

Halstead Nursery

c/o Halstead CP School
Otford Lane
Halstead
Kent TN14 7EA

07950 681846



Halstead Nursery

Qualified, experienced staff. OFSTED inspected.

All children work towards the Early Learning Goals. A happy, caring environment for children aged from 2 to 5 years.

(Registered Charity: 1022015)

www.halsteadnursery.org.uk

HANDBOOK

Charity Commission for England and Wales.
Registration Number 1022015



CONTENTS

INTRODUCTION

NURSERY STAFF & QUALIFICATIONS

HALSTEAD NURSERY COMMITTEE

HOURS OF OPENING

FEES & FUNDING

GENERAL INFORMATION

Absence due to illness, Age of Admittance,
Behaviour, Child Protection,
Complaints Procedure, Confidentiality,
Inclusion, Special Educational Needs & Disabilities

CHILDRENS PERSONAL EQUIPMENT

Book Bag, Clothing, Contact Book, Toys

SETTLING IN

ACCREDITATIONS

Royal and Sun Alliance Liability Insurance

Ofsted Registration Number: 127219

Pre-School Learning Alliance

Registered Charity Number: 1022015

Registered Social Services Number: FC001267

Kent Quality Mark

INTRODUCTION

Welcome to Halstead Nursery. This handbook provides comprehensive information for parents about the Nursery's guidelines and operations which enable the nursery to run as smoothly as possible and make your child's time here as happy as we can. We would therefore be grateful if you could read this handbook and follow the guidelines that are set out. Further information and policies are on our website at www.halsteadnursery.org.uk.

It is our aim that the staff and parents will work closely together to provide each child with a fun yet challenging introduction to education in a safe and caring environment.

NURSERY STAFF & QUALIFICATIONS

<u>Manager</u>	
Tracey McCartney	EYP-BA Hons Early Years. Diploma in Pre School Practice Dec 2002. Designated Safeguarding Lead. First Aid. Inclusion Manager/SENCO
<u>Deputy Manager</u>	
Emma Scott	NVQ 3 July 2005. Health & Safety Officer. Deputy Safeguarding Lead. First Aid
<u>Nursery Assistants</u>	
Nicola Tobin	BA Hons Early Years. AMI Montessori Diploma. First Aid.
Natalie Knight	Level 3 Early Years Educator practitioner First Aid
Sammie Bryer	Early Years Foundation Degree – Level 5 First Aid
Sophia Storkey	Level 3 Early Years Educator practitioner First Aid
Elizabeth Meaton	PGCE (Adult Ed) MA, ED. Inclusion First Aid

HALSTEAD NURSERY COMMITTEE

The Nursery is run by an elected committee according to the terms of a constitution. This means that everyone using the Nursery has the opportunity to have a say in how it is run and in the decision making process. The elected committee members are the trustees of the Nursery – the people entrusted with the overall responsibility for ensuring that the group runs successfully. The overriding duty of the trustees is to act in the interest of the Nursery.

Whilst the responsibility for the children’s play and learning is delegated to the staff, the committee as a whole is the employer of any staff appointed and is responsible for all the legal duties of employers. The Manager of the Nursery manages the Nursery Assistants and the Chairperson manages the Manager. Should problems arise that cannot be dealt with by the Manager, parents should approach the Chairperson in the first instance.

The fees paid by parents cover staff wages, rent and insurance and it is the policy of the committee to keep fees as low as possible. It is therefore an important job of the Committee to arrange fund raising events throughout the year to enable the Nursery to buy equipment and other vital resources.

The Committee is made up of volunteers – mainly parents who give up their time to work within a democratic system enabling the Nursery to provide the best start in life for our pre-school children. Members are elected at the AGM held in the autumn term. Posts include Chairperson, Vice-Chair, Secretary, Treasurer and Safeguarding Officer. If you would like more information please contact one of the Committee Members.

Sustainability

The nursery attempts to be as sustainable as possible and to reduce waste. To this end we send most correspondence via email. You may request paper copies on request.

OPERATIONAL INFORMATION

Hours of Opening

NURSERY SESSIONS

Monday – Friday
Morning & lunch 8.45am–12.15
pm
Afternoons 12.15pm – 3.15pm

Wednesday morning
sessions are for children
due to begin school in the
next September intake

Children cannot be accepted before 8.45am and must be picked up promptly. Please note that there is a charge of £2.50 for every 10 minutes that you are late to collect your child after 12.15pm or 3.15pm.

If you have arranged for someone else to collect your child, please make sure they know your child's password (as written on your application form) and instruct a member of staff in order that it may be marked in the 'going home book' (which is kept just inside the main entrance door).

Please use the intercom to the right of the nursery main entrance if you wish to enter the room whilst there are children present. A member of staff will come to the door as soon as possible.

Policies

The Nursery has its own set of policies, a complete set of which hang in the Policies folder outside the Nursery on our web site and a CD is also available on request. A brief overview of all policies is provided on a separate sheet in your welcome pack. It is important to read these and become acquainted with the procedures.

Payment of Fees

The Nursery will issue a parental fee contract to all families. This will set out the Nursery fee structure and provide information about payment.

Invoices are issued at the start of each term (12-14 weeks) and we request payment within 7 days, unless you have come to another arrangement with the Manager. Payments should be made:

By BACS – Sort Code: 20 – 76 – 55, Account Number: 20467758

Please put your child's name as reference. **This is our preferable option.**

By cheque - Please make payable to 'Halstead Nursery'.

By cash – There is NO cash held on the premises and staff are therefore unable to give change, so it would be appreciated if you could try and have the correct money available.

Late Payment Fees

If you envisage a problem paying your fees please see the Manager to agree a payment plan. Failure to do this will result in your child's nursery place being rescinded and a £25 administration fee charge added to the sum outstanding. Please read the nursery Terms & Conditions of Childcare agreement carefully before signing so that you are clear on our late payment policy.

Additional sessions

Sometimes there is availability for children to attend additional sessions. To book your child in for an extra session we require a minimum of 24 hours notice and payment on the day. Pre-booked sessions are all chargeable regardless of absence. Please ask the staff if you require your child to stay for additional time and they will check availability for you.

Government funded hours

Children who receive Government funded hours entitlement will be required to pay an additional amount of fees as detailed in our Fee contract.

Removal from Nursery

If you wish to remove your child from the Nursery please let the Manager know as soon as possible as one term's notice (there are 6 terms in a year)

must be given to ensure that the Nursery has time to try and fill the space. This is in accordance with the Terms & conditions of childcare agreement that you sign when you accept a place for your child. Fees are payable for the notice period.

GENERAL INFORMATION

Coronavirus

If your child has a high temperature, new cough, loss of taste or smell please keep them at home and seek medical advice. If you are advised to take your child for a Coronavirus test, please do so and keep your child at home until the result is known.

If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow [COVID-19 guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), which sets out that they must self-isolate for at least 7 days and [should arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a member of your household is contacted by the Government track and trace system you will need to follow the isolation procedure and not attend the setting.

Absence due to illness

If your child has a stomach upset or is vomiting, please inform the Nursery and keep them at home for a minimum of 48 hours from the last episode of diarrhoea or sickness.

PLEASE DO NOT dose your child up with Calpol if they have a high temperature and send them in. This could be a symptom of Coronavirus. You should seek medical advice on the reason for the high temperature.

If they become ill whilst at Nursery every effort will be made to contact parents/carers. We are unable to administer any medication to your child unless you have completed a medication form provided by the Nursery and all medication needs to be in the original container labelled with your child's name.

Advice and Information

Should you wish to speak with a member of staff please ask for a chat on drop off or collection, alternatively, write your question in your child's contact book. We do try to speak with you immediately on request, however this is not always possible and an appointment will be made at a convenient time. You may call at any time during the day or email the address provided.

Behaviour

All children at the Nursery will be able to play and learn without fear of being hurt or hindered by anyone else. We encourage all children to develop self discipline, self esteem and a respect for others.

Complaints Procedure

If parents have any cause for concern regarding their child, they should contact the Manager initially. If the problem is not resolved, the matter should be referred to the Chairperson of the Committee. If parents are still unsatisfied the matter should be referred to Ofsted.

Confidentiality

Not all staff will be made aware of discussions you may have had with the Manager, unless this is felt absolutely necessary for the child. If you do not wish information to be passed on, please let the Manager know. No contact details will be given out for either staff or parents without prior permission of that person.

Inclusion

Halstead Nursery is committed to emphasizing the common elements and values of our diverse culture. We aim to promote equality and fair treatment of all, thereby allowing everyone whatever their race, religion, gender, language, ability or family background to achieve the level of success and self respect which they deserve whilst retaining their identity.

Parents Rota

Parents are more than welcome to join us for a session to see what goes on once you have left your child with us! If you are interested in knowing more or want to assist on a certain date, please speak with the Manager. If you are subsequently unable to attend please let us know as soon as possible.

Special Educational Needs & Disabilities (SEND)

All children irrespective of their needs are welcome in the Nursery. Each child will have their needs met through personalised Plans in conjunction with the SEND Code of Practice 2015 and where appropriate, working with relevant outside agencies.

Our Local Offer on how the nursery meets the needs of children with SEND is available on our website or in paper form on request.

Snack/Lunch

The nursery provides fresh fruit/veg for morning & afternoon snack time. Milk/water are available throughout the day for all children. ALL children must bring a packed lunch if they are with us through the lunch session. Lunches are NOT stored in the fridge so please make sure they contain an ice pack for keeping the lunch cool. We all sit together for lunch both children and staff, we aim for lunch to be a relaxing social time with plenty of time to eat as we sit and talk.

We promote healthy eating and can give advice on healthy options for lunch boxes low in sugar, salt and high in nutrition. We request that children do not

bring sweets, if they would like a dessert, we recommend a small yogurt or something similar. We encourage them to eat their savoury lunch first and nutritious items as opposed to biscuits or crisps.

It is our experience they will try other foods when they see their friends with them and you may find them asking for food another child has had. Also, they will enjoy what is packed for them and if some unsuitable foods are missing, they will not notice, there is no alternative like at home and they will eat what is offered.

Please remember to pack child size items as some items are far too large. We encourage the reuse of packaging e.g. boxes, to save on waste and plastic. Each child needs a nutritious lunch packed with healthy nutrients and calories needed for play and learning.

Tapestry Learning Journals

The nursery records your child's development and learning via Tapestry online learning journals. A letter is sent with your welcome pack explaining how this works.

CHILDREN'S PERSONAL EQUIPMENT

Book Bag

Each child is able to buy a book bag costing £3.75; this is brought to Nursery each time your child attends. Your child will be asked to put the bag in the box, situated by the door at the start of each session.

Contact Book

Your child will be issued with a contact book on admission which should be kept in their book bag. It should be used by you to give any relevant information as and when necessary and by staff to make comments on your child's progress etc. The books are checked on a daily basis by a member of staff, who will sign each note to say it has been dealt with.

Toys from home

Please note that due to Coronavirus restrictions, we are currently unable to allow toys from home into the setting. If the situation changes and this can be allowed, we will notify you.

Clothing

Sensible, comfortable clothing should be worn at all times, i.e. no awkward buttons, belts, dungarees etc. These things make independence in the toilet difficult and are often the cause of wet clothes – children have a habit of leaving a visit to the toilet to the last possible minute!

We have outdoor play everyday (weather permitting) so please make sure your child has appropriate clothing and footwear. In the summer you will need to provide a named sun hat and in the winter, named gloves etc. The nursery provides waterproof trousers for wet weather for each child.

Nursery t-shirts, sweatshirts and coats with our logo on are available to purchase via www.myclothing.com . Once on the website you will see a box to type in our nursery name and items should be red and have our train logo on them.

In September, we will have a small quantity of secondhand sweatshirts and t-shirts available to purchase for a small charge. These will be sold on a first come, first serve basis.

Please provide a small bag of spare clothes **marked with your child's name** when your child starts with us that we can keep until the end of term. We will send it home if for replenishing if we have used the spare items.

Due to coronavirus restrictions, please also provide a named pair of Wellington Boots for your child that we can keep at the nursery as we are unable to share these between children now.

Children who are in nappies or pull ups should also have wipes and nappies in their changing bag. We will advise when this needs to be replenished.

Settling in

Settling into a new environment is always difficult, no matter how young your child is. We appreciate that you are feeling a little worried about the first few times you leave your child but there are lots of things you can do to help:

- Try to look confident and happy when you drop your child. Your child will pick up on your emotions.
- Each child will be allocated a key person before they start at the setting. This person will settle your child in with the help of other staff and keep an eye on their overall progress. We will let you know who your child's key person is. Please look at the photos in the entrance area as a point of contact.
- If your child's like to use a comforter please feel free to let your child bring this in. They will rely on this less as they settle in.
- Aim to make a clean break when you leave your child - try not to linger and go back to them if there are tears. This normally only lasts only a few minutes after you have gone. We promise to contact you if your child does not settle, likewise contact us to check if your child has settled and enjoying themselves.
- We will have already asked you about your child and their preferences so we are able to refer to these if your child is upset. The contact book is a good place to write these things down if you would like, e.g. siblings, pets.
- Starting a new environment is a tiring experience. Your child may seem more tired in the first few days or weeks.
- We will address every child's needs individually to suit them. If your child needs support from you for a short while we will ask you to stay to assist in the settling in process. This will be discussed with you prior to your child's start.
- Children are also allocated a Back Up Keyperson in case their regular person is unable to be present. You will also be notified of who this is when your child starts with us.
- Finally, please remember that our staff are here to support you through this transition too so please don't hesitate to ask questions, share concerns or have a chat with us.

DAILY TIMETABLE

8.45 am	Arrive at nursery. Handwash on arrival.
8.45 am – 10.20 am	Free Play and activities – indoor and outdoor free flow. Child Initiated with adult support. Adult run activities as required Snack available. Children can choose when to have snack and serve themselves. Eating at a small table with some friends with adult support.
10.20 am – 10.30 am	Tidy up time
10.30 am – 10.40 am	Group circle time – conversation and songs with actions
10.40 am – 10.45 am	Getting ready to go out in the playground
10.45 am – 11.20 am	Outside play with wheelies, balancing equipment, balls etc
11.25 am – 11.35 am	Book time and adult read story
11.35 am – 11.45 am	Handwashing and getting ready for lunch
11.45 am – 12.15 pm	Lunch
12.15 pm	Some children go home, some arrive
12.15 – 2.25 pm	Free Play and activities – indoor and outdoor free flow. Child Initiated with adult support. Adult run activities as required Snack available. Children can choose when to have snack and serve themselves. Eating at a small table with some friends with adult support.
2.25 pm – 2.35 pm	Tidy up time
2.35 pm – 2.45 pm	Group circle time – conversation and songs with actions
2.45 pm – 3.00 pm	Handwashing and group snack
3.00 pm – 3.15 pm	Story/music/singing with actions
3.15 pm	Everyone leaves the nursery

Child Protection

The Nursery is committed to following Kent County Council policies and guidelines in all matters relating to child protection. All cases will be dealt with in strictest confidence. Our Designated Safeguarding Lead (DSL) is Tracey McCartney and our deputy is Emma Scott.

It is the responsibility of our DSL to ensure that we comply with all relevant legislation, maintain accurate records and monitor the wellbeing and involvement of all children throughout their time with us. All other staff members are appropriately trained and aware of their commitments in this area and what to do if they are concerned about the welfare of a child for any reason.

Our most recent Ofsted inspection report judged us 'outstanding' at safeguarding our children. To maintain this level, we display our Safeguarding Children Folder on the hooks outside of the nursery entrance for all parents/visitors to view daily; this is updated whenever amendments or new legislation/procedures or documents are issued. Both new and longstanding parents are strongly advised to familiarize themselves with the information and document changes therein.

The folder contains copies of all relevant information that relates to the safeguarding of all children in our care. A copy of HM Government's 'What to do if you're worried a child is being abused' booklet is also included therein. The booklet outlines the procedures that we, as your child's practitioners, are obliged to follow if we have any concerns over his/her welfare.

A copy of this booklet can be made available for you to take home and read, please ask if you would like one. If you choose to do this, we hope it will give you more in depth information on the procedures that we are required to follow should we have concerns and hopefully, help you to see the need for this important aspect of our care for your child. The booklet is not intended to scare you nor imply that we have concerns over your child. If there is anything that you would like to know regarding the information contained in the booklet or in any of the other documents, please ask and we'll do our best to explain.

Building independence

At Halstead Nursery we will support and encourage your child to become independent and develop self-help skills. You can help us do this by:

- Showing your child how to tell a staff member if their nappy needs changing or if they need the toilet.
- Wash their hands after using the toilet and before eating.
- Put their coat, shoes and hat on.
- Hang their coat up.
- Open their lunch boxes and contents.

You can also support us by:

- Labelling you child's belongings.
- Keeping the spare clothes topped up in case of accidents. We do have a limited stock at the nursery. These are also used if they get wet or muddy outside.
- Choose shoes that are easy to put on and off for the child and the staff!
- Make sure they do not wear belts, dungarees etc. as these are hard to get off when they are using the toilet.



Halstead Nursery is a registered charity and we rely on fundraising and the generous efforts of our families and friends in order to invest in new initiatives for the benefit of the children. Give as you live is a shopping and price comparison site, which ensures that a percentage of every purchase you make will go towards the nursery and it costs you nothing to do it! Just go to the Give As You Live website and search for your favourite store, click to 'shop now' – you'll be directed to the store where you can make your purchases as normal. The store will then donate to either your favourite charity or their charity of the month – it doesn't cost you any extra as the retailer donates.

The website includes many famous retailers (over 4,000 in total) such as Amazon, eBay, Expedia and Viking.

Simply go to <https://www.giveasyoulive.com> then sign up for free and start shopping. Thanks very much!