Flower Pots

Welcome Booklet



Child’s Name

…………………………………

Keyworker

……………………….

Welcome to Flower Pots Day Nursery.

I hope you will find this booklet useful regarding the nursery and our procedures.

If you have any questions please feel free to speak to your child’s keyworker or talk directly to me.

We work with you to provide the best care for your child.

Rachel Wells

Nursery Manager

Please ensure you sign your child in and out, this needs to be done each time your child enters and leaves the building.

Registers can be found in the hallway.

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**Extra information included in your pack:**

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General Information

Flower Pots Day Nursery is owned by Madeleine and Brian Whitlock who have 2 children themselves. Brian is a qualified chef and Madeleine is Qualified in Childcare.

Flower Pots is open from 8am – 6pm and cares for children from Birth to 5 years. The Nursery will be closed on public bank holidays and between Christmas and New Year, bank holidays are still payable. As a dedicated, professional team we aim to provide high quality care for all children meeting their individual needs at all times. We aim to provide for the children as we would our own, and as every parent knows, this means the best possible.

The Staff- Qualified in childcare, continuously training, recruited for their empathy towards and understanding of children, valued by their employer, forming part of a team dedicated towards continual improvement.

The Environment- allowing freedom to develop and structure for guidance, ‘grown-ups’ for security and playmates for belonging. Along with a continually renewed range of educational toys and activities aimed at providing fun, stimulation and a sense of achievement.

Nutrition- Fresh food prepared each day, on site, by our qualified chef. Varied menus catering for dietary needs striking a balance between nutritional value and infant desire!

Partnership- with whom to entrust the care of a child- one which recognises the primary role of the parent in childcare and is privileged to be chosen as the day carer, who realises the importance of two way communication and values parental input and views.

Food- All food required by your child throughout the day is provided by the nursery. Our chef prepares nutritious meals daily, on site, and is happy to cater for any special dietary requirements or allergies. Breakfast consists of whole grain cereals and either toast/ croissant/ fruit loaf. A mid-morning snack of fresh fruit is given, followed by a two course lunch- hot meal and dessert around 11am. An afternoon snack of rice cakes or vegetables are given around 2pm and Tea (consisting of freshly prepared sandwiches or a light snack such as beans on toast) served around 3.30pm and is always accompanied by yoghurt, milk and fresh fruit.

Meal times are very much treated as a social occasion, and should a child refuse to eat, an alternative will be offered. A vegetarian option is always available. If required we are happy to liquidise food for your child, helping your child to start weaning on fruit and vegetables. Formula milk will need to be provided by parents and measured out/ made up ready to be used during the day.

Fees- We make every effort to keep fees to a minimum without compromising on quality. Fees cover up to ten hours per day, between the hours of 8am – 6pm and are paid monthly, in advance.

Looking after your child- the safety, happiness and development of your child is our prime concern. We have found that children become acquainted and fond of all members of staff, especially in a nursery of our size. However, we do ensure that each child is allocated a key worker, whose role is to give special care and attention to your child and who is your focal point for feedback on day to day events and progress. We provide communication files for all children which can go home with the parents and brought back into nursery on a daily basis. Whilst this communicates to you the sort of day your child has had, we realise that this is no substitute for face to face communication. We thus endeavour to ensure that your child’s key worker or a senior member of staff will speak to you at the end of the day to provide feedback.

List of Staff and Qualifications

**Brian Whitlock** - Proprietor- Qualified Chef

**Madeleine Whitlock** – Proprietor - 16 years experience in childcare, NVQ level 3 Diploma in Childcare and Management

**Rachel Wells** - Manager - 4 years in Childcare, level 3 in Childcare,

**Nichola Biswell** – Baby Room Leader – 10 years in Childcare, Level 3 in Childcare

**Sarah Bird**- Toddler Room Leader - 6 years in Childcare, NVQ level 3 in Childcare, NVQ 3 in Management

**Nicola Harris** - Upper Pre - School Room Leader - NVQ level 3 in Childcare

**Alicia Fowler** - Lower Pre - School Room Leader - NVQ level 3 in Childcare

**Holly Turner** - Nursery Nurse - NVQ level 3 in Childcare

**Jasmine Collier –** Nursery Nurse - NVQ level 3 in Childcare

**Stacey Berryman** - Nursery Nurse - NVQ level 3 in Childcare

**Jenny Mallett -** Nursery Nurse - NVQ level 3 in Childcare

**Zoe Mackie** - Apprentice Nursery Assistant - Training towards NVQ level 3 in Childcare

**Melissa Fowler** - Apprentice Nursery Assistant - Training towards NVQ level 3 in Childcare

**Katie Brown** - Apprentice Nursery Assistant - Training towards NVQ level 3 in Childcare

**Frequently asked questions**

What do I need to bring to Nursery?

You should have been given a nursery checklist which explains the items needed on a daily basis, if you have not and you would like one please ask. We ask that practical clothing is worn by the children, as most relish the opportunity given to them to indulge in ‘messy play’, encompassing arts, crafts and baking. Aprons are encouraged but, on occasions, enjoyment overtakes practicality which leads to a second request- a change of clothing. We would ask that children are supplied with indoor shoes/ slippers, and that all items of clothing are clearly named. If required, we ask that you supply nappies and wipes and a comforter/ favourite toy. Wellington boots and a coat, hat and gloves are required in winter and a sun hat and sun cream in the summer.

What do I do if my child is unwell?

If your child is teething or has a mild cough/ cold we are happy to take children into the setting. If your child needs 4 hourly medication to alleviate pain or fever we take it as they are unwell and should be at home. If your child has conjunctivitis we ask for parents to get drops for them, children over the age of 2 years old can have over the counter eye drops but children under 2 years old have to visit their GP. If your child is on antibiotics we ask they stay away from the setting for 24 hours after their first dose to ensure no side effects- this is the case even if they have had the medication before. If your child has sickness or diarrhoea we ask they stay away from the setting for 48 hours after the last episode. Any other illnesses or virus can be discussed with Management regarding treatment/ exclusion. If your child has a vaccine they will be asked to stay away from the setting on the same day incase of side effects but can return the following day.

What is considered a ‘normal’ temperature in a child?

A ‘normal’ temperature in a child is 37 degrees. If your child’s temperature is over 37.5 degrees they have a mild temperature. If your child has a temperature at nursery we will contact you to ask for permission to administer paracetamol to lower the temperature. If your child’s temperature has not gone down within an hour of having the paracetamol in their system we will ask you to collect them. If parents fail to answer the phone we may administer the paracetamol without permission due to the child’s welfare being our priority. If your child’s temperature continues to rise and we cannot contact parents we will contact your emergency contact (on your child’s registration forms).

Who can collect my child from Nursery?

The safety of your child is most important to us. On joining the nursery we will have asked you to provide names of persons authorised by yourself to collect your child and for their contact details to be written on the registration forms. A password must also be kept on record which the third party must know and photo ID must be shown.

Do I have to pay for Bank Holidays when the Nursery is closed?

Bank holiday dates are calculated so they are in your monthly fee. We spread the cost of fees over the year (x52 divided by 12) so your monthly fees are the same each month.

Your sessions will still need paying for when you are on Holiday or your child is off sick as payment secures your child’s space.

Can I swap sessions?

We cannot swap sessions but we can book extra sessions in if we have the availability. If we do not the Apsley setting may be able to offer it instead.

Paying for extra sessions

Extra sessions need to be paid in advance of the session taking place, if the session is not paid for before the session day we can refuse the space to you. If you pay the extra session using cash we will not give any change as we do not hold cash on the premises, we will instead put your account in credit and take it off your next month’s fees.

How do I go about changing sessions?

If you want to increase your sessions and we have the space we can usually start it immediately. When decreasing sessions 4 weeks written notice is required so it gives us a chance to fill the available spaces so we keep the Nursery full.

Why can’t I bring my child to Parents Evening?

We have a no child at Parents evening policy in place the same as schools do. We have found if children are present the staff do not give their full attention to the parents as they feel they should keep an eye out for your child as they play within the room. No children allows quality time with your child’s keyworker, allowing you to ask questions and the staff to talk without disruption.

If my child has a bump/ bruise from home what should I do?

In the entrance hall to the Nursery at the side of the signing in registers there is a blue folder with Mr Bump on the front cover. There are forms in here which need to be filled out by the parents informing staff of where your child’s bump/ bruise is, how they got it and whether any first aid was carried out.

Paying the fees/ late charges

The fees are due by the 1st of every month. The fees are paid a month in advance. If you are paying by standing order please ensure this is set up for the 1st of every month. If you are paying by cheque please ensure this is bought into the setting by 25th of the previous month, eg if you are paying June’s fees please ensure your cheque is bought into the setting by 25th May so it clears in the Nursery account by the 1st.

If you are late paying your fees an interest at 30% per annum will be charged on a daily basis on all outstanding debt.

What if I’m late collecting my child?

If you know you are going to be late collecting your child please could you contact the Nursery and let them know- if it is a one off due to traffic/ accident you will not be charged. If it occurs on a regular basis you will be given a letter from Management, if it still occurs you will be charged £1 per minute. If your child attends a morning session and we have the space available we can offer extra hours at £7 per hour. If it is at the end of the day staff will recommend you carry out the late session we have on offer at £4.00 per session.

How to get a monthly Newsletter

Each month the Manager writes out a newsletter informing parents of any changes that may have occurred in the setting, staff also update parents about the monthly topic, what the children have been learning and what activities have been carried out. The newsletters are sent out around the 1st of each month and are sent out via email. If you would like to receive a newsletter please provide the Nursery with an email address otherwise a copy will be on the notice board in the hallway to read.

Can I ask staff to Babysit?

Unfortunately due to Safeguarding policies we have been advised to not allow our staff to babysit children who attend the setting.

Caring for boys and girls aged Birth to 5 years, we divide the children into groups ensuring that educational, emotional and developmental needs are fully met. Young children have an insatiable desire to learn and our aim is to given them opportunity to explore and develop within a happy, secure and fun environment.

Babies:

Our fully equipped Baby room caters for children aged Birth to eighteen/ twenty months. The Babies are looked after by a team of caring and qualified staff. At this early age, the specific needs of each child is recognised and managed within a very flexible structure. Every effort is made to create an environment of comfort and individual attention. Planning is devised for the babies in regards to the EYFS, this is based on the children’s individual needs and again is very flexible.

Weather allowing, we take the babies outside every day, and we ensure that there is ample opportunity for socialising with other children in the nursery. Our baby room incorporates a play room, physical room, messy play/ feeding area and a separate sleep room.

Toddlers:

From approximately eighteen/ twenty months until two years nine months, the children are in our Toddler area. Learning to socialise, explore and learn. Daily activities are carefully planned by staff alongside the EYFS. Children will be motivated to participate in craft, construction, messy and imaginary play and the nursery provides freedom of choice throughout the day.

Areas of the nursery provide space for relaxation and/ or reading, and our extensive garden favours outdoor recreation in either individual or team structure. There are a wide range of outdoor facilities for them use, including sand, water, growing plants and vegetables, musical instruments, push along cars, bikes, balls, toys/ activities which are usually completed indoors may be taken outside during summer months to provide a larger variety for the children.

Pre- School:

We have 2 Pre- School rooms, Our Younger Pre- School are from two years nine months to three years nine months and our Older Pre- School are from three years nine months until five years old- or until they are ready to leave for Primary School.

The children complete tasks and activities throughout the day, developing their knowledge and learning skills. The children complete daily worksheets including matching, simple writing, numbers and shapes. The children have access to computers with child friendly keyboards and an extensive range of learning games. The Older Pre- School children also have a Science area which allows them to explore and investigate a variety of materials.

The staff select age appropriate specific needs for each individual child to work towards in line with the EYFS covering all 7 areas of learning. (See the list below) As a registered childcare provider funding for all 3 and 4 year olds is available from the Government.

7 Areas of Learning from the EYFS (Early Years Foundation Stage)

Prime areas: Specific areas:

Personal, Social and Emotional development Understanding the World

Communication and Language Mathematics

Physical development Literacy

 Expressive arts & design

Babies Routine

Our Baby room cares for children aged Birth to 18/20 months. While they are in the Baby area we follow individual children’s routines- including sleeps and bottle feeds.

As the Babies get older we start to introduce the Nursery routine into their day.

The Babies daily routine is as follows:

8am- Nursery opens

8.30am- Breakfast time

9am- Circle time, singing, stories

9.15- Free play, the children get to play with toys of their choice

9.30- Adult led activity, painting, sticking, cooking, messy play (the Babies learn through their senses so all of the baby activities are exploratory- feeling different textures, materials, foods, paint, sand)

10am- Snack time, Fresh fruit

10.10am- Free play

10.30am- Garden time, the younger babies will go out for fresh air in the pushchairs provided

11am- Lunch time

11.45am- Sleep time, the older Babies

(the younger Babies will follow their own routine)

\*When the children wake up they will carry out singing, stories, free play until 2pm\*

2pm- Snack time

2.15- Activity

2.45- Garden time

3.15- Stories and singing

3.30- Tea time

4.15- Free play

5.30- Children start to go home, stories and singing are carried out

6pm- Nursery closes

*The children have their nappies changed regularly throughout the day*

We ask parents to provide us with Nappies, Wipes and any Nappy creams your child may use. We also ask that Babies bottles are made up- water and powder measured out and bottles are labelled clearly. We get a free supply of cows milk so we can provide this when your child moves on from formula.

The Babies have a separate sleep area to the play areas. We have cots, pushchairs and beds depending on how children sleep at home- we provide all of the bedding and just ask parents to bring in any comforters to help their child settle.

Toddler Routine

Our Toddler room cares for children aged 18/20 months to 2 year 6 months.

The Toddlers daily routine is as follows:

8am- Nursery opens

8.30am- Breakfast time

9am- Circle time, singing, stories

9.15- Free play, the children get to play with toys of their choice

10am- Snack time, Fresh fruit

10.10am- - Adult led activity, painting, sticking, cooking, messy play

10.30am- Garden time

11am- Lunch time

12pm- Sleep time

\*When the children wake up they will carry out singing, stories, free play until 2pm\*

2pm- Snack time

2.15- Activity/ free play

2.45- Garden time

3.15- Stories and singing

3.30- Tea time

4.15- Free play

5.30- Children start to go home, stories and singing are carried out

6pm- Nursery closes

*The children have their nappies changed regularly throughout the day*

We ask parents to provide us with Nappies, Wipes and any Nappy creams your child may use.

After Lunch the staff clear a part of the Toddler room and create a cosy sleep area. The children sleep on beds, we provide all of the bedding and just ask parents to bring in any comforters to help their child settle.

Younger Pre- School Routine

Our Younger Pre - School room cares for children aged 2 years 6 months to 3 years 6 months.

The Younger Pre - School daily routine is as follows:

8am- Nursery opens

8.30am- Breakfast time

9am- Circle time, singing, stories

9.15- Free play, the children get to play with toys of their choice

10am- Snack time, Fresh fruit

10.10am - Adult led activity, painting, sticking, cooking, messy play

11am- 11.30am- Garden time

11.30am- Lunch time

12.15pm- Sleep time

\*When the children wake up they will carry out singing, stories, free play until 2pm\*

2pm- Snack time

2.15pm- Activity/ free play

2.45pm- Garden time

3.15pm- Stories and singing

3.30pm- Tea time

4.15pm- Free play

5.30pm- Children start to go home, stories and singing are carried out

6pm- Nursery closes

*The children use the toilet and have their nappies changed regularly throughout the day*

We ask parents to provide us with Nappies, Wipes and any Nappy creams your child may use.

Upper Pre- School Routine

Our Upper Pre - School room cares for children aged 3 years 6 months to 5 years.

The Upper Pre - School daily routine is as follows:

8am- Nursery opens

8.30am- Breakfast time

9am- Circle time, days of the week, numbers , letters

9.15am- Singing

9.25am- Planned activity/ Free play, the children get to play with toys of their choice

10am- Snack time, Fresh fruit

10.10am – Child led activities, painting, sticking, cooking, messy play/ Free play

11am- Garden time

11.40am- Lunch time

12.10pm- Stories

12.20pm- Sleep time/ Free play

\*When the children wake up they will carry out singing, stories, free play until 2pm\*

2pm- Snack time

2.10pm- Table Activities/ free play

3pm- Garden time/ Activity

3.40pm- Tea time

4.15- Stories/ Singing

4.30pm- Free play

5.30pm- Children start to go home, stories and singing are carried out

6pm- Nursery closes

*The children use the toilet and have their nappies changed regularly throughout the day*

Policies and Procedures

First Aid and Medicines:

At least one member of staff with current first aid training is on the premises at all times.

Our first aid kit is regularly checked and re- stocked. It is easily accessible to adults and kept out of the reach of children.

All parents sign an emergency medical consent form enabling the manager to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the nursery.

Accident Forms:

Each child has their own accident forms which are kept in the office and are accessible for all staff to complete should your child have an accident during the day.

Ofsted have to be notified of any injury requiring treatment by a general practitioner/ hospital or the death of an adult or child.

Administration of over the counter medication:

All medicines brought into the nursery must be stored in their original containers with the child’s name clearly labelled on the packaging, along with the dosage instructions. The medicines are handed to staff on arrival so that they are stored correctly and medical forms are completed and signed. We are unable to administer cough medicines to any child under the age of 5 years. Children who require paediatric paracetamol suspensions on a regular four hourly basis may not be well enough to be at nursery and the person in charge may ask the parent to take their child home.

Prescribed medication:

If your child is on a prescribed medicine from the GP we will ask that they stay away from the setting for 24 hours so the first few doses are administered at home- in case of any side effects/ reactions.

After 24 hours and as long as your child is well enough to be in nursery we will ask you to fill in a medication form to give staff permission to administer the medicine at the times stated during the day. The prescribed medication must be in its original packaging, the pharmacy label must clearly show the child’s name, dosage and how often the medicine should be administered.

Continual Medicines:

If children require continual medicine of any kind such as eczema cream or inhalers the nursery requires the parent to write a dated letter giving permission to administer these products without the need to complete a medication form on a daily basis.

Emergency Medicines:

Parents are asked to complete on the registration form whether their child may require any emergency medicine, this could include the manager using an epipen injection. Completing part of the registration form will also give staff permission to administer paediatric paracetamol suspensions should parents not accessible via phone while their child has a high temperature which we need to bring down. This would be the last resort to stop the onset of possible febrile convulsions.

Sick Children:

Parents are notified if there is an infectious illness/ disease, such as chicken pox by a written notice on the front door.

Parents’ will be notified on the letter of exclusion times from information provided to us by the department of health.

If a child becomes unwell at nursery the person in charge will contact the parent to inform them of the situation and ask them to collect their child if they felt necessary.

If the child is suffering from sickness or diarrhoea they must have exclusion for at least 48 hours after the last episode. The person in charge may at their discretion ask for a longer period.

Children who require regular paediatric paracetamol suspension for a high temperature or flu like symptoms should not be at the nursery until their temperature has returned to normal.

Our policy for the exclusion of ill or infectious children is discussed with parents- please note our policy may be different to other nursery settings.

Children with headlice are not excluded but must be treated to remedy the condition.

We do not provide care for children who are sick or unwell, have a temperature or sickness/ diarrhoea or who have an infectious disease.

If a child needs to go to the doctors for an immunisation the child cannot return to the nursery on the same day. They will be welcomed back on the following day providing there have been no side effects.

The staff at Flower Pots work with parents to ensure that children have not only the best quality care but also fun during their time in the nursery. With this in mind, the fitness of a child to attend can only be the decision of the person in charge.

Behaviour:

Flower Pots believe that children flourish best when their personal, social and emotional needs are met and where there are clear and develop mentally appropriate expectations for their behaviour.

We aim to:

* Teach children to behave in a socially acceptable way and to understand the needs and rights of others.
* Develop the child’s personal, social and emotional skills and help them learn what amounts to acceptable behaviour.

The manager and staff will manage behaviour according to clear, consistent and positive strategies. Flower Pots will also encourage parents/ carers to contribute to these strategies and raise any suggestions to the management.

* All staff, volunteers and students will provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy and provide a positive atmosphere where children and adults respect each other.
* Praise positive behaviour and ignore negative behaviour where possible.
* All staff, volunteers and students will use positive strategies for handling any inconsiderate behaviour, by helping children find solutions in ways which are appropriate for the children’s age and stage of development, using consistent boundaries.
* We ensure that children are enough toys, resources and sufficient activities available so children are meaningfully occupied without the need for unnecessary conflict over sharing and waiting turns, and we will encourage the children to share and take turns through fun activities.
* We do not use any discipline that is intended to single out or humiliate any children or staff.
* We avoid situations in which children receive adult attention only in return for inconsiderate behaviour. We help them to understand the outcomes of their action and support them in learning how to cope more appropriately.
* We never use physical punishment, such as smacking or shaking and children will never be threatened with these. However, we may use a physical restraint such as holding, but only to prevent physical injury to the child or others, only when necessary.
* Details of such an event are recorded- what happened, what action was taken, and by whom, and the names of the witnesses. These are bought to the attention of the manager who would then speak to the parents about their child’s actions.
* We will look at the situation and try to find out if there is an obvious reason for the negative outbursts. For example is the child hungry, uncomfortable, unwell.
* Reassure the child.
* Shadow the child who has a tendency to be spiteful to prevent incidents before they occur and ensure the safety of all of the children in the group
* Use distraction in a calm relaxed manner.
* Help children to manage their own feelings and disputes with others.
* Be vigilant at all times.
* Never label children- treat children who display negative behaviour often with the same respect as you do others.
* Always move close to the children when dealing with negative behaviour and be positive with your actions, never call out in front of a group of children.
* Always remain calm and ask for help if needed.
* Children will know that they have the right to be listened to and that they will be supported to change/ amend behaviour appropriately.
* If a child continues to misbehave and they have received several verbal warnings, the parents will be contacted and a plan of action will be drawn up.
* If after a reasonable period of time, there is no improvement in the child’s behaviour and it is disrupting the happiness and safety of other children in the nursery, the management has the right to exclude the child.

Children under 3 years old

* When children under 3 years old behave in inconsiderate ways we recognise that strategies for supporting them will need to be developmentally appropriate and differ from those for older children.
* We recognise that very young children are unable to regulate their own emotions, such as fear, anger or distress and require sensitive adults to help then do this.
* Common inconsiderate or hurtful behaviour of young children include tantrums, biting or fighting. Staff are calm and patient, offering comfort to intense emotions, helping children to manage their feelings and talk about them to help resolve issues and promote understanding.

Procedures:

\*The staff teach the children simple rules/ boundaries during circle time which they have to follow while in Nursery.

\*During a child’s time at nursery they may experience a form of negative behaviour.

\*The way adults deal with negative behaviour in the nursery has to have an element of consistency so that the children have clear boundaries to follow to ensure that they feel secure within their environment. On some occasions individual approaches to meet a particular child’s needs at that time will have to be taken.

**Flower Pots have the right to exclude/ expel any child whose parents are threatening, abusive or show violent behaviour towards any member of staff, parent or child.**

Working in Partnership with Parents

Flower Pots recognises that parents play an important role in child development and this will be acknowledged as the basis for a partnership between Flower Pots and the parents.

Flower Pots is committed to work in partnership with parents to provide high quality, safe and stimulating care, learning and play opportunities for children.

We aim to achieve this by-

* Parents are encouraged to talk to the staff if they have any concerns about the care that their child may be receiving or any issues relating to the child. Staff at all times will ensure the parents are made to feel welcome and valued in all dealings within the nursery.
* Encouraging the parents to become active in the setting
* Encourage frequent, two way, open communication and feedback
* Ensuring that the nursery always listens to parents concerns whenever they are raised and a response will always be given
* Provide each parent with a registration pack before their child attends the nursery and get them to complete the relevant registration and consent forms and hand them back to the manager before their child’s first day
* Provide each parent with a welcome booklet when their child joins the nursery to provide information. The pack outlines some of the nurseries policies and procedures and answers a few questions which many parents ask
* Make all information and records held by the nursery on a child available to their parents, unless is subject to investigation by the police or other statutory agencies.
* Keep parents up to date with any changes to the operation of the nursery, such as alterations to the opening and closing times and fee levels.

**Communication with parents is of the utmost importance to ensure we work together to provide the highest quality of care. Our basic communication tools are:**

\*Parents notice board

\*Registration forms

\*Starter packs and child feedback forms

\*Settling in visits

\*Daily feedback forms

\*Parent forums

\*Suggestions box

\*Feedback questionnaires

\*Newsletters

 \*Daily feedback from staff

Notice to Parents

Car Park

Dear Parents,

We ask that you use our one way system on the driveway. Cars are to pull onto the drive using the entrance nearest the traffic lights and then exit the driveway onto the roundabout. If you are the first car on the drive we ask that you pull as far forward as you can onto the car park to allow others to park behind you.

If you wish to talk to staff or another parent please park in one of the staff bays if they are available or to the right of the front door so your car is not obstructing other parents moving on and off the drive.

At busy times of the day we ask for your patience if someone is parked in front of you and taking a little longer to put their child in the car. Please do not reverse back onto the main road and drive out of the entrance as cars and pedestrians will not be expecting this manoeuvre.

We would also ask that you do not park on the grass verge or pavement outside the nursery as this causes an obstruction to those parents leaving the driveway and other pedestrians.

We appreciate your co-operation with this matter.

Rachel Wells

Nursery Manager

Parent Questionnaire

*Please fill in this questionnaire honestly so we can use this to improve the settling in process at Flower Pots.*

*When you have completed the questionnaire please return this to the nursery.*

How well do you feel your child has settled into nursery?

Do you feel the staff have assisted and supported you and your child during this time?

Is there anything else that could have been done to improve the settling in period?

Do you have any other concerns at this time? If so please state these below:

Permission Slip Sheet

\*Please return to Nursery\*

I give my permission for my child to have their photograph taken, photographs to be displayed within the nursery but also in use with advertising the nursery for example to be placed on the nursery website or in the local newspaper

yes no

*please state for example if you are happy for photographs to be up around the nursery but not in the newspaper or on the website*

I give my permission for my child to be administered teething gel if the senior member of staff on duty feels they need it yes no N/A

I give my permission for my child to have plasters if they should need one while at Flower Pots yes no

*If we know your child is allergic to plasters then obviously your child would not be given one*

I give my permission for my child to have their face painted whilst at Flower Pots on fun days or party days, if they should want to yes no

I give my permission for my child to be observed by members of staff and students who attend/ are employed by Flower Pots (names will not be used in student observations, your child would be ‘child a’) Staff observations will be put in your child’s learning journal yes no

I give my permission for my child to have their photograph taken by a professional photographer while at Flower Pots yes no

Name of child:

Parent Name:

Parent Signature:

Date:

**Tapestry – An Online Learning Journal**

Dear Parents and Carers,

We use an online system of recording your child’s learning in Nursery. Instead of using the old paper book style way of recording, we are able to instantly upload photos, videos and observations of your children. You are then emailed to alert you that something new has been added to your child’s Learning Journal and you can log on and view what your child has been up to. A massive advantage of this system is that you can instantly add your own comments to entries, and can show your child’s online book to members of the family who would not usually be able to attend parent’s evening.

Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smart phone. We have chosen this company because they are secure and offer an exciting way of keeping track of your child’s development and their time with us.

The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our Nursery account and can only be viewed by Nursery staff that use the system, and also yourself, using your own log in details. You will only have access to your child’s own book and this cannot be seen by other parents. Also, it is crucial that you do not share photos or videos from your child’s book on social media or through other online platforms. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

If you would like to know more about Tapestry, please view their website where you will find lots of information and videos: <http://eyfs.info/tapestry-info/introduction>

Once your child has been at the setting for a few weeks and has settled in, staff will start to carry out observations of your child. Once we have a few observations uploaded to Tapestry you will be emailed a link so you can access your account.

Please could you fill out and return the form on the next page regarding Tapestry.

If you have any further questions please do not hesitate to contact me.

Kind regards

Rachel Wells

Nursery Manager

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**Permission Slip**

**Child’s Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Room:**

* I do/ do not give permission for my child’s photo to appear in any group photos used in Learning Journeys.
* I agree not to electronically share, by social media or other platforms, any part of my child’s Learning Journey.

**Parent/Carer signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this slip to your child’s teacher as soon as possible.