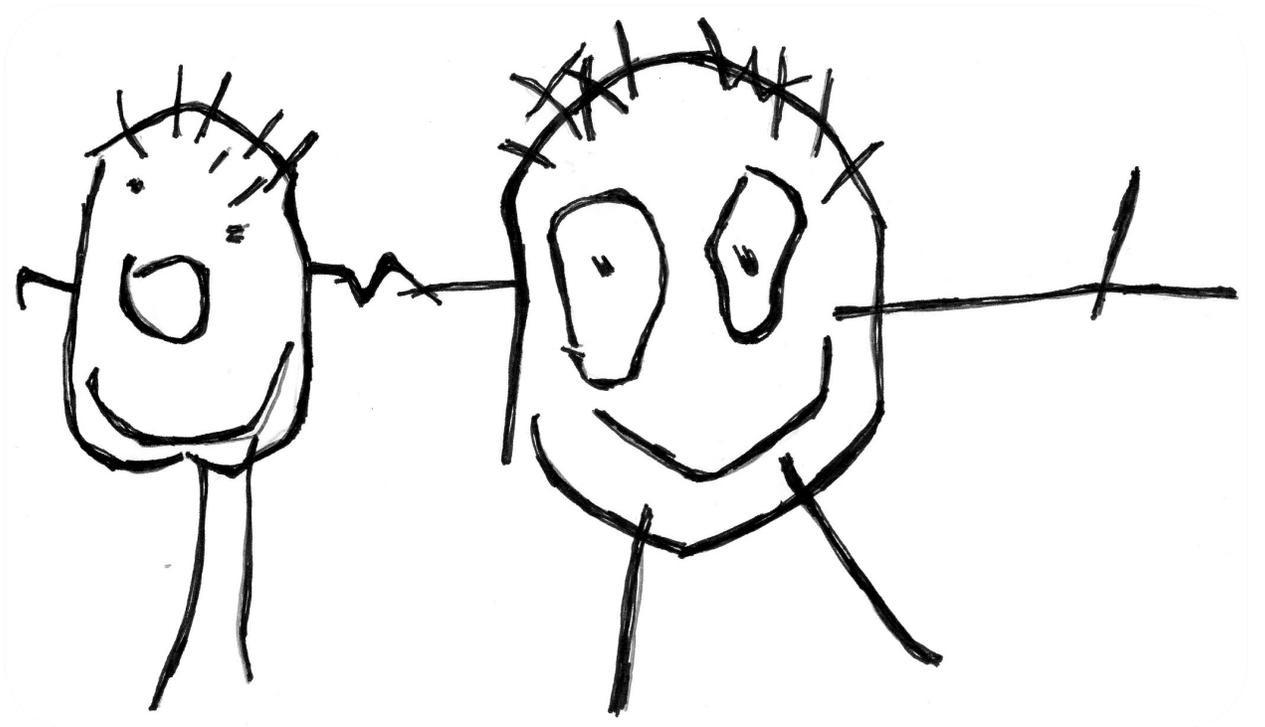


The Barn Day Nursery

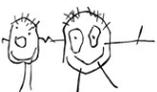


Parent Pack



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Welcome

Welcome to the Barn Day Nursery, we hope you and your child will be happy here.

- ✚ Enclosed are information, policies and procedures that we feel will be most useful and relevant to you during your time here. Should you need any further information or clarification about anything, please see Sue or Louise and we will endeavour to enlighten you!
- ✚ Settling your child into nursery can be a difficult time for both of you. We suggest you spend time in nursery with your child during their settling-in period to get him/her used to the nursery, staff and routine – see settling in policy and info leaflet enclosed.
- ✚ Your child will be allocated a key person who will be responsible for settling your child into nursery, ensuring his/her needs are met, keeping his/her progress records and liaising with you. Please see our Key Person Policy in the Policy & Procedures hand book.
- ✚ Before or during the settling in period, we ask you to attend an informal induction meeting with your child's key person. You will be able to discuss your child's needs/routine or any concerns; fill out necessary paperwork and we can inform you of the nursery's policies on payment, sickness, trips and outings etc. We also need to take a photograph of your child for his/her peg and record sheet.
- ✚ A Learning Journal is kept with regular observations and assessments using the Early Years Foundation Stage Guidance. As of September 2014 we will be using the Foundation Stage Forum's Tapestry recording format online. You will be given a password that will enable you to access this at any time. An explanatory leaflet is enclosed.
- ✚ The setting's full policies and procedures are in the holder in the hallway for your inspection; summaries of all relevant policies are contained in this pack.
- ✚ We always try to ensure your child's personal property is well cared for, but cannot guarantee that items will not be lost or damaged. **Please label or mark up clearly all items you send in to nursery.** Remember also, to mark up lunch boxes, toys, comforters and shoes.
- ✚ Please do not send your child to nursery in jewellery as it can very easily be lost, damaged or cause choking/strangulation hazard to your own and other children.



- ✚ We have a snack time at approximately 10:30am and 2:30pm. If your child's session is over these times please bring in a piece of fruit or portion of veg for them to have on each occasion.
- ✚ If your child is under 2 (baby room) we ask you to provide food if your child is staying for lunch. In order to store the food safely please bring a freezer block inside your child's lunch box. We can put high risk foods (such as shell fish) in the fridge but it is your responsibility to let staff know on the day. Please mark your child's name on their lunch box/tubs with a permanent marker, or ask staff to mark them for you.
- ✚ Children in the "Toddler room " and "Preschool room " will have lunch provided at a cost of £1.50.
- ✚ Please **do not bring items in plastic carrier bags** these pose a suffocation risk to children. Any plastic bags sent in will be disposed of straight away.

Transition Groups

When your child is about to move into a new room they join a transition group of children who visit the new room each day to familiarise them with the staff, children and routines. The children visit with their key person and join in activities specifically aimed at their stage of development. Your child's key person should let you know when this is about to happen and feedback how well they are doing. Moves usually happen each term when our parents' consultations take place. When your child moves you will be informed about their new key person and invited to discuss aims for your child in their new group.



Downstairs requirements

The Downstairs play room is our Pre-School room. This is a learning orientated environment for children ages 3 and a half to school age. The aim of the Pre-School room includes helping to prepare your child for school, therefore; there are higher expectations, more choices and more stimulating and challenging resources and activities. You will need to send with your child the following:

- ✚ A full change of clothes.
- ✚ Water proof trousers, coat and welly boots.

- ✚ Enough fruit/veg for snack times.
- ✚ Warm outdoor coat and gloves etc. in cold weather
- ✚ Any comforters they may need whilst settling in eg: blanket, teddy or dummy

Please ensure all your child's things are labeled. Put your child's thing into a bag on their peg. Lunch boxes go in a cupboard in the room.

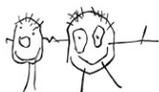
We cannot take liability for any items lost or damaged, however, will do our utmost to ensure all belongings are well cared for and returned to you. To aid us in this please ensure all of your child's belongings are clearly marked with their name.

- ✚ Small toys can become lost amongst the nursery toys so we encourage you to leave these at home
- ✚ Please do not send your child in wearing any jewelry that is valuable. For safety reasons it is unsuitable for children to wear items such as earrings or necklaces, we will ask you to remove these and place in their nursery bag for safe keeping.

Upstairs play room Requirements

The Upstairs playroom is the base room for children from 2 up to 3 and a half year olds. You will need to send with your child the following:

- ✚ Enough nappies to last the day (you can bring in a pack and leave it in the unit in the change area if you wish)
- ✚ A full change of clothes.
- ✚ Water proof trousers, coat and welly boots.



- ✚ If your child is toilet training please bring in a large supply of pants & trousers as we cannot launder them here. We will bag them and send them home in their bag so ensure you check this each day.
- ✚ Enough fruit/veg for snack times.
- ✚ Warm outdoor coat and gloves etc. in cold weather
- ✚ Any comforters they may need whilst settling in eg: blanket, teddy or dummy
- ✚ Bedding for your child if they have a nap. (We provide sleep mats)

For children aged under two:

- ✚ Each day your child is in they will need:
 - ✚ Bedding for your child's sleep (we sleep the children outside in prams ,please provide a sheet and sleeping bag/blankets.
- ✚ Enough formula milk and bottles for the day (if your child is under 12 months we can claim reimbursement for formula milk – please let us know the brand of milk you use)
- ✚ Any baby food your baby will need during the day (we are unable to warm food)
- ✚ We have a large supply of bibs so you need not supply these
- ✚ A coat/waterproof and warm clothing during the winter as we regularly use the outdoor play area, visit the field and go for walks.
- ✚ A waterproof crawl suit so that they can get down & explore outdoors without getting their indoor clothes dirty.
- ✚ When your child is settling in or going through a time of change or upset (house move, parent's separation etc.) you may wish to send in a bag which contains familiar items e.g: comfort blanket, soft toy, bottle, and photograph album of family and familiar adults – any items that will help your child feel a connection with home.

Transition to School

When children move from home to nursery; from one part of the nursery to another or from nursery to school it can be very unsettling and a time of great anxiety for both children and parents. We have a separate settling in policy and procedure which details how the children are gradually introduced to nursery and a transition between rooms policy. Please read these and take into consideration our suggestions for making the process easier for your child. This policy is concerned with transition to school from this setting.



Activities to ease transition from nursery to school usually start at the beginning of the summer term.

- We send out an enquiry form to establish which school your child will be attending from September of that year. We are aware that some parents are not informed until after half term so try to involve their children in activities at local schools they may be attending.
- Once school places have been allocated, the reception teachers will usually visit the children in our setting.
- We liaise with the teachers to arrange a number of times for them to visit so that the children become familiar with them and the teachers get to know the children before starting school.
- If your child will not be attending one of the 3 local schools we will make arrangements directly with the reception teacher so that s/he can visit your child here and accompany your child to their school (staff numbers permitting).

Behaviour Policy

Our policy is to **support children through their play** using their strengths and interests to provide an environment that stimulates and challenges. Enabling children to pursue activities which they find enjoyable and which meet their needs means the likelihood of inappropriate behavior is reduced considerably.

- ✚ • At the nursery we model appropriate behavior in various ways. Staff are aware that their behaviour influences that of the children so treat everyone courteously and demonstrate appropriate behaviour. We use story time and role play to explain and help children understand their feelings and emotions.
- ✚ • We will always inform parents/carers of any significantly inappropriate behavior that occurs within the nursery and the strategies used to deal with this. We will work with parents/carers to ensure a consistent approach is used. We will always endeavor to tackle such occurrences in a positive, pro active manner.
- ✚ • Occasionally **changes within the home can have an impact upon a child's behaviour**. This can include moving house, a new baby, family break ups or loss of a loved one. Please feel free to discuss any issues which may affect your child with their key-worker. This will be treated confidentially (please see confidentiality policy for exceptions) and used to best support the child.
- ✚ • We are dedicated to supporting the individual needs of the child in the most effective manner. This may require us to work with both the family and outside agencies to establish a unique strategy for the child.



The typical development of children means that most will go through phases where their behavior can be challenging.

- ✚ **We will always inform you** if your child is hurt or harms another child and record in our Incident report books which we will ask you to sign.
- ✚ We reward positive, helpful and thoughtful behavior with verbal praise. Where appropriate key workers may give incentives or rewards such as stickers, play outdoors etc. which are specific to individual children.

Should an incident of unwanted behavior occur it will be dealt with in an age appropriate manner examples below:

A child who bites or hurts another

- ✚ If the child is at an age or stage of development whereby they have little language or understanding of language a firm STOP along with the Makaton sign for stop will be used.
- ✚ If the child understands his/her action has hurt the other child s/he will be expected to say or sign sorry to the injured child. An explanation of why this behavior is not acceptable will be given in an age appropriate manner.

Temper tantrums are common when children are becoming independent but do not have the language skills to express themselves. Staff will always attempt to pre-empt a tantrum using distraction and diversion but when this is not successful the child will be moved to a safe place (if there is a concern s/he may hurt him/herself) and the behaviour ignored. If the child is still upset after 2 or 3 minutes his/her key worker will comfort him/her.

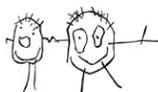
Unacceptable, disruptive or over boisterous behaviour can occur with older children for a variety of reasons. Staff will deal with this by explaining to the child/ren why the behaviour should stop. If the unwanted behaviour continues alternative play opportunities will be offered, for example, they will be asked to go inside/outdoors, given a quieter activity to participate in. If this is unsuccessful they will be asked to sit with a member of staff until they have calmed down.

Where a child has specific behaviour issues, a detailed care plan will be made with parents/carers and help may be sought from outside agencies such as the inclusion team.

Payment Policy

Paying promptly enables us to keep fees lower. You can pay by cheque, cash or directly into the nursery bank account by internet banking.

Account details: The Co-operative Bank



If you wish to pay weekly please do so the first session your child attends each week. Louise, Sue, Natasha or Joe can take fees from you but should they be unavailable please leave them on the office desk in an envelope clearly marked with your child's name, amount and date. A receipt will be issued on request.

Invoices for monthly payment are e-mailed or posted at the beginning of each month. Payment is due on receipt of your invoice

Because our costs are of a fixed nature for example: staff wages, rent, rates etc. **all sessions have to be paid for even if your child does not attend**

Sessions missed cannot be made up

- ✚ Please remember when you are in receipt of **Child Tax Credits**, you are paid for your childcare all year round.
- ✚ Term time only places are available
- ✚ We cannot offer sessions throughout the holidays if you are on a term time only place

Nursery Education Grant funded Sessions 15 and 30 hours

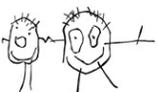
All children are entitled to 15 hours free nursery education per week, during term time, the term after their third birthday. The cut off dates are as follows:

- ✚ Spring term: Children born before 30th December
- ✚ Summer term: Children born before 31st March
- ✚ Autumn term: Children born before 31st August

If your child does more than 15 hours per week, the top up that you pay will be calculated by charging for the hours over 15 that your child attends:

For example: 3 full days = 30 hrs per week, therefore, your top up charge will be for 15 additional hours.

If you and your partner work more than 16 hours per week you may be entitled to 30 hours funded childcare. Please look at the childcarechoices.gov.uk website for further information



30 hours funded sessions can be taken as follows:

- * 4 sessions from 9 – 4.30
- * 5 sessions from 9 – 3

During Term time only.

Any hours over this entitlement incurs a top up charge.

PLEASE NOTE:

-Please be aware that we require copies of passports or birth certificates and parent/carer information for funding purposes.

-We try to be flexible with our provision in meeting the needs of parents however can not always accommodate this. We offer sessions on a permanent basis (i.e. parents do not change their sessions regularly) Where sessions need to be changed, we require at least 2 weeks notice for changes in sessions.

-We have a waiting list for days that are fully subscribed.

Please ensure your child attends their funded sessions. We are audited regularly and if any children do not attend or only attend sporadically, funding will be clawed back, your child's place is at risk if you do not attend regularly.

We reserve the right to suspend the place of any child/ren who do not attend their sessions regularly.

The Nursery Education Grant does not pay for time during the school holidays. School holiday sessions have to be paid for by you.

Should we have to cancel a session due to circumstances beyond our control such as adverse weather conditions, unsuitability of the premises (broken boiler, no water supply, no electric), alternative sessions cannot be offered. However, should a session have to be cancelled because of staff shortages alternative sessions will be offered.



Summary Child Protection/Safeguarding Policy

This document is a summary of the full policy and is not exhaustive; we recommended you read the full policy. It is in the Policy and Procedures folder kept in the hall.

“Safeguarding and promoting the welfare of children” means:

✚ protecting children from maltreatment, our duties include:

1) Ensuring that any concerns that staff may have about a child who attends the nursery will be discussed with parents in the first instance unless the child is considered to be in immediate danger or in the case of suspected sexual abuse, this will immediately be reported to social care.

2) If a child has obviously been injured and/or there is clear evidence of, or risk of significant harm, immediate referral to the police or social care or emergency services will be made by the **Designated Senior Manager** (DSM, Louise Ninnes or Sue Davies in her absence) in accordance with child protection procedures. **The safety and welfare of the child is always our overriding concern.**

3) If there is an allegation of abuse against a member of staff, this will be reported immediately to the appropriate authority.

✚ We do not investigate alleged abuse, but will pass our concerns on to the appropriate authority.

Should parents or staff be dissatisfied with the way in which the DSM manages or fails to manage an allegation of abuse, the numbers to contact the various agencies follow:

- **Cornwall:**
- **Children's Social Care - 0300 1234 101**
- **Others:**
- **Police Central - 08452 777444**
- **NSPCC Helpline - 0808 800 5000**
- **Domestic Violence Helpline - 01872 225629**
- **Childline - 0800 1111**

✚ In preventing impairment of children's health or development we will;

1) Ensure we provide for the children's fundamental needs by always having water available, providing a healthy tea/snacks and encouraging parent/carers to provide suitable packed lunches. Ensure nappies are changed regularly, that sleep and rest opportunities are offered whenever the child needs them.

2) Ensuring good practice in all health and hygiene routines.



- 3) Promoting and encouraging healthy eating, exercise and personal hygiene.
- 4) Ensure appropriate activities and environment are provided to meet the needs of the children.

✚ ensuring that they grow up in circumstances consistent with the provision of safe and effective care:

- 1) Ensure we employ suitably qualified and committed staff. Use robust recruiting procedures to reduce the risk of employing inappropriate people.
- 2) Ensure all staff undertake regular training and continual professional development.
- 3) Refer parents or children with any additional needs to appropriate agency or professionals.

✚ Enabling children to have optimum life chances and to enter adulthood successfully:

- 1) Prepare children well for times of transition, such as from home to nursery, from each room in nursery and from nursery to school.
- 2) Signpost parents/carers who may need additional help with the care of their child/ren or in cases of domestic violence.

Safeguarding & Child protection

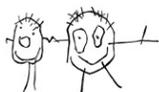
A brief Overview

What is Safeguarding?

Safeguarding is defined as the process of protecting children from abuse or neglect; preventing impairment of health and development.

Essentially, safeguarding is about giving every child the best start in life. Safeguarding concerns everything which affects a child's development - including relationships; health- both physical and mental; environment e.g. housing, nursery and school; and the emotional wellbeing of each and every child. Our role within this is to ensure your child is safe, valued and that his or her all round needs are met, both within the setting and outside of it.

*Our priority is ensuring your child is well cared for and valued. An essential part of our role is to signpost anyone who is experiencing any problems or difficulties to services or professionals who are in a position to help and advise. **Please feel free to talk to us at any time if you have any concerns, about anything at all, or if you would like to access any service mentioned in this booklet.***



The Barn Day Nursery is a Safeguarding Organization

Every child has a right to a childcare service which consistently puts their interests first and enables them to reach their full potential. This is true for all children regardless of ability or family circumstance.

If your child has any additional or special learning needs s/he will be offered support via the inclusion team. One of the managers along with your child's key person, will consult with you and request your permission to involve other professionals.

There are some things all nursery settings are required to do, including to:

~ Work with parents/carers to ensure children's needs are met, this may mean seeking help or advice from other agencies or professionals.

~ Record any incidents about children and/or their families that cause concern

~ Pass on information that causes concern or is "disclosed" by a child.

~ Immediately refer any major concerns to local authorities

In addition to reporting to you details of any accidents children may have in the nursery, we are required to ask parents how children came by any marks, bumps, bruises or grazes outside of the setting.

We are obliged to record details of how these were incurred and do so in an Injury log which we will ask you to sign.

We ask parents to understand all staff are required to do this as a means to safeguard children, it isn't an accusation; it is a way of working together with parents to protect children.

At **The Barn** we promote and actively protect your child's welfare. Safeguarding at nursery broadly takes the following forms:

- Health & Safety and Risk Assessments
- Child Protection policies & procedures
- Emotional Warmth
- Promoting Physical Wellbeing
- Promoting Healthy Practices
- Offering Parents support
- Safe Recruitment procedures
- Work with parents to refer, where necessary, children to Specialist Professional Services (e.g. Speech & Language therapy)

In our capacity as care providers we are expected to ensure that consistently high standards of safeguarding are observed – both here and outside of nursery.

Support available for Parents/Carers:

Nursery is able to refer you or your child for further help or signpost you in the direction of someone who has expert knowledge. Do not hesitate to ask Sue or Louise should you need some help with any aspect of parenting.

We can call a multi-agency meeting (known as Common Assessment Framework or CAF) to identify whether any services could be helpful to your family in helping provide the best possible care for your child. This would only be done with your permission and after full consultation with you.

The inclusion team can be contacted via nursery to access services your child may need to help him/her fully participate in nursery activities or to help with any developmental concerns e.g. speech therapy, advice on behaviour difficulties or any development delays.



Evacuation Procedure

In the event of a fire or other emergency, our first priority will be to evacuate all children and staff from the building. We have two fire exits - the front door (for downstairs) and the upstairs playroom door leading onto the outdoor fire escape (for upstairs).

In an emergency staff will use the closest safest exit available to them.

- ✚ If there is a fire, sound the alarm – these are situated in the upstairs and downstairs halls – Take the children who are nearest to you out of the exit and to the assembly point on the front lawn.
- ✚ The manager or senior staff member on duty will check the building for children, make sure the registers have been collected and will telephone emergency services as soon as possible. Should there be **immediate danger then the priority will be to get the children out of the building as fast as possible.**
- ✚ Staff will not stop to collect personal items or, unless it is very small, try to fight the fire.

Fire Safety Procedure

- ✚ A full evacuation drill will be practised every term.
- ✚ The alarm bells will be checked monthly.
- ✚ The emergency lighting and alarm system is serviced annually by Exco Security.
- ✚ Fire extinguishers are serviced annually by Fire Crest
- ✚ PAT testing is carried out annually.

In the event of an emergency the managers can be contacted on:

Sue: INFORMATION REDACTED

Jan: INFORMATION REDACTED

Joe: INFORMATION REDACTED

Louise: INFORMATION REDACTED

