

Lammas Green Nursery

Parent Handbook



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Welcome to Lammas Green Limited

We are delighted that you decided that Lammas Green is the right nursery for you and your child.

We aim to provide an environment that is caring, stimulating and child focused, whilst also extending our service to meet parental needs.

We would like to take this opportunity to confirm our commitment to you:

- We will work closely with your child to helping them reach their full potential, recognising that they are an individual and that they will reach their goals in their own time.
- We aim to provide a diverse and multi-cultural environment.
- We aim to offer a strong parental partnership, offering advice, guidance, knowledge and support to you and your family.
- I am committed to investing in my team, helping them reach their own goals and ambitions.
- We are committed to build a strong local presence, and hope that we will be a valued and responsible member of your local community.

How we communicate with you is paramount to our success and this is why I have put together this Parent Hand book. Many of the topics inside may have already been discussed with you; however I recommend that you take a little time to review some of our policies and procedures and ask any questions that you may have. Please do not hesitate to call Nicola Smith the Nursery Manager or speak to one of the team if you have any queries.

We look forward to working with you and your child at Lammas Green.

Lynette Jefferies

Nursery Director

Early Learning

What is a Curriculum?

This may sound like a silly question, but if you ask three different people it would be very likely that you would get three very different answers.

In short our use of this term is to achieve a well-rounded, progressive and successful curriculum which will have some essential factors:

How our environment is set up.

What is the carer's role?

The activities that are offered are both planned and unplanned.

I strongly believe that children have the right to develop at their own pace in a structured but fun environment that is always child focused and child led. As a team we will encourage children's curiosity and thirst for knowledge.

As committed early years practitioners we hope that every day will be an adventure for the children at Lammas Green. We will provide them with activities that are not only fun but will extend and develop their enquiring minds and will give them the freedom to develop their own personalities.

Expressive arts and design activities such as painting and junk modelling, will not only develop a child's communication skills, but will help develop their imagination and self-esteem.

Physical development through music and dance, climbing and activities which will develop fine motor skills will help the children discover how to take turns and play in a group situation.

Understanding the world will give our children the opportunity to investigate the environment and the local community, and to discover how things work!

Maths will be fun with lots of number songs games and role play in the home corner.

Communication and language will be part of everything the children do. With the team continuously speaking to the children we will be making sure that all children are immersed in a language rich environment.

Literacy will be part of their everyday activity with text and labels for them to see, copy and imitate with lots of opportunities to write and mark make.

Making relationships at this early age is really important, so personal, social and emotional development will be paramount at Lammas green. All team are committed to ensuring that all children feel valued, comfortable, safe and secure and nurtured and their needs will always come first.

Children will use their curiosity to investigate ICT equipment, using simple software on our nursery tablets and using hand held radios to communicate with each other.

Our aim is to give your child the best possible start before full time education.

Quality control

We are committed to providing the highest quality childcare and will always value any feedback from parents/carers. We work closely with the local Early Years team and are registered and reviewed by Ofsted and are affiliated member of the National Pre School Learning Alliance.

Planning is done 'in the moment' and is implemented through the observations that the team make each day. This ensures that each child's individual needs are being met and that the activities are based around the children's interest, ensuring that they are exciting and inviting for the children who attend on different days.

Health and safety checks are done on a daily basis and risk assessments are carried out regularly.

Working in total partnership

Settling in

Once you have registered with us and a place becomes available, your key worker will discuss with you the best way to settle you and your child. We recognise that some children may have never been separated from you before and we want to ensure that we work with you every step of the way, making the transition to nursery as easy as possible.

Settle times are very important and we want to ensure that you are comfortable leaving your most precious possession in our care.

During your settles we want you to feel that you can join in with everything that is happening in the nursery and ask you to be positive in front of your child to show them that this is an exciting experience. We will provide you with a picture of your child's key person before you start your settles so you can be speaking about them and there is a familiar face to greet your child when you arrive.

Before your settles we will ask you to complete a settle questionnaire, which will ask if you have any anxieties about leaving your child, if your child has any fears and if there are any medical conditions etc. we must know about.

Although we do not expect to be updated in all aspects of your life, we do feel that it is essential that we are made aware of any major upheavals that your child may be experiencing for example, moving home or a change in your child's daily routine, new baby etc. This will help us support you and monitor your child during the day, providing any extra care and attention when needed.

Please note, if you accept a place at Lammas Green Nursery and you have begun the settle process and completed forms and another childcare provision offers you a place that you would like to accept. Regrettably you will still be charged for the HALF TERM. This will cover the cost of admin time and the work that the Key Person will have put in place ready for your child to start.

Monitoring your child's development

We will always want to share your child's development with you and will do this by:

- Speaking to you on a daily basis to inform you of how their day has been and any achievements they have made.
- Development reports during the year.
- Parent's evenings to discuss your child's progress and to set targets together.
- Access to your child's on line learning journey once a month
- Through our Facebook page

Opening times

Our opening times are 9am – 3pm Monday – Friday.
(41 weeks of the year)

Parents have the choice to 'mix and match' sessions.

Sessions and fees are as follows;

9am - 12pm

12pm – 3pm (parents supply a packed lunch)

9am – 3pm (parents supply a packed lunch)

£25.00 non-refundable registration fee to be paid on the day of registration.

One months deposit to be paid before your child has their settle sessions. This deposit will be deducted from your first months fees when your child leaves Lammas Green Nurseries Limited. **This deposit is non-refundable if your child leaves with-in 6 months of starting Lammas Green Nurseries Limited.**

Fees are calculated on a monthly basis.

I ask for fees to be paid in the first week of the month or at the beginning of each week. Fees may be paid by standing order. The fees that you pay are irrespective of personal holidays, illness, bank holidays and Christmas closure. (£2.00 will be added to cheques and cash payments to cover bank charges).

A child may be excluded from nursery if fees are unpaid. If you experience any difficulty in payment, please speak to the nursery manager as soon as possible, so that alternative arrangements/assistance can be made.

A charge will be passed on to you for late collection of your child. This will be used as overtime payment to the team who need to stay behind to care for your child at £1.00 per minute.

Meals times

We believe that food is very important to a child's development. And will always promote healthy eating within the nursery. Snacks will be provided in both morning and afternoon sessions, and parents will provide a healthy packed lunch for full time sessions.

Snacks will be either fruit or vegetable sticks with a choice of milk and water.

Please speak to the nursery manager if there are any dietary requirements, or allergies.

Dress for success

It is essential that the children are comfortable and safe in their clothes for their busy day.

Protective clothing will be provided for messy activities, but we can-not guarantee that clothing will be completely safe from spillages or tearing. It is also essential that children have complete freedom of movement, so non-restrictive clothing is essential; as is safe protective footwear (no flip flops please).

For those children toilet training we would ask for lots of spare clothing!

We would really encourage parents to clearly label clothing with your child's name so any lost articles can be returned as quickly as possible, any unlabelled clothing will be placed in the 'lost property' box.

Jewellery other than stud ear-rings should not be worn, as bracelets, hooped or dangly ear-ring or necklaces can get caught in equipment and may cause injury and harm to your child.

We offer a range of reasonably priced clothing (nursery t. shirts and sweat shirts) please speak to a member of the team if you are interested in buying any. Every child will receive one free t-shirt.

Setting behavioural boundaries

At Lammas Green, we believe that children need to have set boundaries for their own safety and the safety of others. We aim to set these boundaries in a way that will help your child develop knowledge of right and wrong and that some actions may have consequences.

- We will always promote positive behaviour.
- We will encourage consideration for others, the surroundings and property of the nursery.
- We will always praise and acknowledge your child's positive behaviour and attitude, ensuring they feel valued and respected while in nursery.
- Nursery rules are put in place for your child's safety and the safety of others. Any child who behaves inappropriately by hurting a child or an adult or verbally bullying may be removed periodically from the group. The child who has been upset will be comforted and reassured by an adult; the adult will reassure them that the other child's actions were unacceptable. We feel that it is very important that we acknowledge that a child may feel angry or upset and that it is the behaviour we are rejecting and not the child.
- Different behaviour will be handled in different ways according to the circumstances. It may be that a child will not have a choice of different activities for a short period of time. A child will never be sat away from the group; there will always be an adult with them.
- We will always ensure that the child says sorry to the child/person who was hurt.
- Parents will be informed if their child is persistently unkind to others and together we will put behavioural strategies in place.

Protecting our children

Most children live in a loving and supportive home, but unfortunately this may not be the case for some. As responsible child care provider it is our duty to ensure that all our children are protected. All team at Lammas Green are trained to be familiar with safe guarding issues and if they feel there are any concerns with a child the information will be passed onto the Manager. If the Manager feels there is strong concern then this information may be passed

onto outside agencies. Parents will be kept up to date with the situation unless the child's safety is in question.

Lammas Green has a number of policies and procedures, all of which the team will follow. These are fully available to parents at all times.

The team will do daily Health and Safety checks to ensure that all equipment is safe for the children to use. That the security of the building is secure and fire drills will take place every six weeks.

Medicines will only be administered if prescribed by a doctor and is clearly labelled with the child's name and date. Non-prescription medicine will not be administered unless a child has a high temperature. A signed record of all medication that is given will be signed by the parent, the team member who administered and a witness, clearly stating the time and dosage given.

We would kindly ask all parents/carers not to bring their children to nursery if they are unwell. Children will always want to be comforted by their nearest and dearest!

Please take note of the exclusion times if your child is unwell.

- Antibiotic prescription The first 48 hours
- Temperature 24 hours
- Vomiting 48 hours
- Chicken pox 6 days from onset of rash
- Measles 7 days from onset of rash
- German Measles 4 days from onset of rash
- Worms 24 hours whilst being treated
- Head lice 24 hours whilst being treated
- Diarrhoea 24 hours after it has fully cleared

As responsible practitioners we are responsible for protecting your child and all the children and team in the nursery, this may mean that we ask you to collect your child if we feel they are not well enough to be at nursery.

Any accidents or incidents that occur at nursery will be documented in our 'accident' or 'incident' book. It will clearly explain what happened and where, we will ask you to read and sign. In the unlikely event of a serious accident we will contact the parent/carer immediately and the child will be taken by a team member to seek medical help- or an ambulance will be called. No team member has permission to give approval for treatment to be carried out.

No child will be handed over to an adult that is unrecognised or unauthorised to our team. No child will be handed over to a person under the age of 16.

Parents/carers must collect their child on time. If a parent/carer is going to be late, they must telephone the nursery to make our team aware and to inform their child. If after 30 minutes the child has still not been collected and the emergency contacts are contactable, the Nursery Manager will make their way to the family home. If after two hours no contact has been made the decision on whether to contact the Police and the local Social Service Duty Officer will be made by the Nursery Manager.

Equal Opportunities

At Lammas Green we take great care to ensure that all our children, families and Team are treated with equal rights. We are committed to, promoting positive role models, through our toys, imaginative play, activities which promote non stereotyped images. We will encourage all children to join in with activities such as dressing up, home corner, dolls, climbing apparatus and bikes, etc.

At Lammas Green we want to ensure that we celebrate the diverse community that we live in and will encourage our families to share with us their different cultures and celebrations.

We will continuously evaluate our practice and attend all training opportunities that are presented to us.

Final confirmation

I hope you are happy with your Parent Hand Book and are clear about what you have read. If you have any questions about the Nursery, please do not hesitate to contact me I will be more than happy to speak with you.

I look forward to getting to know you and your family and helping your little acorns grown into great oaks!

Yours Sincerely

Lynette Jefferies

Nursery Owner

