



parent's handbook



Positive relationships

Children learn to be strong and independent through positive relationships, which is why we choose our staff for their commitment as well as qualifications and expertise.

“we don’t just
prepare children
for school, we
prepare them with
skills for life”

welcome to little me day nurseries

Thank you for trusting us to care for your child. We are delighted to welcome your little one and will endeavour to work in partnership with you to keep you informed of your child’s well being and progress at nursery.

The holistic care of your child will largely be dependent on a good relationship and communication between yourself and us. Your child will be assigned a key carer who will keep you updated on your child’s progress through an online learning book. This will log photos and key developmental stages for your child to enable us to monitor and care for him/her accordingly.

You will also be kept informed of your child’s activities, meal times and progress through handovers, parents evenings, nursery events, newsletters and open days. We operate an open door policy and welcome parents to come and speak with us in the office if have any questions or concerns.

We sincerely hope that you and your child enjoy your journey with us.

Mandy Khaira

Mandy Khaira
Nursery Owner and mother of 2 “little ones”

safeguarding

We recognise the responsibility that falls upon us to safeguard children who have been entrusted in our care. Our safeguarding policies and procedures are embedded into our everyday practices to ensure that we promote the wellbeing of children throughout everything we do. Each of our nurseries has a nominated person who is responsible for any Safeguarding Children issues and everyone working in our nurseries shares an objective to help keep children safe.

sickness & medication

On arrival at nursery, it is essential for you to notify us if your child is unwell, has had a loose motion, an above normal temperature or has been vomiting. Children should not be left at nursery if they are unwell and you may be asked to collect your child if they fall ill during the day.

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- **Children with infectious diseases, such as an eye/ear infection or sickness and diarrhoea, should not return to nursery until they have been clear for at least 48 hours**
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- **If your child has been sick or is on antibiotics, our policy requires you to keep your child at home for the first 48 hours**
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- If you bring medicine into nursery, we can only administer prescription medicine to the person named on the bottle for the dosage stated
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- Medicines must be in their original containers with the pharmacy label
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- Parents will be required to sign all medicines into the nursery and take them home at the end of each session
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- If your child is sick, has a high temperature during the day or has diarrhoea then you will be asked to come and collect your child to avoid any infections spreading to other children
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- If your child requires an epi-pen then we must have 2 epi-pens at the nursery at all times

Nursery policies and procedures

This handbook is designed to provide just an outline of some of the key policies that parents need to be aware of. Our policies and procedures document which is kept at the nursery provides full details of our operating procedures should you wish to read them.



“Children are not born with an understanding of the rules of acceptable behaviour – they have to learn them, and they need adults help to do this”



behaviour management

We believe that it is important for all children to learn to behave in a caring and appropriate way, to enable them to develop socially and to increase their self-esteem. All children may from time to time display signs of unacceptable behaviour. When this happens in the nursery it will be managed appropriately and according to the child's understanding.

accidents + injuries

You will be asked to sign an accident form if your child hurts themselves at nursery and an incident form if he/she comes into nursery with an existing injury. As a routine part of our policy we phone the parent if the child has a bump to the head and also send a head bump letter.

housekeeping guidelines

In order for us to raise standards and continue to focus on the children's needs and care, there are a number of "house-keeping issues" we need you to support us with.

Mobile phones and electronic devices - We have a no mobile phone policy in all of our nurseries and all visitors and parents are required not to use their mobile phone, portable devices and cameras whilst on the premises. All staff personal phones and devices are kept locked away.

Pushchairs - In the interests of hygiene, we would request all parents not to bring their pushchairs into the corridor. Please leave them outside by the front door and store them away in the buggy shed/ garage provided, folding them up when storing in the sheds.

Front door and gates - For the safety of all children, please ensure that you close the front doors and gates (if applicable) behind you every time you come in and out of the premises.

Fees - All fees, (including snack and lunch fees for funded only children) are due on the 1st of each month. Chasing parents for late payments is extremely time consuming for us and puts us in an embarrassing position, so please ensure we receive cleared funds by the 1st of each month. When making payments please always use your child's name as the reference. Fees are payable during any periods of absence from the nursery including sickness, holidays and public and bank holidays.

Outdoor play - We are passionate about outdoor learning and encourage children to get their hands and feet dirty in the mud and sand. We do have a few children that like to completely submerge themselves into the dirt, and this is fine too!

With this in mind please ensure that you send your child prepared for all weathers, as we will go out in the sun, rain and snow unless it is dangerous to do so. We risk assess this by looking at the UV rating and checking on the MET office website to ensure that there have been no adverse weather warnings.

In the summer please ensure that your child comes with a sun hat and we will provide the suncream. In the winter please ensure children have wellies and waterproof jackets plus a change of clothes available so that they can learn through play outside everyday.

**the early years
foundation stage
curriculum says that**

(EYFS 3.68) "Providers must provide access to an outdoor play area or, if that is not possible, ensure that outdoor activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions)."



We would like to remind parents that we operate in residential areas and out of respect for our neighbours to be considerate of noise and parking when collecting/dropping children off.



Time-keeping - Our staff work incredibly hard and often long hours, please ensure you collect your child promptly at the end of the day. We are realistic towards the needs of working parents, and there are occasions when you may be delayed, but please inform us as early as possible so that we can arrange staffing. Parents that continuously come late will be subject to “late collection charges” of £5 for every 5 minutes. If your child will be arriving at nursery late or not attending for his/her session, we would appreciate if you could let us know by phone so we can adjust our lunch/dinner numbers accordingly to avoid waste.

Children’s belongings - We recommend practical inexpensive clothing which is clearly labelled and we suggest that all toys, books or other equipment are left at home. If your child is sent home wearing nursery clothes, then please wash and return these as soon as possible.

Formula milk and bottles - We supply most brands of formula milk for children under 2 years. Please ensure you bring in empty sterilised bottles clearly labelled with your child’s name, to each session.

Password - Please ensure you provide the nursery office with a list of responsible adults who are allowed to collect your child. We operate with a password and ID system, so if staff don’t recognise the person collecting your child, they will ask for the password and you may be called to collaborate their ID.

Connect - We advise parents to download the Connect application, as this is how we communicate to you with regard to your child’s progress and daily activities at nursery.

meal times

All our food is home-made and prepared by our Chef using locally sourced ingredients wherever possible. The menu is on a three week rotation, with ingredients used seasonally at different times of the year. We plan the menus to include international dishes and a vegetarian option each day and naturally we also cater for all individual dietary requirements.

Meal times vary according to age groups and rooms, please use the following as a guide only.

	Breakfast	AM Snack	2 Course Lunch	PM Snack	2 Course Dinner
Babies (3m–1 yrs)	Up to 8.30	10.00	11.30	14.00	15.30
Teenies (1–2 yrs)	Up to 8.30	10.00	11.30	14.00	15.30
Toddlers (2–3 yrs)	Up to 8.30	10.00	11.30	14.00	15.30
Pre-School (3–5 yrs)	Up to 8.30	10.00	11.30	14.00	15.30

Children who attend funded only sessions and who have opted out of the meal charge, can bring in a packed snack/lunch/dinner from home. This must adhere to our strict food from home policy

working in partnership

“In order for children to receive quality care and early learning that suits their individual needs, parents/carers and staff need to work together in a close partnership.

The two-way sharing of information is key to this and a relationship that is built on trust and understanding”



The health and well being of staff and children in our care is our utmost priority, and our policies and working practises reflect this. We really would appreciate your support in following these guidelines to ensure the smooth day to day running of the nursery.



Happy to help

If you would like further information or to arrange a visit, please contact the nursery and we will be delighted to help.

E: admin@littlemedaynurseries.co.uk
W: www.littlemedaynurseries.co.uk

