisureforce.co.uk) or email us at [info@leisureforce.co.uk](mailto:info@leisureforce.co.uk)



## Parental Information Pack Section 1

### ***How our nursery works?***

The nursery is split into 3 rooms which are separated by age. **Puffins** is our baby room and caters for children from 3 to 18 months. **Penguins** is our middle room looking after children that have moved from Puffins (18 months) through to 30 months (2½ yrs). Our largest room is **Pelicans** and this room caters for those moving from Penguins (2½yrs) through to when your child is ready to start school.

#### **Baby Room – Puffins (3 to 18 months)**

It is our aim that parents can be confident that we will aspire to maintain their child's normal routines and that this should not be interrupted just because they have started nursery. The staff within Puffins will therefore work in close partnership with parents to continue your baby's routine including sleep patterns etc.

There are plenty of toys to stimulate the children and during the day staff interact with children through play using malleable materials like jelly together with listening to music. We feel it is important to keep children active and we encourage taking them out for walks and playing in the garden (*weather permitting*).

Each child will have their own storage box for personal belongings such as nappies, clothes and creams etc. They will also have a file box to keep their routine sheets and development charts in which you are welcome to view at any time.

The age that children move from Puffins into Penguins will depend on the stage they have reached and the availability in that room. This will be discussed with you prior to any movement taking place.

#### **Room 2 – Penguins (18 months to 2½years)**

Penguins gives children the opportunity to continue their development focusing on speech and language, discovering textures, coordination and physical skills and at the same time making it FUN!

We use many activities to assist with this from story time and singing, sand and water play, painting and puzzles to the garden where there is a selection of bikes and push-a-long toys together with climbing equipment.

We also have a 'home corner' where children are encouraged to experience sharing and playing together. We work closely with parents to ensure that your child's eating and sleeping patterns are also followed. Moving up to Pelicans will depend on the child's stage of development rather than their age and, as always, this will be discussed with parents prior to any move.

### **Room 3 - Pelicans (2½years plus)**

Pelicans is set up according to the Foundation Stage curriculum with areas covering mark making, creative, construction and small world, book corner, maths and role play. The children may choose where they want to play.

Some of the activities within this room are adult lead or adult involved and others have no or little adult involvement aimed at developing the confidence and independence of children. The children also enjoy dance, music, stories and singing. They often cook and taste unusual foods. The children have direct access to the outside area and also go out on walks.



## Parental Information Pack Section 2

### **Key Person - *What is a Key person?***

Each child is given a key person when they start at the nursery. This person will be your initial contact within the room. Your child's key person will be able to update you on their progress and development, they will also be able to talk to you about any concerns you may have.

### **Policies and Procedures**

Within a busy operation there are always a number of policies and procedures. We have put together a brief list of those that govern the nursery staff and also those that pertain to everyone which is displayed within the main foyer area together with all policies and procedures.

If you require any assistance with finding a specific policy then please ask the Nursery Manager who will be happy to help.

### **Your Child's Curriculum - *Early Years Foundation Stage***

From the 1<sup>st</sup> September 2008 there will be some changes to the curriculum. Please see the following extract from the **Early Years Foundation Stage** website <http://www.standards.dcsf.gov.uk> together with the Themes and Principals. If you would like further information, please feel free to speak to the Nursery Manager who will be able to assist you with this.

"The Early Years Foundation Stage (EYFS) brings together: *Curriculum Guidance for the Foundation Stage* (2000), the *Birth to Three Matters* (2002) framework and the *National Standards for Under 8s Daycare and Childminding* (2003), building a coherent and flexible approach to care and learning. All providers are required to use the EYFS to ensure that whatever setting parents choose, they can be confident that their child will receive a quality experience that supports their development and learning."

## EYFS Themes and Principles

### A Unique Child

Every child is a competent learner from birth who can be resilient, capable, confident and self-assured

### Positive Relationships

Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person

### Enabling Environments

The environment plays a key role in supporting and extending children's development and learning.

### Learning and Development

Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected

## Speech and Language

Sometimes it may be necessary for the long term development of a child to be assessed by a Speech Therapist Assistant. This can be requested by the nursery, however, prior to arranging for a therapist to assess or to work with a child this would be discussed with the parent or carer by the Nursery Manager.

We require parents/carers to sign a permission slip to allow us to do this and this would be discussed at the initial parent and Nursery Manager consultation meeting.

## Medication and Sickness

### What if my child was sick or had diarrhoea yesterday or last night?

Unfortunately he/she cannot come to nursery for 48 hours following a bout of sickness and/or diarrhoea. We are a large nursery with lots of staff and children, so we need to be careful with sickness bugs so that we don't pass them on unnecessarily.

The Manager and Deputy will also use their discretion concerning allowing your child into nursery if the child looks unwell. We ask you to be prepared to take your child home if they appear unwell.

### What about contagious illnesses?

We cannot allow children to be in the nursery if they have chicken pox, measles, german measles, impetigo, scabies, conjunctivitis, influenza etc. Please talk to the Manager or Key Person if you are not sure about any symptoms or signs of illness.

## **What if my child needs to be given medicine while at nursery?**

No medication can be given to a child unless you have signed a **medication administration form** and given written permission to the nursery. This will detail the child's full name, date, the medicine and dosage to be given, previous dosage and time received and time frame for this.

(Please note: only medicine prescribed by your doctor will be administered. We will however administer Calpol for teething, with your permission).

## **What about Asthma pumps or Epipens?**

We have a long term medication form that indicates what can be administered and when.

## **If my child becomes ill whilst at nursery, what will happen?**

We will telephone you (or if we can't reach you) the named emergency contact person to collect your child. We will make sure he/she is comfortable until you arrive but please remember they will want you more than anyone else when they are feeling poorly.

## **Sun Protection - *Do I need to do anything?***

Please ensure that you provide a sun hat/visor for your child that can be kept at nursery. We have sun cream available for those over 2½ years (factor 30). If your child is under 2½ years or you require a high factor cream then we will require you to provide specific sun cream clearly labelled with your child's name.

We will require parents to sign a permission slip for the application of sun cream/block.

(Please note: If we do not have the above items we may, in extreme conditions, have to restrict children to indoor activities only).



## Parental Information Pack Section 3

### **Security** - *How is my child kept safe?*

Security of your children when in our care is of the up most importance to us. Therefore we carry out regular fire drills to ensure that in the event of an emergency the safety of the children is paramount and the children are rehearsed in what action to take.

On arrival at the nursery we will also ask parents to sign their child or children in at reception together with signing them out at the end of their session. We also operate a "password" system for the collection of children if it is not going to be the usual parent or carer. We would ask that all parents at the time of registering advise us of their password which will be logged on the child's 'personal file'. We suggest that the password **is not** something associated with either names of children, birthdays or similar words that could be picked up through minor knowledge of the family.

(Please note: If your child is to be collected by a person other than the usual parent or carer, **we will not allow** the child to leave the nursery if the person does not know the "password" and we have not been notified by the parent/carer of any change).

If at any stage you wish to change your password, please speak to the Nursery Manager.

### **Arrival and Departure**

The nursery does not have a specific car park so access is available via street parking.

We request that parents and carers ensure that children are made aware of the moving traffic outside of the building and they are fully supervised at all times.

Please also bear in mind that this is a residential area and courtesy should be given to local residents at all times.

### **Outings** - *Where do we go?*

Throughout the day (weather permitting) we like to take the children out in small groups to visit the park, beach or even the shops. This requires permission from the parents/carer, therefore

on enrolling your child within the nursery we will ask you to sign a permission slip.

We also take the children on outings during the summer months and these will be detailed to you in advance (*please keep your eye on our information boards*).

We have previously visited places from Farming World to Wingham Bird Park and most outings of this nature will involve travelling by coach. We only use reputable private hire companies and those fitted with seat belts. We will request an additional permission slip for any trips involving travel and we do encourage parents to help.



## Parental Information Pack Section 4

### **Snacks and Food - *What do the children have for snacks?***

We actively promote healthy eating habits through the snacks we provide for the children e.g. a choice of fruit, bread sticks, rice cakes, cheese spread and Marmite to name just a few. We also offer the children a choice of spreads for their toast or crackers and encourage them to put their own spreads on.

We always encourage the children to get involved with cooking food and as part of the Early Years Foundation Stage the children take part in cooking and food tasting activities.

They experience different tastes and foods that they may not have tasted before. They sometimes have the opportunity to do some observational drawing of foods to allow them to study it more closely, looking at both colour and texture.

### **What about lunches?**

Your child can either have a packed lunch or one of the hot meals brought in by our outside caterers. The hot meals offer a wide and varied menu. They are a good healthy two course meal, with low sugar and fat content, made with fresh, natural ingredients.

Lunch time is from 12 noon. We encourage parents to make packed lunches as healthy as possible by asking you not to include sweets, chocolate or fizzy drinks.

We also ask that you do not include any foods that may have peanuts contained within them due to so many children and adults possibly being allergic to them. Please name your child's lunch box so that they are not mixed up with any other child's box as many children have the same boxes.

(Please note: if your child suffers from any form of allergy then please notify us. This must be detailed on your child registration form. We will not be able to accept verbal communication for this therefore if your child develops an allergy during their time with us you will be required to complete a registration update form).

## Clothing

### What should my child wear to nursery?

**Not best clothes please.** The children do lots of painting and activities that will get them wet and messy!! The children do wear aprons, however, sometimes paint can get onto clothes. We do use water based washable paints however these aren't always easily to remove from clothing.

As the children get older we want them to be able to be independent in the bathroom, unfortunately, this sometimes means wet clothes, so please bear with them and us!

**Do I need to bring anything to the nursery?** Please feel free to provide spare clothing for your child and make sure each item of clothing is clearly labelled with your child's name.

We also plan to have polo shirts and sweatshirt which can be ordered from reception and encourage the wearing of these especially during outings.

### ***Birthday's - Can I bring things in to the nursery to help my child to celebrate?***

Yes, you can bring in a birthday cake or more if you wish, just let the staff know. We are happy to celebrate your child's birthday even if you don't wish to send anything into nursery.