

FOOTPRINTS

Day Nursery



Parent Information Pack Ashford & Staines

*To learn... to teach... to nurture... to love
The children are at the heart of everything we do".*



ASHFORD



STAINES

Footprints Day Nursery's Philosophy and mission statement

Footprints Values and Vision

'To Learn... to teach... to nurture... to love... to respect....'.

'Each child is at the heart of all we do'.

Our Mission statements

Our mission is to provide a warm friendly environment where everyone feels welcome and included. We strive to provide families with high quality care and education whilst embracing the Early Years Foundation Stage. We believe that with our open-door policies parents/carers are always welcome to pop in a talk to us. The homely relaxed environment is paramount where all children can feel happy, relaxed and develop to their full potential.

All parents and/or carers will receive a copy of Footprints Day Nurseries, parental policies and procedures when the registration pack has been completed and handed back.

Early Year Foundation Stage do (EYFS)

The EYFS sets out what all early Years providers must do to make sure that your child learns and develops, in a safe and stimulating environment. It promotes teaching and learning to make sure all children have the skills to get them ready to progress through school and future life. Early years providers must make sure that their staff are fully aware of what they have to do, to make sure your child's individual needs are met through the EYFS. It supports the staff to track observations and match with development, identify weaknesses and strengths in development, supports the nursery to ensure an enabling environment is provided and also the adults role across all seven areas of development.

The EYFS is broken down into seven areas of development, these are:

Personal, social and emotional development:

- Making relationships
- Self-confidence and self-awareness
- Managing feelings and behaviour.

Physical development:

- Moving and handling
- Health and self-care.

Communication and language:

- Listening and attention
- Understanding
- Speaking.

These three prime areas help children to develop and learn, and become ready for school. As well as the three prime areas, early years providers will also plan activities in the following areas of learning and development, known as specific areas.

Literacy:

- Reading
- Writing

Mathematics:

- Numbers
- Shape, space and measure.

Understanding the world:

- People and communities
- The world
- Technology.

Expressive arts and design:

- Exploring and using media and material
- Being imaginative

Who will make sure my child's learning and care is tailored to their individual needs?

Your child will be assigned a key person and secondary key person on your child's first settle. You will also have the opportunity to choose your child's key worker and secondary key worker after your first settle. This is also communicated to you via email.

The key/secondary person is there to make sure that your child's learning and care is tailored to meet their individual needs, through discussion with you. They will also support you in giving ideas on what learning you can do at home with your child, complete observations, tracking of development and identify any areas of support required. Every three months they will complete an assessment using the observations completed to support as evidence, this is given to you via i-connect. Every six months you will be invited in for a parents evening. You can book an appointment at anytime throughout your time with Footprints.

The rooms are laid out and set up using the seven areas of development.

How will I know how my child is progressing within the EYFS requirements?

The assessment helps you find out about your child's progress, understand their needs and plan their activities. Your child will have two important assessments before the end of the EYFS. The first when they are between two and three years old and the second in the final term of the year in which your child reaches the age of five. On-going assessment is also an important part of this. Footprints will look, listen and note how your child plays and then build on this by planning a challenging environment to support your child's development. You can also share what you see your child doing with your child's key person/secondary key person.

What if I am worried about my child's development?

If you're worried about your child's progress, talk to us and together we can agree how to support your child. If your child's home language is not English, we will provide children with opportunities to develop and use their home language in play and learning to support their language development at home, however we will also make sure your child has enough opportunities to learn and reach a good standard in English language during their time at Footprints.

What if my child has educational needs or a disability?

Footprints will do their utmost to support and help both the individual child and their families to ensure that the transition to a nursery is smooth and supportive. We have two SEND trained staff on site that can support key persons with children whom may have an additional need or a disability. Footprints will make all possible adjustments to our setting to ensure that we can provide a safe and stimulating environment. Please refer to the Parental policies and procedures for more information.

How can I find out more?

Talk to your child's key person who will be happy to answer any questions you have. You can also view a copy of the Statutory and non-statutory Framework for the Early Years Foundation Stage on the Department for Education website www.education.gov.uk

Insurance Cover

Each of our facilities has a comprehensive insurance package, which covers employers and public liability and is available for inspection in reception. Hours of cover are from 7:45am to 6.00 pm.

Non-attendance and sickness policy

If a child is absent from the nursery it is imperative that parents notify the nursery as soon as possible. Parents are required to notify the nursery by calling them before their child's session begins. If for some reason we are unable to get to the phone please leave a message. Parents must provide a reason for their child's absence in writing as well as over the phone.

Parents who have arranged planned holidays must fill out the holiday form and give to management one week prior. Notified holiday and sickness via email will not be accepted.

Nutrition

We take nutrition very seriously at Footprints Day Nursery, because a balanced diet in the early years will not only teach your child good eating habits, it will also form the basis of a lifetime of good health.

Fresh water is available all day to all children. Please can all parents provide a water beaker daily and ensure that they take it home with them at the end of the day to be cleaned. Staff fill up the children's beakers throughout the day. During breakfast and snacks fresh milk is available, blue top for babies under 2 and green top for children over 2.

During the first three to six months, a baby only requires milk, and at Footprints Day Nursery we work in conjunction with parents, we have a fridge in the baby room for parents to bring expressed milk. Please bring in formula milk already measured. However, we supplement bottle-feeding with pureed meals as early as four months, to introduce solid textures.

We appreciate that many children have special dietary requirements for a variety of reasons and we do whatever we can to accommodate these needs.

Beef, nuts and strawberries are never included in our menus. We also minimise the use of processed foods in our menus and use low-salt products where foods are not prepared from base ingredients by our caterers. We are very happy to meet with parents who would like to discuss their child's dietary needs e.g. allergies. We have a winter menu and a summer menu, we take parents suggestions and also children's ideas into account when doing these.

Menus will be emailed across to you when you sign up at Footprints. Every summer and winter the menu will be reviewed and adapted, parents and children will be involved in this.

Registering your Child with Footprints

Once you have visited Footprints Day Nursery and feel confident that we will provide the very best in care, education and fun for your child, we will ask you to complete our registration form and provide us with a deposit. The nursery manager at your will guide you carefully through this process, explain to you what you will need to with you on your child's first day and talk you through the steps we will take to help both your child and you settle into your new routine.

Footprints Day Nursery Settling In Procedures

We believe that great settling in is...

- Preparing you for what the settling in experience is likely to be
- Giving you, the parent, time, support and good advice

- Helping your child to adjust to spending time with us and new friends at the nursery
- Allowing the child to build a relationship with their Key person and bond.
- Introduce parents to the secondary key person
- Being there when you have questions
- Making you happy to leave your child with us

However, settling in can be...

- An uneasy time for parents leaving their children
- An unsettling time for children meeting new faces
- A time when children catch bugs from their new friends
- Up to six weeks long, though usually around three weeks

General

What are your opening hours?

We are open 7.45am - 6.00pm five days a week.

What are your carer-to-child ratios?

Under two years: 1:3

Over two years: 1:4

Three to five years: 1:8 (Depending on the adult's qualification)

How far in advance do I need to put my child's name down for a place?

We advise parents to register their child approximately one month before joining.

Where and when will my child nap during the day?

All babies have their own cots and can sleep according to their own routine. We provide floor mattresses for older children and encourage them to nap after lunch so they do not miss out on any main planned activities. At the age of one we transition babies to sleep on the floor, this will be shared with parents and also confirmed.

Can my child bring his favourite toy to nursery?

We prefer them not to, as they can get lost or broken. However a comfort toy can be brought in to help the child settle in to the nursery with the support of their comfort.

What is the routine in my child's age group?

You will be emailed a copy of your child's routine when you first start your time at Footprints, this will also happen if your child moves up to a new age group.

What do I bring on my child's first day?

Babies

- Prepared breast milk in bottles, plus a spare bottle. Bottles should be clearly labelled with your child's name in permanent marker pen
- Formula milk (fresh milk is provided by the Nursery) divided into the correct amounts, please ensure you label the number of ounces per bottle or notify staff
- Boiled water in a separate flask
- A complete spare change of clothing
- Nappies and wipes/nappy cream (we change nappies at least four times a full day, please provide staff with a bulk of these, you will be notified when they are running low).
- A summer or winter hat, coat and sun cream, depending on season
- Any comforters like dummies, cuddly toys and muslins (Please ensure all is labelled).

Toddlers

- The only drinks provided at nursery are mineral water, cow's milk and soya milk.
- Nappies and wipes/nappy cream (we change nappies at least four times a full day, please provide staff with a bulk of these, you will be notified when they are running low).
- Nappy cream
- A complete spare change of clothing
- A summer or winter hat, coat and sun cream, depending on season
- Any comforters
- Tooth Brush with cover and tooth paste plus holder (clearly label these)

Pre-school

- Spare clothing
- Tooth Brush with cover and tooth paste plus holder (clearly label these)
- A summer or winter hat, coat and sun cream, depending on season
- Physical Educational Kit (Please see Pre-school room leader for more information)

Please note that all clothing should be clearly labelled with your child's name including any sun screen.

Can you accommodate special needs and diets?

We are happy to care for children with special physical, learning or behavioural needs within our capabilities, and to cater for special dietary requirements. All we ask is that you provide us with all the necessary information about these needs at the outset.

Can I get extra cover if necessary and how much notice do I need to give?

We offer emergency/extra days subject to availability. We advise, where possible, that you enquire about these approximately two weeks in advance of the required date. We can also do emergency days at short notice subject to availability.

What happens if I need to increase or decrease the number of hours required?

You can change your hours to suit your requirements. To reduce your number of days you will be required to provide notice in writing, this must be given to management before your invoice has been created for the next month (20th), there is a charge of £30. Should you wish to change/increase your days, we will arrange this for you as soon as a place becomes available.

Can you provide babysitters?

According to Footprints Safeguarding policy and procedures, staff members employed at Footprints are not permitted to 'look after' or be baby sitters for the children that attend Footprints nursery out of nursery hours. This procedure is to safeguard all the families and children. The employees have certain duties to follow when parents or carers are dropping or collecting their child from nursery. We would not like our employees to be left in a difficult or uncomfortable situation. Staff will not be able to give names or numbers as recommendations for other baby sitters as they are not liable for character reference of another person.

What happens if I am late picking up my child?

We advise parents to arrive to collect their child ten minutes before closing time. This allows time for parents and carers to discuss the child's day, however we are aware that you may get caught out on occasions, for this you will be charged a late fee.

Will you potty train my child?

We encourage parents to start potty training at home when they feel the child is ready. We then continue the process in nursery. In the early stages we ask parents to provide plenty of changes of clothes.

Health and Illness

Do you administer medicine if required?

Yes, we will administer medicine that has been prescribed by a doctor, providing the parent has filled out a medicine form authorising us to do so. If the medication is new to the child then we advise that the medicine be administered at home for 24 hours in order to assess any adverse reactions.

Will you administer medicine?

It is our policy that should your child's temperature reach 37.7°C or above we will call you for permission to give your child one 5ml or 2.5ml spoonful of Calpol depending on their age. You will need to collect within one hour. To cover times of emergency when we are unable to contact you we would like to be sure that it is safe to give the above dose of medicine and we will therefore ask you to sign a permission slip when your child joins us. If we are unable to contact you the manager or person in charge will take the decision to administer Calpol, however your child will need to have been at nursery for over 5 hours first to avoid accidental overdose.

If you administer Calpol or any pain relief medication to your child, they will not be permitted to attend for a minimum of 24 hours.

How long will my child be required to stay away when they have been ill?

A child who has been sent home with a temperature over 37.7 °C is not permitted to attend the nursery for 24 hours after the temperature has dropped. A child with diarrhoea will need to be away from the nursery until the child has a solid stool and is clear for 24 hours. If a child develops a rash and has been sent home from nursery, the child will require a doctor's note stating that the rash is not contagious in order to return the following day.

A child who is given antibiotics must not attend for 24 hours; if the doctor deems that the child should attend then we will accept a doctor's note.

Safety and Security

How do you ensure that the building is secure at all times?

The security of your children and our carers is of utmost importance. The entrance to our Nursery is secured by hi-tech Fob key for staff. Parents visiting the nursery are asked not to admit anyone they do not recognise, and they use the outer buzzer, they then walk to the next buzzer which is the security entrance to the main Nursery.

Are all your carers police-checked?

Yes. All practitioners are required to undergo an enhanced police check.

Behaviour and Discipline

How do you deal with behaviour? How do you discipline?

We do not discipline children, instead we teach and demonstrate with the children, right from wrong. We talk to the children about right from wrong and demonstrate positive behaviour to one another. Please refer to behaviour policy for more information.

Education Grant

This is calculated over a 38 weeks and that is done on an individual basis. All three year olds are eligible for the 15 hours funding the term after they turn three. You will be required to complete and sign some paperwork prior to the funding starting. This will be deducted off your invoice each month, however please note that we are unable to provide you with the totalling amount or how it is worked out.

We also offer the 30 hours funding, if your child is eligible then please speak to the manager to arrange the necessary paper work, as the 38 weeks are spread over the year you monthly invoices will be variable. Please note you will be required to obtain a new code every three months in order to keep the 30 hours rolling. This is issued over term time only. Please speak to a member of Management for more information.

We also provide FEET funding, however this is during set days and times.

How and when do I pay my fees?

Fees are paid by standing order system. You will receive your invoice via email around the 24/25th of the month, the invoice needs to be paid before the 1st of the following month. The invoices are for the following month, for example, invoice received on the 24th of March is for April.

What do the monthly fees include?

Fees include meals depending on the sessions your child is booked in for. A full day would include breakfast, three snacks lunch with pudding and tea with pudding. (nappies, wipes and formula milk need to be provided).

What discounts do you offer when I have more than one child attending?

For two siblings attending we offer an 11% discount, this is deducted monthly off your older child's invoice. A further 15% discount is offered to a third child, again off the oldest siblings invoice. Please note that in your child's last month at the setting they will not receive sibling discount.

When will I get my deposit back?

Deposits are used to pay your child last month's fee at the nursery they are only used for this if we receive a written one months notice by parents, any outstanding payments will be deducted off your deposit and any credits will be transferred back into your account. Please note that when you hand in your one months notice you will need to stop all vouchers on the same day. Any vouchers released into our account after this date will be given back to the voucher company.

Childcare Vouchers and Government schemes

We accept all childcare vouchers, please ask a member of management for more details around this. We also encourage parent/s or carer/s to sign up to all government schemes.

<u>Ashford Setting</u>	<u>Staines Setting</u>
<p><u>Contact Details</u> Footprints Day Nursery The Chrysalis Centre 18 Reedsfield Road, Ashford Surrey TW15 2HE</p> <p>Tel: 01784-257747 Email: info@fprints.co.uk Website: www.fprints.co.uk Managers email address: emma@fprints.co.uk Directors email address: baldeep@fprints.co.uk</p>	<p><u>Contact Details</u> Footprints Day Nursery Staines Thorpe Road Staines Upon Thames Surrey TW18 3HD</p> <p>Tel: 01784-464316 Email: info@fprints.co.uk Website: www.fprints.co.uk Managers email address: yamuna@fprints.co.uk Directors email address: baldeep@fprints.co.uk</p>

In emergency if you cannot get through on the nursery contact number please email emma@fprints.co.uk for Ashford and yamuna@fprints.co.uk for Staines or baldeep@fprints.co.uk