

Important Information for Parents



We provide a positive play environment for every child, so they may develop good social skills and an appreciation of all aspects of this country's multi-cultural society. We plan learning experiences to ensure, as far as practical, there is equality of opportunity for all children and a celebration of diversity.

Amy Ricardo Owner/Manager amy@abbeydalecottagenursery.co.uk

Jodi Curphey Owner/Manager jodi@abbeydalecottagenursery.co.uk

Claire Carroll Manager/Safeguarding lead/SENCo
claire@abbeydalecottagenursery.co.uk

We maintain a personalised record of every child's development, showing their abilities, progress, interests and areas needing further staff or parental assistance.

Su Curphey Nursery Coordinator info@abbeydalecottagenursery.co.uk

Emma Davies EYT/SENCo senco@abbeydalecottagenursery.co.uk

We implement the Early Years Foundation Stage (EYFS) that sets standards to ensure all children learn and develop well. We support and enhance children's learning and development holistically through play-based activities. We review all aspects of learning and development and ensure a flexible approach is maintained, which responds quickly to children's learning and developmental needs. This is promoted through a balance of adult-led and child-initiated opportunities both indoors and outdoors.

Who to talk to about what:

Contracts and Invoices Amy Ricardo or Jodi Curphey

General Enquiries/availability Reception

Safeguarding Claire Carroll or Ruth Lister

Special Educational Needs Claire Carroll or Emma Davies

Parent Liaison Fiona Gallagher

Learning/Development Key Worker or Claire Carroll

Medical Treatment – Exceptional circumstances

Amy Ricardo, Jodi Curphey

Claire Carroll, Su Curphey

We acknowledge you, as the child's parent, to be their primary educators and encourage parental involvement here at nursery. We build strong home links in order to enhance and extend children's learning both within the nursery environment and in the child's home.

We hope that you have found this summary useful. Should you require any further explanation or information, please do not hesitate to contact a member of the management team.

you; designed to support your child and protect other children have written copies on reception for you to read. members.

Settling in

Special Educational Needs and Disabilities

Some children may require additional help or support, either temporarily or over their lifetime. We will work alongside you and relevant professionals to identify needs, share information and help you access support.

Your key worker will raise any concerns with you in the first inst

Our Special Educational Needs Co-ordinator is always on hand to offer advice and will work with you and the key worker to design a of support where appropriate.

We want you to have confidence in your child's well-being therefore welcome you as an active partner in providing care for your little one.

All our staff are aware of the importance of building a relationship with children and are trained to recognise stages of attachment; using this knowledge to support and families settling into nursery.

We will work in partnership with you to settle your child into the environment, allocating a key worker to ensure that care meet individual needs.

Changes and Transitions

Staff are trained to observe their key children and to be sensitive to any changes in their behaviour and personality.

We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so that staff are aware of the reason behind any potential changes in behaviour.

We will also spend time with you discussing your child's initial settling in sessions.

Key information will be recorded via our Family app which is in touch with what is happening throughout the day such as sleeping and toileting as they happen. Staff will also be with you at handover.

Complaints and Compliments

We believe that you are entitled to expect courteous and prompt attention. We hope that you will be happy with the service provided and we encourage you as parents to voice your appreciation to the staff concerned.

We welcome any suggestions from you on how we can improve our service and will give prompt and serious attention to any concerns raised.

When it is time for your child to move rooms, they will gradually over the course of a month and you will be introduced to new key worker and other staff in the room too.

Drop Off and Collection Procedure

When you drop off, please sign in on the screen in the room attaching your child's photograph above the coat peg.

please advise the receptionist and room staff. You will also need to provide a family app. We will not release a child to anyone other than the known parent or nominated adult.

When collecting, please remember to take home all your child's belongings and check their drawer in the classroom. Sign out on the screen in the hallway as you leave.

Please advise us if you are running late at either end of the day.

If you arrive early at nursery at drop off, you will be asked to wait in the corridor until the designated time. We allow 5 minutes overrun at the end of the session before applying a late collection charge.

Booking Sessions and Holidays

You are entitled to two weeks holiday pro-rata unless claiming funded hours (FEL) where there is no holiday allowance.

Holidays can be booked via Family with 6 weeks' notice prior to monthly invoice being sent (on or around 15th). *If you cancel a holiday, we cannot guarantee that your place will still be available on that day.*

Therefore, please speak to or message reception to check availability and so that your holiday record can be amended.

A minimum of 6 weeks written notice is required to make changes to your "plan".

It may be possible to book one off extra sessions subject to staffing. We generally, however, require a minimum of one week's notice. Please message/speak to reception.

Unfortunately, we cannot swop days for you on an ad-hoc basis.

Staff are made aware of the signs and symptoms of allergic reactions and have training in administering an EpiPen.

Hot Weather and Sun care

Children's safety and welfare in hot weather is our priority. We help us keep all our children safe in the sun, parents and staff.

- provide a clearly labelled sun hat which will be worn outside
- dress children in light-weight cotton clothing with long sleeves and long legs
- labelled high factor sun cream with prior written consent from parent/staff to apply
- apply sun cream before attending nursery. Staff will ensure that children are kept well hydrated and in the shade when outside.

Promoting Positive Behaviour

At nursery we encourage and praise positive, caring and respectful behaviour within an environment where children learn to respect themselves and others.

Respect for a child's natural desire to explore, test and try their own ideas are kept to a minimum. However, children respect boundaries for their own safety and that of their peers. These boundaries are set in a way which helps the child develop the significance of their own behaviour.

Biting

Illness	Absence Period
Chickenpox	Until all vesicles have crusted over
Hand foot and mouth	24hrs after last symptoms
Impetigo	Until lesions are healed or 48hrs into antibiotic treatment
Measles	4 days (d) from onset of rash
Scabies	Return after first treatment
Ringworm	Return after first treatment
Scarlet Fever	24hrs after starting antibiotics
Shingles	Exclusion if rash is weeping then 24hrs after last symptom or after antibiotics
Diarrhoea &/or Vomiting	48hrs after last episode
Flu	Absent until recovered
Whooping cough	5d after starting antibiotics or 21d after first episode if no antibiotics
Mumps	5d after onset of swelling
Conjunctivitis	24hrs after drops started

In the unfortunate event that your child has an accident or requires hospital treatment, please speak to a member of the management team to discuss your child's needs before they return to nursery.

Immunisations

We would ask that parents inform us if their children are *not* vaccinated in accordance with the government's health policy, so that we can manage any risks to your child or other children/staff/parents

training

- Prescribed medicines with pharmacy dispensing creams, teething gel, sun cream...to be handed in
- Comforter and/or dummy for sleep time
- Pre-school uniform

Family App – keeping you connected

Family connects you as parents with your child here at the app to send and receive relevant information, communicate with you in real time, keep you informed of your child's learning and development, take bookings and pay invoices.

A single parent log in will be set up. This provides access to a personal profile. You are responsible for entering and updating your personal information. Please check this regularly to ensure it is up to date and relevant. Additional log ins can be set up for other family members in reception.

Holiday days and sickness absence will be recorded on the app so you can keep track.

Tracking Learning and Development under the EYF

You will receive a snapshot observation of your child accompanied by a photograph once per week. You will receive a daily post on the days that your child attends which will provide insight into what they have been doing that day with the

Once per term, you will be invited to contribute to the portfolio with your own observations as your child is assessed. Please feel free to send us your photographs or comments on your child's development throughout the year.

We have robust procedures in place to prevent the impairment of children's health and development. We will work with you and other agencies to ensure the welfare and safety of all our children to give them the very best start in life.

British Values

The promotion of equality, diversity and British values is at the heart of our work. It is demonstrated through our practice as we teach our children about the world in which they live and develop their understanding of life in multi-cultural Britain.

Phones and Cameras

We ask for individual written permission for photographs and videos to be taken of your child when signing up for nursery.

Please respect our safeguarding procedures by *not* using your phone or any other recording device in nursery. Please do not be offended if a member of staff asks you to end a call or take it outside. This is part of our statutory duty to help keep all our children safe.

First Aid and Accidents

We take health and safety seriously at nursery. However, it is possible that your child will have a minor accident whilst in our care, such as a slip or a trip.

All key members of the team have paediatric first aid training which is renewed at regular intervals.

If your child does have an accident during the day, staff will notify you in the first instance via the Family app.

If the incident is more serious, a staff member will contact you directly.

provide you with a consent form.

The nursery will not administer any non-prescription medicine containing aspirin or ibuprofen.

Prescription medicine

This must be in the original container and can only be given to the person named on the bottle for the dosage stated.

Non-Prescription medicine

If a child needs medicine such as liquid paracetamol or ibuprofen for a temperature or allergic reaction, such will be treated as a non-prescription medicine. You will be asked to sign a medication form in such circumstances when you register. We will make every effort to contact you prior to administering the medicine.

The nursery provides emergency Calpol and Piriton stock for use if a child is unwell.

Please note that pain relief medicine can only be given to your child for a maximum of 3 consecutive days.

You must provide any non-prescription cream for skin conditions such as eczema, nappy creams, Aveno, or gels for teething. We require written permission to administer such to your child. Items must be clearly labelled with your child's name and handed over to a member of staff.

For safety reasons, please do not leave any medicine in your child's bag.

Sickness, Illness or Injury

We promote the good health of all children attending. We ensure children are healthy and minimise infection, we do not expect children to attend if they are unwell.