

TIME 4 NURSERY & OVERTON KIDS CLUB

PRIVATE CHILDREN'S NURSERY & AFTER SCHOOL CLUB

POLICIES

(PARENT AND STAFF)

MISSION STATEMENT

TIME FOR YOUR CHILD

TIME FOR YOU

TOTAL COMMITMENT

INDIVIDUAL NEEDS

MOTIVATION

ENCOURAGEMENT

Our Aims:

Time 4 Nursery & Overton Kids Club is a family run Nursery & after school club. We are totally committed in providing quality childcare in safe surroundings where children's natural development and individual needs will be stimulated by play, education and social interaction. To plan, implement and evaluate, on a daily basis, activities, which are appropriate to the various age ranges and developmental stages of the children. We ensure a happy, friendly, caring environment where children will have fun, be motivated and encouraged to fulfil their potential. To work in partnership with parents/guardians in order to deliver the best possible care to their children.

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1. Admissions:

Nursery & After School Club: If parents require their child/ren to attend, then they will need to make a request to do so with the office (01524 851288). The office staff will look at the availability.

If a place is available then the parents will be sent a copy of our Brochure, Terms and Conditions and Our Policies. Parents need to read these carefully and, if satisfied, fill in the registration form in full and return it to the nursery office, along with a deposit of one week's fees. This will, provided the place/s are/is still available secure their child's booking.

All children are accepted on an equal and fair basis. (There may be exceptional circumstances in which a child may be refused provision, other than on availability grounds. For example a child may have a very serious allergy, which could be potentially life threatening. We would have to carry out a risk assessment in such a case).

2. Arrival and Collection:

Arrival at Nursery:

On arrival a member of staff will welcome parents and their children in the building. We operate an open-door policy that means parents, grand parents and other carers will be made welcome throughout the day. On arrival to nursery, please ring the appropriate doorbell. A member of staff will welcome you and your child. We ask all parents to take their child to the appropriate rooms in nursery and make contact with a member of staff. Passing on any information that may be relevant to their child's care, for example someone different collecting their child, any sickness or change of circumstances. Parents are responsible for signing their child in on the signing in register located in their child's main room. When parents leave the building a member of staff must let them out.

The gate accessing the garden and main entrance door will be closed between the hours of 9.30am and 5.00pm to provide a safe outside play area for the children. Between these times, if children are playing outside, please firstly report to a member of staff who will assist you. Our main front door into the building will be manned by a member of staff between the following times: 8.30 – 9am, 12.15 – 12.35pm, 1.30 – 1.45pm and 5.00 – 5.35pm. If you arrive outside these times, please ring the appropriate bell. If you are arriving after 5.35pm, please ring the Sunbeam Room bell.

Collection from Nursery:

When parents arrive at nursery to collect their child, it is their responsibility to sign them out on the signing in/out sheet and from then on they are responsible for their child. We ask all parents to assist their children in collecting all their relevant belongings, checking their trays/boxes, do they need more nappies, wipes etc for their Next session. On your departure a member of staff must let you and your child out of the building so that staff are aware you have departed and to secure the exit behind them. It is the parent's responsibility to inform staff and the office if a different person will be collecting their child that day. Nursery staff will not allow a child to leave their care without parent consent. For extra security, we have CCTV and an intercom system at the entrance. We operate a password system if someone new is collecting a child and the office requires a description of that person. Our sessions finish at 12.30pm, 1.30pm and 5.30pm – Please make sure your child is collected on time, before the end of their session; otherwise a late collection charge will automatically be applied.

After School Collection and Pick up:

Collection:

Walking Collection from School:

A member of staff will be available at a specified location at the school. Once all children are accounted for, the staff member/s will make a note of the children on the register and escort the children to the After School Club.

Car Transport from Local Schools:

A member of staff will be available at a specified location at the school. Once all children are accounted for, the staff member/s will make a note of the children on the register and escort the children to the vehicle. Once all children have been safely belted into the vehicle, the driver will make their way to either another school or directly to the After School Club. Once at the Club, they will escort the children into the club and hand over the responsibility to the Manager and staff based at the club. At this point, the manager will sign the children into the club on their registration forms.

3. Health and Safety

It's the responsibility of all members of staff to ensure that the Nursery and After School Club is a safe environment for children, parents, visitors and staff. We adhere to the relevant legislation such as the Health and Safety at Work Act 1974. Staff must make themselves familiar with health and safety procedures as directed by the Proprietors. Some of these are outlined below.

- Nursery safety gates are placed at the access points to areas in which the children could be at risk. These gates must be locked, shut at all times, even when there aren't any children nearby.
- All First floor windows at Nursery are fitted with safety locks and can only be opened to a maximum of 11cm. Staff are responsible for making sure when opening them, the fittings are secure.
- Children must be supervised at all times; staff must not leave the area they are responsible for when there are children present.
- Risk assessments are carried out regularly.
- All cleaning materials will be kept in a safe place away from children.
- Food preparation areas must be kept spotless and all eating and drinking equipment must be washed in the allocated sink bowls/dishwashers.
- Staff must wear appropriate aprons when preparing food.
- Staff's hands must be washed before any food is prepared
- Staff must wear medical gloves when changing nappies, soiled clothing and emptying potties/cleaning toilet areas.
- Children's hands must be washed before any meal/ snack times and after creative activities and toilet trips.
- Furniture and equipment must be kept in good repair and unsuitable items removed and reported to the proprietors.
- Equipment must be stored tidily and safely.
- If a member of staff notices a hazard then it is their responsibility to make that hazard safe. For example clearing of floor spillage, removing inappropriate resources and cleaning unhygienic areas.
- The outdoor play area must be kept clean, safe and secure at all times. A check must be made before the children go outside to make sure the gate is closed and the area is clean, (free from glass, animal faeces for example).
- The children must be counted out of the building, then counted back in to avoid leaving a child unattended outside.

Any other persons entering the nursery or after school club must take responsibility for their own safety and the safety of others by taking note of all the above.

Nursery Car Park: Please drive slowly and with caution when entering and exiting the car park, giving right of way to pedestrians at all times. Nursery cannot be responsible for any damage or accidents whilst in the car park. The lower car park is for staff managers only, please make sure access is available at all times and access is also available to the front garden area, for emergency services. All staff must park on the public highway, allowing parents and carer's access to the car park at all times.

Overton Kids Club: Please do not obstruct the bus lane. Parking is available on the main road. Please drive slowly and with caution, giving right of way to pedestrians at all times. We cannot be responsible for any damage or accidents.

Nursery: Dogs must be kept on a lead at all times, they must not enter the front play area, unless they are registered as a guide dog. It is your responsibility to make sure they are left safely tied up in the car park or outside on the public pathway. We will not be responsible for any accidents or injury caused whilst on our premises. It is your responsibility to remove and dispose of any faeces left on nursery premises in a safe manner.

Overton Kids Club: Dogs must be kept on a lead at all times, they must not enter the building, unless they are registered as a guide dog. It is your responsibility to make sure they are left safely tied up outside the building. We will not be responsible for any accidents or injury caused whilst on the premises. It is your responsibility to remove and dispose of any faeces left on the grass play areas.

4. Behaviour:

Taken from "Full Day Care: Guidance to the National Standards" Ofsted.

Children benefit most where adults adopt a consistent and positive approach to the management of their behaviour. By establishing clear boundaries according to the child's level of understanding, children become aware of the setting's routines and procedures and know what is expected of them.

No child attending Time 4 Nursery & Overton Kids Club will be subject to physical punishment whether by smacking, shaking, pulling or shouting. Staff will communicate verbally and positively to encourage appropriate behaviour. Appropriate behaviour will be encouraged by positive role-modelling, consistency and communication with home.

Staff must act positively towards children to encourage acceptable behaviour. This involves being a positive role-model at all times, showing respect and taking time to talk and listen to children. Staff must:

- Reassure children and make them feel valued at all times
- Encourage sharing and try to develop their negotiation skills
- Promote confidence in the children and provide them with strategies to deal more easily with other children's unacceptable behaviour.
- Discuss what is, and what is not acceptable behaviour in the nursery.
- Help the children to identify with others so they can understand the behaviour of other children.
- Give praise when acceptable behaviour is being displayed.

The expectations are communicated throughout the staff so that everyone involved in the care of the children takes a consistent approach. This is led by the suitable example of the Nursery & After School Manager, through in-house training and course attendance.

It is the responsibility of the Nursery & After School Manager to make sure that every member of staff is made aware of her/his expectations when dealing with a behaviour issue. Strategies must be discussed regularly between staff to develop the best ways of dealing with difficult behaviour. Some strategies that can be helpful include;

- Ignoring minor inappropriate behaviour and focus in on a child displaying positive behaviour.
- Keeping calm if a situation arises that could upset others
- Talking quietly and slowly
- Removing the child (or the other children) to help calm the situation
- Giving space and time to the upset child and discussing their behaviour when they are ready to do so.
- Helping the child to take responsibility for their actions

It must be made clear than any member of staff who is proved to have taken any sort of physical punishment towards a child will be formerly disciplined. This could lead to dismissal.

We encourage parents to take an active role in promoting a consistent approach to discipline.

Anti Bullying

Bullying comes in many forms, physical, verbal, silent and isolation etc. We at Time 4 Nursery & Overton Kids Club believe that all children and individuals have the right to come to our settings without fear of being bullied. Any act of bullying will be dealt with immediately.

5. (SEN) ~ Special Educational Needs

We have a special educational needs policy that follows the recommended guidelines. It is a large policy and is provided separately. If a parent expresses an interest in reading or indeed having a copy of our Special Needs Policy, then this can be arranged. Parents will be approached on an individual basis regarding their child's individual or special needs. Our Special Educational Needs Co-ordinator is ~ **Sarah Rodriguez**. If you wish to discuss any areas of concern, please see the office to arrange an appointment.

6. Equal Opportunities and inclusion

All families are accepted without discrimination in relation to religion, political belief, health, sexual orientation, academic ability, national origin, marital status, ethnic background or disability. Every family enquiring about a place for their child will be treated individually and admission would be based on availability. Consideration is always made between the parents and us to ascertain whether Time 4 Nursery and/or Overton Kids Club would be the setting in which a child's needs could be met. There would be a special consideration for instance if a child requiring a wheelchair wanted to attend the Nursery as it occupies two floors and there is no lift. However, the after-school club is on one level. The nursery would not refuse admission on this basis; a discussion would take place to try to ascertain if the child's needs could be met at Time 4 Nursery. The parents would then have the choice to enrol their child in the nursery that they think would be the best in caring for their child.

If a child comes to us that has special needs then we would endeavour to provide the support that would best cater for the child's needs through appropriate equipment, staff training, gaining specialist advice, requesting outside support. Refer to the special needs policy.

Time 4 Nursery & Overton Kids Club will endeavour to undermine all forms or discrimination through training, recruitment, role modelling and enforcement. We will promote a policy of positive discrimination in play encouraging all children to join in with all activities as far as possible. Our aim is to ensure that all resources, books and activities promote positive images in the realms of race, gender, disability and so on. We aim to develop bias free resources. It is our policy to treat children as individuals and we will work in close partnership with parents to achieve this. We aim to promote tolerance and appreciation of other cultures, languages and individual differences.

All members of staff are recruited fairly with the criteria being the skills requirements of the occupation. We adhere to all relevant legislation. See staff recruitment and retention.

7. Medication

It is the policy for Time 4 Nursery & Overton Kids Club to administer medication to children only under the following circumstances.

1. A form must be completed, on the day or prior to their session, and signed by the parents giving details of the medication, including how much and how often.
2. The staff will only administer prescribed medication that is clearly labelled with the child's name, date and dosage.
3. Two members of staff are to be present when medication is administered
4. A written record must be kept of medication given with details of time and amount.

If a child needs medication to be administered on a particular day, then parents need to approach a member of staff who will carry out the above procedure. The medication cupboard at Nursery is allocated in the downstairs Kitchen and upstairs pre-school room. At Overton Kids Club, the medicine cupboard is allocated in the staff /resource room.

All medication must be kept out of reach from children. Under no circumstances must any medication be left anywhere else other than these allocated places. (This must be done under the supervision of a member of staff). Parents must ensure, for instance, that their child's medication is not left in their child's bag.

8. Accidents and Emergencies:

When a child has a minor accident, a member of staff should make the child comfortable and then inform the Manager. Who can make a decision whether to contact the person identified as the First Emergency Contact on the registration form.

In the case of a more serious accident, or emergency, the above procedure should be carried out and also contact the relevant emergency services. If the child is to be taken to hospital, then staff must ensure that any relevant information is made available and documentation passes on as necessary. If there is a serious accident, or death, then we have to inform OFSTED.

Any member of staff dealing with an accident involving blood must wear protective medical gloves. These must be disposed of appropriately. All accidents must be recorded on the accident forms and signed by the child's parent and witnessed. If a form needs to be signed by a parent then it is noted on the signing in form for the parent to approach a member of staff. The accident form will then be passed to you for signing. The staff are responsible for reporting and explaining the nature of the accident. It is the staff's responsibility to forward the signed accident report to the office to be filed in the child's personal file. (All children's personal files are stored in a locked cabinet). It is very important for parents to keep emergency contact numbers up to date and they must inform the Office of any changes in writing, with the date, child's name and parent signature.

Most of our staff are qualified First Aiders and our nominated person is a qualified Paediatric First Aider. When an accident has occurred the member of staff working with the child at the time of the accident will be responsible for the first-aid treatment and filling in the accident form. If unusually, that member of staff is not qualified then the next nearest member of staff will deal with the treatment in partnership. The Proprietors are responsible for ensuring that a program of training is in place to ensure that as far as possible all staff employed have their first aid certificate up to date.

If a child has had an accident at home or off our premises then parents must fill in an "Accident Of our Premises" form. (Obtained from the office). This helps to inform us of any possible consequences at our setting, such as the child having a headache after bumping their head. It is the responsibility of the parents to ensure that the setting is informed of any accident at home and that the above procedure is carried out.

9. Illness

It is normal practice to identify children who are showing signs of illness. If a child seems to be feeling a little unwell, but is assessed by the appropriate staff as being well enough to stay then they will be monitored and the parents informed when they arrive to collect their child. If a child is upset and the Manager feels that the parent should be contacted then the staff and parents can discuss the situation and decide the best course of action (all staff understand that many of our parents are working and that it can be problematic to make arrangements to collect their sick child). If a child is showing more serious signs of illness whereby it is deemed that the child would benefit being away from the setting then the parents/carers named on the registration form will be contacted and asked to take their child home. It is the parent's responsibility to ensure that there is always a responsible adult available to collect their child to collect their child in such circumstances. If the normal contactable person is unavailable on a particular day then other arrangements must be made and the office must be informed in writing. We have an obligation to protect other children and staff from infectious illness (communicable diseases). We seek professional advice and follow the relevant guidelines in these cases. There will be times when children will need to be excluded from the setting because they have an infectious illness. (A full communicable disease list cannot be provided in this document, as it

is not exhaustive). Please see sickness in our brochure's terms and conditions. We will notify Ofsted of any communicable disease as defined by the Health Protection Agency. Parents must inform us of any illness that their child may have,

10. Safeguarding Children

Under the terms of the Children Act 1989 we have a duty to be aware that abuse does happen in our society and that we have a responsibility for the welfare and well being of the children in our care. We have a duty to report any suspicions of abuse to LADO Local Authority Designated officer and they have a duty to investigate such matters. We must also inform OFSTED of any such suspicions; C.I.E (Complaints Investigations and Enforcement) 3rd Floor, Royal Exchange Buildings, St Anne's Square, Manchester, M2 7LA. Telephone 0161 255 4804. The local police may also be contacted on 01524 63333. Both settings follow the procedures set out in The Area Child Protection Committee Procedures. All members of staff are trained to observe and record children's behaviour as part of normal practice. If they have any concerns regarding any unusual behaviour then they should discuss these with The Nominated Persons **Lisa Mooring, Pippa Day**. In the absence of the The Nominated Person, Nursery/After School Manager would take responsibility. If The Nominated Person regards any of these observations as being Child Protection issues then she would take the appropriate action. She has the duty to report any physical or verbal evidence that might indicate, or give rise to suspicion of, child abuse whether physical, emotional, sexual or neglect. All members of staff are provided with a more detailed Safeguarding Children's Policy, which gives guidance to the staff and lays out the procedures that must be followed.

If an allegation is made against a member of staff then OFSTED (see address above) and Morecambe Bay Area Childcare Team (address as above) will be informed and the settings disciplinary procedure will be brought into effect.

Contact Numbers

Children's Integrated Services-0845 0530 009
Emergency Duty Team – 0845 602 1043 (out of hours)
CAF team – 01772 530 514
Early Years Safeguarding Officer- 01772 531555
OFSTED – helpline-0300 123 1231
Whistle Blowing 0300 123 3155
Complaints- 0300 1234 666
LADO- Tim Booth- 01772 536 694
Police Station Lancaster – (01524) 63333

Mobile Phones & Cameras Policy (Parents/Carers & Staff)

This new policy has been written following recent advice from county, In order to safeguard children and protect all adults from any false accusations.

- You must **terminate all calls before entering the nursery/after school club**.
- You must not use mobile phones or personal cameras in nursery/after school club at any time.
- Parents are asked not to take any photographs at any time in nursery or at the after school club.
- Any outside agencies are not allowed to use mobile phones in nursery or at the after school club.

11. Missing Child

Our room registers/signing in/out sheets are continually kept up to date. Recording when children arrive on the premises and when their parents arrive to collect them. Because we have an open door policy, and parents can arrive and leave when they wish, within their booked sessions, it is crucial that these registers are updated immediately so that children can easily be accounted for at any time throughout the day. Each setting carries out a register/headcount at the beginning of each session and after outdoor play, before coming inside. If the whereabouts of a child is uncertain then one member of staff will make a thorough search. If the missing child is not found, all staff (some of which will still supervise the other children) will be involved in a throughout search. Should the child still be missing then the setting will contact the child's parents and then the police.

12. Early arrival and late collection of children

Nursery: If a parent arrives at nursery before the nursery is open, then they will have to wait until the staff on the early shift opens the nursery at 7.30am. If a parent arrives at nursery before their session begins (8.30am, 12,30pm & 1.30pm), they will have to wait until the session has formally begun. The Nursery must ensure that the strict staffing ratios guidelines are maintained at all times.

Nursery and After School Club: While we understand that it can sometimes be difficult for parents to arrive on time to take their children home, we do have to balance the needs of the parents with consideration of the staff. If a parent

is having difficulties in collecting their child on time then it is **their** responsibility to make **other** arrangements. If someone different is going to collect their child, it is the parents responsibility to telephone the setting to give a description of that person and use a password. There are times when something unexpected can arise and unusually a parent will be late ~ for instance exceptionally heavy traffic. In these instances the setting will make an allowance. However we would ask parents to phone to inform us if they are going to be late so that arrangements can be made. We would ask parents to be considerate to the staff by arriving in time to leave the premises by the end of the session. If a parent wishes to discuss anything with the staff then they need to arrive in good time to do so. If a child has not been collected by the end of their booked session and we haven't heard from the parents then we will attempt to contact them. The child will be cared for on the premises until they are collected. However, if the same parent persistently does not arrive to collect their child before the end of their session then a late pick-up charge will be automatically added to your next invoice. Please see point 2 on our Terms and Conditions. In very unusual circumstances, if it comes to a point in which it would seem reasonable to assume that the child isn't going to be picked up, then the Manager would have no choice but to contact the relevant agencies to make further arrangements. This procedure would not be carried out lightly.

13. Complaints

It is our job to look after the children as closely to the wishes of their parents as possible. Unfortunately things can occur that will not be what a parent wants for their child. If a parent wishes to express a concern, then they must inform a member of staff, who will;

- Listen to their complaint
- Assess whether there is something that can be done immediately to solve the problem
- Make sure that the Manager is aware of what has happened so that they can take appropriate action
- If the problem is more difficult, or a parent is not satisfied with the initial response, then the Manager and Partners must be brought in to take responsibility for the situation
- It may be appropriate to invite the parents to express their concerns privately in the office
- If a parent is making a member of staff feel uncomfortable then it is recommended that another member of staff is present.

We are committed to building good relationships with parents and their children. We encourage parents to discuss any queries in the first instance with their child's key worker. If a parent wishes they may speak to the Manager. If after discussions at all levels, the problem remains unresolved the parent should then write to Ofsted at the following address;

OFSTED, The National Business Unit, Royal Exchange Buildings, St Anne's Square, Manchester, M2 7LA (Telephone 0300 123 1231).

14. Fire Procedure

All members of staff must make themselves familiar with the "Fire Evacuation Procedure" which are displayed around the building and are provided to staff on recruitment. Staff must make sure that the displayed procedures are visible at all times. Each member of staff is responsible for evacuating their group of children in a safe place via the nearest exit and taking with them the register. Managers are responsible for taking with them a telephone, the registration form file (listing all children's and staff's emergency contact no's) and the staff signing in forms.

FIRE EVACUATION PROCEDURES

In the event of a fire in the building;

1. Evacuate all children through the nearest exit, shutting all doors behind you.
2. The room registers, visitor's book, staff signing in form and children's registration forms file and a telephone must be taken out.
3. Nursery: Progress to the front of the garden (if it is safe to do so) and congregate at the wall. OKC: Progress to the Bus shelter
4. Call the Fire Brigade 999
5. Do not attempt to extinguish the fire until all the children in your care are in a safe place, for if the fire has reached such proportions as to endanger your life.

In the event of a fire parents must be responsible for their own exit from the building under guidance from the staff. Parents must not try to find their own child, as the staff will be responsible for them.

Regular fire drills will be done to familiarise the children with the noise and the procedure.

15. Smoking and Drinking

We operate a strict no smoking policy on the premises. There must also be no smoking when going off the premises with any children. No consumption of alcohol will be permitted on the premises or off the premises with any children. Admission to the settings will be denied to anyone who is thought to be under the influence of alcohol or any other substance.

16. Terms and Conditions

Time 4 Nursery & Overton Kids Club include Terms and Conditions within our Brochure, which include registration, opening hours and sessions, late collection of children, fees and payments, meals/snacks, absences, sickness, medication, clothing & personal property, car parking and termination. It is your responsibility to provide nappies, wipes and creams for your child. With regard to babies and children with special dietary requirements, it is your responsibility to provide baby milk (already prepared), jars of food etc. Once a child has been registered then these "Terms and Conditions" apply.

17. Personal Belongings and Lost Property

All children's personal belongings need to be properly labelled. (We can provide you with a simply stuck form to order labels, at your cost.). It is parent's responsibility to ensure that supplies of wipes, nappies, creams etc are ample for the day ahead. A charge of 50p per nappy will be added to your next invoice should nursery nappies be used. Parents are expected to find out where their child's personal belongings are kept so that checks on supplies can be made on a daily basis and restocked when necessary. In our Sunbeam Room (under 2yr olds), this will be noted on the daily report. In our Sunshine Room (2/3yr olds) a note will be made on the signing in/out sheet. The staff will encourage children to place items in their labelled trays and/or for Sunlight Room children on their coat hooks. The staff will do their best to keep personal belongings safe. Any items left on the premises, which are not labelled, will be placed in our "lost property box", which is located in the porch (M to F ~ 8.30am to 6pm) . At the end of each month, any items still left in the "lost property box" will be donated to charity.

Toys/Valuables ~ Parents are requested to ensure that children do not bring in jewellery, money or other valuables. We will not be held responsible for any loss or damage to valuables.

18. Communication

It is the parent's responsibility to ensure that all relevant information is put on the Registration Form and this is updated with any changes IMMEDIATELY. We require parents to put any changes in information regarding their child IN WRITING, with the child's name, parent's signature and date of change and to be handed to the office. The office will be responsible for passing on personal information on the children to all relevant staff. This will be done in the most appropriate manner for example memo's, staff meetings, verbally and lists placed in the settings. All staff must adhere to the "Confidentiality" policy at all times. The passing of information to and from and within the setting is a priority.

We operate a key worker system in which one member of staff is responsible for gathering, recording and sharing information on a number of children. This does not mean that this member of staff will work with their key children all of the time. They will however work with them regularly enough so that they can assess and record their progress. It is the child's key worker that parents should make contact with if there is anything relevant to be passed on to staff on the day to day nature (for instance has started 'potty training', hasn't slept well, child unwell over the weekend, injured themselves during an after school activity etc). A child's key worker may not remain the same throughout their time in our settings. For the nursery setting, as the child moves rooms, The Manager, along with the Team Leader/s will change the child's key worker to a member of staff who will be working more frequently with them. Time 4 Nursery & Overton Kids Club produces Newsletters throughout the year, in which useful information is passed on to parents.

19. Confidentiality

Time 4 Nursery & Overton Kids Club is open to all. Parents have the right to see what is on record regarding their own child but no other child's records. All information held by us will at all times be totally confidential. The staff must not disclose any information on any child without the permission of the child's parents. Parents will have access to their own child's work folders at any time and are encouraged to add to it if they so wish. Staff must be aware of confidentiality issues at all times and must make the necessary arrangements to discuss matters privately using the staff room or office if suitable.

All members of staff must be aware that all information is confidential and any personal information, such as telephone numbers or addresses, of staff as well as parents and children must not be given out.

20. Grouping of the children

Nursery:
Sunbeam Room ~ 0-2yrs ~ Ground Floor
Sunshine Room ~ 2-3yrs ~ Ground Floor
Sunlight Room ~ 3-5yrs ~ First Floor

The children are grouped according to their needs.

After School Club: Children group themselves in accordance with friends, or what activities are available. Staff monitor this on a daily basis, making spontaneous observations and interacting when necessary to change grouping or involve all children for activities.

21. Learning

Each member of staff has been chosen so that they bring a variety of skills, attitudes and characters to provide positive role models and facilitate learning in a fun way. See 'Staff Recruiting and Retention'. Each member of staff is a valuable part of the team and should be treated with respect and warmth.

To develop children's decision-making skills staff will try to encourage the children to think for themselves. It is a crucial part of interaction that all members of staff ask children a variety of questions throughout their day. It is seen as very important to allow children the time and space to learn how to do things themselves. Every part of the day is a potential learning situation and staff will endeavour to make sure that they maximise this and do not do things for the children for speed and their own convenience.

The planning is theme based. The long term planning is carried out annually to decide which themes will be done in which months for the coming year (children are encouraged to put forward their thoughts and ideas). Medium term planning is done termly and staff /children take turns in co-ordinating the planning for each week relating to the themes. The planning covers all aspects of the Birth to Five and Play workers Framework. The activities are differentiated according to the children's ages. We have a wide range of equipment available to the children so that all areas of development are encouraged. The Manager oversees the planning and guides the staff through the process.

Assessment and record keeping is ongoing and the Managers are responsible in ensuring that the children are being given tasks suitable for their stages of development. By looking at individual and the settings progress issues can be addressed to maximise children's learning. We operate a key worker system in which each member of staff is responsible for assessing and recording children's progress. This is then passed on to the Manager, parents and other establishments when the children move on.

Digital Cameras, ipads

The nursery will use digital cameras to take pictures, to show the development and progress of the children within the setting.

These images will be downloaded onto the nursery computer and printed to be displayed in the children's personal files and occasionally displayed on nursery walls, the images will be immediately deleted from hard drive and will not be stored.

Ipads

Nursery ipads are used throughout the settings for recording children's learning via a software application called 2simple.

The 2simple App

From time-time you will see nursery practitioners using ipad's & ipod's in the setting. The devices are nursery owned and used to record and track children throughout the EYFS using an application called 2simple. The application has security and encryption features to ensure that all data stored is safe.

The Benefits of 2simple.....

- Save hours of record keeping time.
- Consistent record keeping throughout the nursery setting.
- Capture the planned and spontaneous but important moments.
- Quickly and easily take photos of pupil's work; tag them with learner details and Foundation Stage targets.
- Provide individual learners and whole class reports.
- More information can be found at <http://www2.2simple.com/>

22. Meals and Snacks

For children arriving on our early start session 7.30am – 8.30am, We provide a light breakfast of toast and cereals and milk/water/juice at 7.50am. If you wish your child to have something different, a cold alternative must be provided by yourselves. For children arriving later than 8.00am breakfasts cannot be accommodated.

Nursery:

We provide all children with a snack mid morning and mid afternoon. This consists of a choice of fresh fruit/cheese & crackers/noodles/biscuits/breadsticks/toast & jam. The drinks provided are milk, water or very well diluted cordial. It is the parent's responsibility to inform us if their child doesn't like or is allergic to any of the above. Our snack time also provides an opportunity for learning, for instance, counting cups, recognising colours and taking turns. Children sometimes assist the staff in preparing for snack either as part of the planned curriculum, or as our helper for the day.

For children attending our lunch session at 12.30pm. A freshly cooked meal is prepared in our kitchen (on site) daily by our fully trained cook. Lunch is served at approx 12.45pm. If your child is not going to be in nursery for lunch,

please telephone us no later than 11.00am. Please make sure your child is in nursery no later than 12.45pm for them to have lunch. Children in our Sunshine Room and Sunlight Room join together for lunchtime, giving the opportunity for social interaction with other children. Learning manners, how to eat using a knife, fork and spoon, and encouraging and helping each other try new, different foods. Our staff may also have a cooked lunch and join the children at the table, helping them when needed.

After School Club: We provide all children with a snack mid afternoon. This consists of a choice of fresh fruit/cheese & crackers/noodles/biscuits/breadsticks/toast & jam. The drinks provided are milk, water, diluted cordial, hot chocolate, cup a soups. It is the parent's responsibility to inform us if their child doesn't like or is allergic to any of the above. Children are given the opportunity to assist the staff in preparing for snack.

There may be times when we plan tasting activities (maybe for a festival) or a child may bring in a birthday cake in for everyone to share. It is part of our practice to allow all children to join in with these situations, unless there is a known request from parents for us not to do so. **It is very important that parents inform us of any special requests or requirements. This must be done in writing and handed to the office. Please read the "Communication" policy.**

23. Outings

The staff are encouraged to take the children off the premises to promote all area of learning. This could involve among others; a visit to the local library, local shops, Village, playground. It is crucial that the ratio of staff to children is maintained both off and on the premises and it is the responsibility of the Managers to make sure that this happens. Liaising with the office staff can help to ascertain the correct staff to child ratio. At least one mobile telephone must be taken with each group to call for emergency assistance or for the office to phone to ascertain the groups whereabouts if necessary. A first aid kit must also be taken. If a member of staff does go off the premises with a child or a group of children, they must inform the Manager and or the office who will note in the daily diary, which staff and children are going, where they are going, what time they are leaving, how long they will be and a note of the mobile telephone number. Parental permission for going off the premises is included as part of the registration form. We ask parents to inform us if they do not wish their child to go off the premises, for example they may have a doctor's appointment.

24. Parental Involvement

We work closely with parents and promote open door policy that means that parents, relatives and friends are always welcome. We encourage parents to talk with all staff and their child's key workers. During a child's time with us there may be events that we encourage the family to join in with.

Parental involvement is very important at our settings. Every member of staff must promote openness and trust with our parents. Being honest and spending time talking and listening to parents will help to develop this. Communicating in a positive way with parents will help promote confidence in us to look after their child in the way in which they want. Members of staff will try to encourage parents to spend time in the settings, looking at displays which children are encouraged to help with. Parents may be asked to bring items in from home, which may relate to our theme. Or if parents can speak another language, they may be asked if they could spend some time with us saying some words to the children. It may be nice for parents to come to the settings in their work vehicle, for example fire engine, police car, pick up truck etc to allow the children to explore it and for you to tell the children what you do. This is important because it promotes a feeling of welcoming and belonging. Taking care of a child is teamwork and the better communication between us and the child's family and friends the better the child can be cared for. If a member of staff has been provided with any information that is relevant to other staff, or the running of the setting as a whole, then it is the staff's duty to pass that information on. There will be times when a parent discusses an issue with a member of staff that is peculiar to their child. This personal information must be passed on to the office. See "Communication". There may be other times when feedback from a parent can provide us with valuable information on how to improve the setting/s as a whole. It is important that this information is passed on to the Manager or Office so that any relevant action may be taken.

25. Pattern of the Day (Continuous Provision)

Nursery: We have a basic but flexible pattern for a typical day but this is not to be followed blindly. The nursery must remain flexible in its approach to caring for the children and this pattern may be altered at any time, so long as it is for the benefit of the children. Here follows an outline for staff and parents to be aware of;

Breakfast ~ toast/cereals and a drink is provided at 7.50am for children who are booked on an early start session.

Morning Sessions: 8.30am ~ Register ~ approx 9.00am

Throughout the morning, children are encouraged to make their own choices in deciding what to play with

Mid morning open snack and drinks are offered

Children may swap rooms to offer a wider range of activities and continuous provision accessing outdoor play.

LUNCH 12.30 – 1.30pm ~ freshly cooked meals available daily (monthly menu's are provided)

Afternoon session: 1.30pm ~ Register ~ approx 2.00pm

Children are encouraged to make their own choices in deciding what to play with

Mid morning open snack and drinks are offered

Children may swap rooms to offer a wider range of activities and continuous provision accessing outdoor play.

After School Club:

A selection of resources are set out for the children prior to them arriving. However children are available to change the resources and equipment as they wish, with supervision by a member of staff.

26. Outside Play

Nursery:

We are very fortunate to have a large secure outdoor play area, where the children This provides an opportunity for the children to gain fresh air, have a change of scenery, carry out different activities (especially for developing gross motor skills) and they learn to prepare themselves with the correct clothing for the weather. It is the parent's responsibility to provide appropriate labelled clothing for the weather. During the summer it is crucial for children to be protected from the sun. If your child comes to nursery for a morning or afternoon sessions, it is your responsibility to apply sun cream to your child. If you child attends nursery for a full day, please provide nursery with their own labelled sun cream so that we can protect them. Nursery will provide sun hats. Babies in prams will also have the same care but additionally they will be placed out of direct sunlight by using sunshades or the shaded areas outside. The staff must be aware that these shady areas move throughout the day and the children should be checked, even more frequently than usual, so they don't become overheated. If a day is particularly nice, we may spend more time outside, taking sand, water trays, easels and tables etc. Staff will be aware that children may need drinks more frequently and that if it is particularly hot, children are brought indoors for periods of time.

After School Club:

We are very fortunate to have a large lawned play area. This provides an opportunity for children to gain fresh air, have a change of scenery and carry out different activities. It is the parent's responsibility to provide appropriate labelled clothing for the weather. During the summer it is crucial for children to be protected from the sun. Please provide your child with sun cream, which can be labelled and kept at the club or kept in their labelled school bag. Please provide your child with a sun hat. If a day is particularly nice, we may spend more time outside, taking sand, water trays, easels and tables etc. Staff will be aware that children may need drinks more frequently and that if it is particularly hot, children are brought indoors for periods of time.

27. Policies and Procedures

The policies for Time 4 Nursery & Overton Kids Club have been drawn up to provide procedures for the staff and parents to follow to enable the settings to be as beneficial to the children and their families as possible. The "Policies" booklet is a working document as it is constantly reviewed and updated. Any major policy changes are put in the newsletter provided to all parents of children enrolled. The "policies" booklet also acts as our "Operational Plan" and "The Staff Manual" combined. This ensures that parents, staff and other carers are given the same information on the running of the settings. It is hoped that this will promote confidence, understanding and trust. Parents who are about to enrol their child will receive a copy of the following;

Our Brochure – detailing rooms, current fees and terms and conditions

Registration Form – which must be completed in full. This will mean that parents have read, understood and agreed to all of the above.

Our Policies, Fire Procedures, Ofsted Inspection Reports, are on view at both settings. Copies of which can be obtained from the office.

All members of staff have identical copies of these and it is a continuing responsibility of the staff to ensure that they keep themselves up to date.

28. Registration – Signing In / Out Forms

Each setting has a registration form / signing in/out form. Parents are responsible for signing their child in and out with the correct time and their signature. Staff at Nursery will carry out a register at approx 9.00am and 2.00pm. The children are also encouraged to find their own name cards (self – registration). This promotes their independence and helps them to recognise their own name (and also the names of other children). During registration, staff discuss the

weather, what day it is etc and use flash cards to help the children recognise the different seasons and weather. This can also be used in more detail during circle times.

Each member of staff must also register themselves on a separate staff signing in/out sheet, by putting the time at which they arrive and the time at which they leave (with a signature to authorise this).

29. Settling in

Once a parent decides that they want their child to attend Time 4 Nursery & Overton Kids Club then they need to follow the admissions procedure. See "Admissions". Every child is different and we take a flexible approach to settling in. Our staff are happy (provided you are happy) at Nursery to take your child from you if they are a little reluctant to come in. If this should happen, we would encourage you to telephone the office once you return home or get to work to check how they are. We promote ourselves on being honest with all parents and carers and are able to pass you onto a member of staff who will be happy to update you on your child's progress.

30. Staff Deployment

The partners, together with input from the Managers place each member of staff in a suitable role/room for their skills and experience. Members of staff may move rooms/settings so that they experience a different environment and set up and different ages of children. It means that all members of staff are able to cover staff holidays or sickness in all rooms/settings.

The office staff are not included in the staffing ratios and are therefore available to answer the doors and carry out administrative and management tasks. They are also available to assist in the nursery/after school club if required. This ensures that the staff are allocated to be with the children can devote their time to them and not be called away from them.

31. Staff Meetings, Training and Appraisals

The office and Managers initiate staff meetings on a regular basis. Different meetings are arranged at regular intervals;

Planning meetings	~	Staff meet to discuss long, medium and short term planning.
House Meetings	~	The Partners and/ or the Managers can pass on any information and discuss relevant issues with the whole staff. This can also be for in-service training.
Team Leader Meetings	~	This is a chance for the Nursery Manager and the Team Leaders to discuss day to day running of rooms.
Management Meetings	~	This is a chance for the partners and the Managers to talk about the day to day running of the nursery.
Partners Meetings	~	Arranged when required. These meetings are for long-term business planning and settling objectives. They also provide an opportunity for financial affairs to be discussed.
Overton Kids Club	~	Meetings are arranged as and when required.

Training takes place continually on a day-to day basis with the Managers and Team Leaders being a positive role model and communicating her wishes to staff. The induction provides an important tool in giving new members of staff information that they require to work at either setting. In-service training takes place at regular intervals to keep staff up to date. This could involve a member of staff returning from a course and cascading information or a course being set up by the management for all/some staff to update, say, a first aid qualification, NVQ's. Appraisals are carried out by the Nursery Manager/proprietors and takes place annually for all members of staff.

32. Staff Recruitment and Retention

We aim to be an Equal Opportunities Employer. Staff are recruited on their qualifications, skills and experience and suitability for the job. We aim to employ committed and enthusiastic professionals who will be able to work as part of a team to create an environment in which children can maximise their learning through positive stimulating play experiences. A job offer is always made on the condition that the person's Enhance Clearance from the Criminal Records Bureau (similar to police clearance) shows that they are suitable for working with children. Applicants will not be discriminated against on the grounds of sex, race, colour, creed, religion, marital status, sexual orientation, ethnic background, national origin or political belief See "Equal Opportunities".

We aim to provide the best pay and working conditions within the constraints of running a private business. We have a duty to run an efficient operation so that resources can be ploughed back to improve the quality of the provision for both children and staff. We have a structured approach to self-evaluation and have a commitment to this. We strive to create a positive work environment for the staff by providing regular staff appraisals, opportunities for staff development by attending courses and so on to encourage loyalty and commitment. We adhere to relevant legislation such as, Equal Pay Regulations 1997, Employment Rights Act 1996, Race Relations Act 1976 and the Sex Discrimination Act 1975. We aim to extend incentives to encourage staff loyalty.

33. Staffing Structure

Sarah Rodriguez & Laura Morgans are The Registered Providers and carry the responsibility for both Time 4 Nursery and Overton Kids Club in the provision of Care for 0-11 year old children according to the National Standards set out by The Department For Education and Skills. They are responsible for policy setting in the nursery & after school club.

The Managers are responsible for the overall day to day running of each setting and is primarily responsible for the care of the children and supervision of the staff. They have the responsibility of coordinating the planning, assessment and record keeping. They are also in charge of appraisals, training and together with Team Leaders, inductions. The Deputy Manager will assist the Manager on a day to day basis and cover all duties when Manager is away from Nursery.

Sarah Rodriguez & Laura Morgans are responsible for primarily registering children, dealing with children on government funding, invoicing, financial affairs, maintaining staff support systems (recording holidays, sickness, lateness an so on), ordering resources, maintenance of the premises, implementing all relevant employment legislation, assisting in the running of the office and providing relief cover for both settings, assisting in the running of the office, nursery & after school club. Lisa Mooring and Pippa Day are responsible for arranging staff rotas and assisting with the above;

34. Students, Outside Agencies, Work Experience Placements and Volunteers

We provide a valuable resource for work experience and training in the caring profession. Volunteers and students are interviewed and will only be accepted into the settings if they seem suitable people to be working with children and in our setting. They must always be supervised when they are with children. It is the responsibility of all members of staff to support and guide them with their training. All members of staff are required to set good examples and demonstrate high standards of practice. As for employed members of staff all students and volunteers are police cleared to check their suitability to have contact with children.

35. Use of Space

We endeavour to utilise space to its maximum. The indoor areas are used to provide experiences that are the most suitable for the needs of the individual children.

36. Time 4 Nursery ~ Staff

Registered Providers Owners and Office	Sarah Rodriguez, Laura Morgans.
Nursery Manager:	Lisa Mooring
Deputy Manager:	Pippa Day
Team Leaders:	Lucy Forgham/Amanda Thompson/Josh Foster
Nursery Practitioners:	Danika Byrne, Hollie Kilifin, Kerry Malone, Caroline Malone, Cheryl Pattinson, Yvonne Carter, Jazmin Skelly, Kathy O'Neill.
Cook:	Paula Shacklady

Overton Kids Club ~ Staff

Deputy Manager:	Jackie Smith
Play Leaders:	Helen Wareing & Gill Bailey.
Driver & Assistant Play Leader:	Jackie Cavanagh
Additional Drivers:	Lucy Forgham, Lisa Mooring, Laura Morgans, Sarah Rodriguez, Pippa Day, Jackie Smith.