

**Shinewater
Primary
School**



Nursery Policy and Procedures

Approval Date	Policy Reviewer	Title	Chair of Governors
March 2022	Mrs S. Roddick	Nursery Manager	J McCarthy-Penman
Frequency of Policy Review		Annually	
Version		3	

Introduction

At Shinewater Nursery we aim to facilitate an atmosphere of acceptance and understanding, where children will be encouraged to develop at their own pace, be celebrated as individuals and find their place as part of a community. Children will be respected and acknowledged as individuals and their views and needs will be valued and met in a nurturing, safe and stimulating environment.

Partnership with Parents and Carers

We believe that both the child's nursery and home life must be a partnership, with clear, established boundaries and expectations that reflect respect and understanding for all. Parents/Carers will be fully informed about their child and will be welcomed as our partners. Indeed, we recognise that parents/carers are the child's first and primary educators. It is extremely important for us to foster good relationships with parents/carers as it is only then that the wellbeing and development of the child becomes holistic. Staff will ensure that Parents/Carers feel comfortable about approaching them for advice, information, and support regarding their child.

Staff will make themselves available to speak to parents/carers when they arrive to drop off children or to pick them up. If this is inconvenient for parents/carers, or the adults involved, a time must be arranged as soon as possible for information to be shared. Parents/Carers should be encouraged to keep staff informed of any changes to their circumstances which may affect the well-being of their child. Staff should also inform Parents/Carers of any changes they observe in a child's behaviour or appearance, for this to be a two-way process. We consider communication to be vital if children are to fully thrive and reach their full potential.

Settling Children

It is important that staff build up good relationships with the child and Parent/Carer and the nursery's procedures are designed to support this. To help them and their parents/carers settle into Nursery life, children will be offered a home visit or meeting after the Nursery session. The children will have at least two Taster sessions in nursery, one of which is also attended by the parent/carer. If additional time to settle is deemed necessary, this will be offered.

Parents are able to remain a little longer in nursery and help settle their child, where necessary, for the first week. As all children are unique, we will work with both the parent and child to make the transition process as smooth as possible with parents/carers being able to stay for longer if they feel their child needs extra support. Children can bring in a toy or blanket that will help comfort them, but we do not recommend dummies or baby-bottles as these may hinder speech development and affect teeth.

Key Person

All children in Nursery will be allocated a key person.

The role of the Key person is:

- To be a point of contact for Parents/Carers.
- To be a familiar and consistent face for the child on a daily basis.
- To understand the needs and interests of the child.
- To help assess the children and plan the next steps.
- To undertake small group activities.
- To work on key skills with the children and provide nurture times.
- To take time to support children requiring additional help.

Daily requirements

Each day Parents/Carers need to bring to Nursery for their child:

- A bottle of water
- Weather appropriate clothes and footwear
- Named suntan lotion if your child is spending the whole day with us (application permission slips will be given out). If your child only attends one session per day, we politely request that sunscreen is applied prior to coming in.
- Book bag
- Lunch
- A top up of nappies, wipes, or spare clothes (it is preferable if a whole pack of nappies could be given to us and we will let you know if we are running low.)
- A named bag containing a complete set of spare clothes including socks [to be kept on the child's peg].

Admissions

At Little Sunshines Nursery, we welcome all children and operate an inclusive practice. We are always excited to show prospective parents/carers around our beautiful environment and answer any questions directly. We will endeavour to accommodate all your childcare requirements, however if we are at full capacity, we will need to add children's names to our waiting list and Parents/Carers will be informed when a place becomes available. Session times and prices will be discussed during visits. Prospective parents must complete an Admission Form and, where applicable, a funding form. Please be aware that codes for both 2 year old funding and 30 hours funding must be the responsibility of the parent/carer and subsequently given to the nursery manager. These must be regularly checked and the nursery manager will ask for updates and signatures each term.

Confidentiality

All information in relation to the children in our care, and their families, will be kept in the strictest confidence, unless it raises concerns for the safety and wellbeing of a child, in accordance with GDPR regulations. Staff are aware of the need for confidentiality and will only discuss with parents/carers matters that concern their child alone.

Observation, Assessment and Planning

Staff will continuously observe the children, record against the early learning goals as set out in the EYFS and respond appropriately.

Quality observation enables practitioners to:

- Get to know a child better and develop positive relationships with them and their parents/carers, while sharing information that enables everyone's full participation as partners in a child's development.
- Further develop their understanding of a child's development, and plan appropriate play and learning experiences based on the children's interests and needs.
- Form a view of where each child is in their learning, where they need to go and the most effective practice to support them in getting there.
- . identify any concerns about a child's development and introduce some form of early intervention.

Good planning is the key to making children's learning effective, exciting, varied, and progressive.

Through play, in a secure, stimulating and challenging environment, with effective adult support, children can learn by:

- Exploring new experiences that enable them to make sense of the world , and the community in which they live.
- Develop a positive sense of self.
- Understand the boundaries and expectations of behaviour.
- . Gain effective social skills such as sharing and turn-taking.
- Think creatively, imaginatively, take risks and practice new skills.
- Communicate with others as they investigate or solve problems.
- . Develop greater independence and learn self-help skills.

Children will be given the opportunity to explore and discover the world around them, by using all their senses.

Record keeping and progress reports

Tapestry: Each child has an online Tapestry Learning Journey. As soon as an observation has been created and approved by a member of staff, the parent/carer will receive a notification detailing what their child has been doing or has achieved. Parents/Carers can also upload photos and information about their child from home, creating a more holistic picture of the child and their interests, both at home and at Nursery. We really encourage parents/carers to contribute to their children's Learning Journey as we are then able to discuss photographs/pictures with the child and further their speech and language development and build stronger relationships.

Summative Assessments are done at the end of each term by the teacher in order to ascertain if the children are on-track with their learning and development. Speech and Language trackers are also completed three times during the academic year.

At Little Sunshines Nursery we also focus on the ways in which the children learn and The Characteristics of Effective Learning.

Parent consultations: Parents will be invited to two meetings, one in the Autumn and one in the Spring Term to talk about progress, development and next steps.

End of year report: Each child will receive an end of year report in July based on the Characteristics of Effective Learning.

Outdoor play

Children will be offered daily opportunities for outdoor play, through free flow, as this enhances all areas of their development and contributes to the child's overall fitness and well-being. Being active in the fresh air improves breathing, circulation, and appetite. Therefore, all staff will seek to maximise the opportunities offered to children for outdoor play. Staff will continue to observe children outdoors.

Parents/Carers must ensure that all children come appropriately dressed for nursery according to the weather conditions. Children can go outside in all weather conditions if they are wearing the appropriate clothing. Please be advised that flip-flops and "cros" are not considered suitable footwear for nursery.

All children are encouraged to bring in a pair of wellies to keep on our welly-stand for weekly outdoor learning sessions in the woods, puddle-splashing and muddy conditions. Our children take part in a "Run The World" each morning to expel their energies and make them more alert and ready for the day.

Children's belongings

Parents/Carers should be advised that children need suitable clothing and footwear to attend Nursery, and should label all of their children's coats, cardigans, jumpers, bags, shoes, lunchboxes and drink bottles. It is not advisable to send your child in wearing their "best" clothes as they will be engaging in "messy play" and, even whilst wearing aprons, they may still get marked.

If children wear open toed shoes, socks must be worn. "Crocs" and flip-flops are not permitted in nursery.

Staff must ensure that children wear aprons during messy play activities. If a child refuses to wear an apron and clothing becomes damaged, parents should be advised of what has occurred.

The Nursery does not allow children to wear jewellery during the day for their own and other's safety. Any jewellery or accessories being worn for religious or cultural reasons may be allowed, but parents/carers must be aware that they take full responsibility for loss, damage or accidents involving the jewellery.

We do not recommend that children bring in toys from home. These tend to get lost or broken and can cause difficulties with regard to sharing. However, our very youngest children may bring in something from home, if required, to help them adjust and settle in the nursery and support them with any attachment issues.

Arrival and departure of children

Parents/Carers and their children will be given a warm welcome into nursery and will be encouraged to fully settle their child before leaving them. Parents/Carers need to pass on and receive any information regarding their child before or after nursery.

Children can only leave the nursery with an authorised collector, identified by the Parent/Carer that day.

Under no circumstances will a child be allowed to leave the nursery with a person that they have not been informed about. If parents/carers need to change who is collecting the child, the nursery must be contacted and a “password” will be agreed upon in emergency situations.

Food

Children do not bring any food into the nursery, unless they are staying for lunch. Fruit, vegetables and a wide variety of healthy snacks are provided both morning and afternoon by the school.

Lunchboxes should be as healthy as possible and enough food provided to sustain the child for the day. Chocolate bars, fizzy drinks, glass, or nut products are not allowed.

We enjoy cooking and exploring new foods in nursery and your child will be able to access these activities regularly.

Sleeping

If children wish to sleep, or are deemed to be tired, they can relax or sleep in a quiet area on our portable beds. An adult will supervise the sleeping children at all times. Parents/carers should inform staff of their instructions regarding the duration of nap-times.

Medication

Parents/Carers must give signed permission for staff to administer prescription-only medicines or asthma pumps to their child by filling in a form at the office.

If a child has been prescribed antibiotics, they must have been taking them for 48 hours before they can return to nursery. This is to ensure that they have had a chance to build up their strength, but also in case of them having any reaction to the medication. Please be aware that unprescribed medicines such as Calpol are not permitted.

Illness

If a child is ill the parent/carers need to ring the school before the start of the session. If a child has been sick or has diarrhoea, they must wait 48 hours after the last time they were sick before returning.

Accidents/First Aid

If an accident occurs that results in an injury, a first aid assessment will be carried out. Depending on the injury sustained, First Aid will be administered by a qualified first aider, ambulance requested, and the parent/carer contacted. The parent/carer where possible, will accompany the child to hospital, together with a member of staff.

At least one member of nursery staff, in both the two-year old room and the pre-school, has completed paediatric first aid training. First aid kits are regularly checked and restocked after use. First aid kits must be stored out of the reach of children, but in a place, which is easily accessible to staff members.

The member of staff dealing with the injury must complete an accident/incident record. Reports should be written up for all children involved in the incident. Parents/Carers need to be informed of the injury.

If a child sustains a head injury, a separate letter will be filled out and handed to the adult collecting the child. The child will also receive a 'Bumped head' sticker.

Safeguarding

The Nursery will gain written consent for any use of photographic or video evidence. On initial registration with the Nursery, written permission will be collected.

If a member of staff has concerns over a safeguarding issue with a child, they will record it using the schools proforma and hand over information to the safeguarding lead.

Lost Child

In the event of a child being lost:

- A code word will be used to alert staff there is a lost child.
- All available staff will search for the child.
- Parents will be contacted if the child is not found straight away.
- Police are called and informed of the situation.
- The staff involved write down the details of the incident.
- School to contact Ofsted.