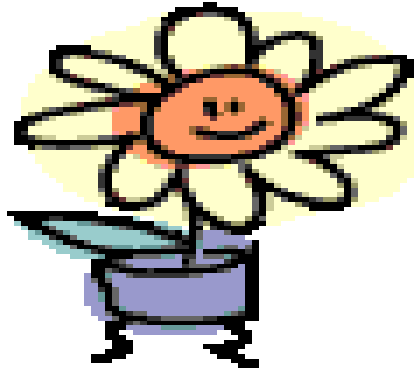


# Flower Pots

## Welcome

## Booklet



# 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 the Management  
Team.

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

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.

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.

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 six 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 six months to three years six months and our Older Pre- School are from three years six 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.

## 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 brought 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 them 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.

Lauren Mitchell  
Nursery Manager

## **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

Lauren Mitchell

Nursery Manager