

Parents Introduction Pack



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Dear parent/s or carers,

Thank you for choosing our nursery for your child. In this introductory pack, you will find all the information necessary – from opening times to daily routines to what to do in the case your child is sick Please don't hesitate to approach my staff or myself if you have any questions. Your child's security and developments is our outmost priority!

On behalf of the staff we would like to welcome you and your child to Stepping Stones Community Nursery.

We hope that your child and you will enjoy your time here.

Yours truly,

Massiel Garcia - Nursery Chief Executive

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Stepping Stones Community Nursery Statement

The principle aims and objectives of the staff are to provide a secure and caring learning environment that allows your child's first experience of pre-school life to be both enjoyable and positive.

This brochure introduces you to the policies, procedures and the ways in which a structured Early Years Foundation Stage curriculum can promote and encourage your child to develop to their fullest overall developmental potential.

Aim & Objectives

We feel that play is still one of the most important ways in which young children learn. The overriding aim of Stepping Stones Community Nursery is to provide a caring and stimulating environment that can both enhance the Early Years development of children. We plan around the children's interests and encourage the use of bilingualism.

We offer a variety of activities on a daily basis, giving each and every child the opportunity to develop in accordance with their age and stage of development, regardless of their gender, physical ability, race, culture, social or religious backgrounds or beliefs.

Qualified and/or experienced staff are assigned to each child's stage of development, thus giving the parents the opportunity to liaise with someone directly working with/having an awareness of the child's own progress.

This simultaneously offers the children the possibilities to develop individually whilst being encouraged to build up their self-esteem, confidence and independence.

Equal Opportunities Policy

We recognise that the community we serve is multicultural, multiracial and multi-faithful; and as such their needs are taken on board in every aspect of the nursery's life.

All members of staff, users, and volunteers associated with the nursery are duty bound to ensure that all the children and their families are treated equally and with the utmost respect, regardless of their gender, ethnic origin, linguistic and cultural backgrounds.

Both our staff and our practice reflect our recognition of the community we are here to serve.

Special Educational Needs Statement

Here at Stepping Stones Community Nursery, we have every intention to meet the children's individual needs and we welcome children with special needs. We recognize that the special needs of the child may be due to disability, learned behaviour or language difficulty:

- We aim to identify and assess special education and need as quickly as possible.

- We aim to ensure that the best possible development plan is constructed to suit each child's individual needs.
- We adhere to our policy of confidentiality

Safeguarding Statement

Please note that staff would always like to be informed of any accidents or injuries your child may have sustained outside of the nursery.

Staff members

All our staffs work very hard as a team to provide a high quality of Early Year's curriculum, and to ensure that children learn through play.

To ensure that children learn to develop their natural skills at an early age, all our workers are qualified for Childcare. The Nursery Manager has an NVQ Level 3 Certificate in Childcare.

Here at Stepping Stones Community Nursery we support the learning of Childcare, by providing students on placements and volunteers, the opportunity to work within our team.

Staff

All our staff members are fully experienced and qualified.

Our staff members have:

- Are DBS cleared
- Fully qualified or in supervised training
- Are up to date with training such as first aid

We accept children from the ages of 3 months to 5 years.

Opening and closing times

Monday to Friday: 8:00am – 18:00pm

Note: the nursery will be closed on Bank Holidays, 2 weeks in August and 2 weeks in Christmas.

Late pick up policy

All children must leave the nursery by 18:00pm at the latest. Each time a parent is late in collecting their child; a late collection fee is charged at £9.00 until 18.10pm. After that time, you will be charged £1 per minute for every minute that passes. This will be added to your child's fees at the end of the week.

Arriving late?

Parents must notify staff if they will be dropping off their children after 10:00am so that disruptions to activities and the nursery routine can be accommodated. Children who arrive after 10:00am without notification will not be accepted.

Our nursery's routine

AM

08:00-08:30	Children enter the nursery and free play
08:30-09:00	Breakfast time
09:10-10:00	Nappies changed/free play
10:00-10:30	Circle time
10:30-10:50	Key worker/Focus activities
10:50-11:45	Outside play
11:45-12:45	Washing hands and lunch

PM

12:30-1:00	Nappies changed and bottle-feeding
13:00-14:30	Rest time and quiet activities
14:30-15:00	Nappies changed and free play
15:00-15:30	Key worker/quality group time
15:30-16:15	Circle time
16:15-16:45	Tea time
16:45-17:05	Nappies changed and free time
17:05-17:20	Story time
17:20-17:45	Free play
17:45-17:55	Tidy up time
18.00	Close

Please note that times are flexible as we work around the children's interests.

Settling-In Procedure

A new environment can be upsetting to some children.

We feel it is very important that the children are allowed to familiarise themselves with their new setting and the staff with their parents present whenever possible.

Outings

As part of the regular activities the children will be taken to the local libraries, parks, markets and playgrounds by the nursery workers. You will be duly informed of any outing planned.

Uniform

Our nursery has a uniform which consists of dark blue top and bottoms and a light blue t-shirt in the summer and with long sleeves in the winter. If you are unsure about what your child should wear, our nursery manager will be happy to guide you.

Behaviour and Discipline

Children at Stepping Stones Community Nursery are encouraged to respect each other and are made aware of what is and is not acceptable behaviour.

Staff will use positive techniques of guidance and an early intervention to defuse disagreements.

We will not use any physical force or humiliate children; as we believe that aggression breeds aggression and children witnessing such behaviour will think that this is an acceptable way to interact with others. For more information please ask to see our Behaviour Policy.

Accident Procedure

Parents will be given a report on any accidents or injuries their children may have sustained during their session. The details will be recorded in our Accident Book and the parent will be asked to sign it. We also keep reports of existing injuries.

Safeguarding

As a matter of principle all childcare workers are duty bound to cooperate and adhere to the local authority guidelines on Child Protection Procedure. Staff at Stepping Stones Community Nursery, see the child's welfare as paramount and will report to the Social Service any injuries, marks or verbal abuse remarks that warrants concerns beyond reasonable explanation.

It is important that any accidents or injuries that occur outside of the nursery should be mentioned to staff at the start of your child's session. Please note that the accident/injuries will be recorded to ensure that accurate records are kept in line with The Child Protection Procedures.

Fire Drill

We carry out monthly fire drills, which are recorded and filed away.

COVID -19 – Health & safety policies and procedures

Stepping stones community nursery key priority is the health, safety and wellbeing of the children in our care, their families and our staff. When opening back up the nursery we will be following our COVID-19 policies in respect to infection control. We will introduce additional measures in line with the latest guidance from the NHS, Public Health Bodies, and government.

Here is an overview of the practices which we have developed to minimize risk and keep everyone safe.

Controlling access to nursery

- No staff member who has COVID-19 symptoms, (or who has a member of their family displaying symptoms) will be admitted into the nursery until they have either completed self-isolation in line with government guidance or have had a test and tested negative.
- Parents are asked to confirm at the nursery entrance that neither their child nor anybody in their household is displaying any COVID-19 symptoms such as a new continuous cough, a loss of (or change in) their normal sense of taste or smell (anosmia) or a high temperature of 37.8°C or more.
- When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area
- Non-essential visitors are not permitted at the nursery.
- Enhanced health and hygiene procedures
- Regular ongoing cleaning and disinfecting of frequently touched surfaces and objects.
- Frequent handwashing by children and staff throughout the day.

Travel

- Wherever possible staff and parents should travel to the nursery alone, using their own transport
- If public transport is necessary, current guidance on the use of public transport must be followed
- Parents must ensure they do not leave travel accessories including buggies and scooters in the setting premises, but rather in external buggy areas if necessary.

Reorganizing nursery routines

- Removal of activities which could pose a risk of cross contamination, such as play dough.
- Activities and routines will encourage children to naturally use all areas of the room, rather than congregate in one area.

Resources

- Children should not be permitted to bring items from home into the setting
- All resources required for play and learning experiences of children should be regularly washed and/or sterilized
- Equipment used by staff such as stationary etc. should be allocated to individual staff members where possible and cleaned regularly

Protocols in event of someone developing symptoms at nursery

- If children or staff develop any symptoms such as a new continuous cough, a loss of (or change in) their normal sense of taste or smell (anosmia) or a high temperature of 37.8°C we will take immediate action.
- Staff will be asked to return home immediately, self-isolate and seek a test.
- For children, we have a dedicated Isolation Room where they will be taken and cared for by a member of staff

Terms and Conditions of Entry

Fees and Deposit

1. Once enrolment has been accepted, one month deposit is required, to be withheld by Stepping Stones Community Nursery, which will be deducted from the last payment due, and it is not refundable if the place is not taken up.
2. The first week is due 2 weeks before a place is taken up.
3. Fees are payable weekly (or according to your circumstances) in advance by cash. Our preferred method of payment is Direct Debit.
4. The fees do not include outings. Parents will be advised in advance with regards to the extra cost.
5. Fees are payable on full on Bank Holidays, Public Holidays and during the nursery closure for the Summer, Christmas and New Year period (dates to be confirmed annually).
6. There are no reduction fees due to absence through illness or family holidays.
7. Parents must not be in arrears at any period. The nursery reserves the right to charge a penalty equivalent to 10% of the owed amount per week.
8. Our fees are reviewed annually. Nursery fees from September 2017 are as follows:

Option	Food	Service	Hours	Price
Full time	Included	8.00-18.00	50 h	£310 weekly
Part time	Included	8.00-13.00	25 h	£188 weekly
Part time	Not included	13.00-18.00	25 h	£155 weekly
3 full day	Included	8.00-18.00	30 h	£210 weekly
Per hour		Minimum 3 days a week (12 h)		£9.00 hour

Late Collection

10 minutes after closing time
£9.00, then £1.00 p/min

Nursery Meals

Nursery meals were introduced in August 2010 and have been a real success here at Stepping Stones Community Nursery. We are pleased to include healthy and nutritious meals adapted to your child's age requirements within the above stated Nursery fees.

Notice to Withdraw

Please note that Stepping Stones Community Nursery requires a minimum of one full calendar months' notice in writing of their intention to withdraw their child.

In extreme circumstances parents may be asked to find alternative childcare arrangements. In such rare cases, we will provide parents with one full calendar months' notice in writing.

Illnesses and Medication

Parents have a duty to notify the nursery if they suspect their children has been in contact with any infectious illnesses, i.e. any form of sore eyes or skin rashes and must make sure they consult a doctor. Parents are also required to inform the staff whether their child is suffering from any allergy, disability or infection.

Nursery staff is not allowed to admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Any child who has a discharge from the eyes or nose, sickness, diarrhoea, fever or any contagious/infectious illness should be kept at home until a doctor has certified, in writing, that s/he is fully recovered or 48 hours have elapsed since the last outbreak. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival.

If a child is under medication, parents are asked to complete our permission forms: stating all details, i.e. time and amount of medication to be given to children.

PLEASE NOTE:

- If your child is under antibiotic; s/he has to start the medication 48hrs before nursery staff is allowed to follow the treatment at the nursery.
- Non-prescription medicine, i.e., medication not given by the doctor/hospital will not be given by the staff at any time or for any reason.

Exclusion Time for Common Diseases

- * Measles: 2 days from appearance of rash
- * Rubella (German measles): 4 days from appearance of rash
- * Chicken Pox: 7 days after appearance of rash or till pox dried
- * Mumps: 7 days after swelling has appeared
- * Whooping Cough: 7 days from starting antibiotics
- * Diarrhoea: until free of symptoms for at least 48 hour
- * Conjunctivitis: 2 days until eyes are no longer weeping or 48 hours after medication has begun
- * Impetigo: consult with doctor

Curriculum

We plan around the children's interest, we ensure children of three months old and above follow the early year's foundation stage principles, which are: unique child, positive relationships, enabling environments, learning and development.

In Stepping stones, we work with the EYFS framework, our children flourish in a stimulating and nurturing environment. This emphasizes on the three main areas of learning which are essential grasping basic skills such as mathematic and literacy skills.

Early years foundation stage, the EYFS curriculum sets out statutory standards that all early years provide must meet. The early year's foundation stage aims to provide.

- Quality and consistency in all early years' settings
- A secure foundation for all children for good progress through school and life
- Partnerships between different practitioners
- Partnerships between different practitioners
- Partnerships between parents and practitioners
- Equality of opportunity for all children

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For more information please contact Massiel Garcia, our Chief executive at Stepping Stones Community Nursery on
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