

Kinder Day Nursery

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Parents Handbook



Caring for your Childs' Future



Our commitment to you and your child

Welcome to Kinder Day Nursery.

When we founded Kinder in 1997, we did so with an absolute commitment in order to provide a standard of unequalled quality.

Our mission statement states 'Caring for your child's future'. To us this means that these precious children are not going to get a second chance.

We set out to create an environment in which children will be safe, stimulated and challenged. A place where fun and enjoyment go hand in hand with learning and discovering . Achieving these aims and maintaining our high standards does not happen by accident. It is a result of a carefully thought out approach, clearly defined objectives, rigorous standards and regular reviews of our performance.

We aim to build positive relationships with parents. With this in mind we work towards a parental partnership policy by sharing information on a day to day basis. Staff aim to build good communication with parents/carers so that both sides are well informed about the child.

With this in mind, we have prepared this Parent Handbook. It explains our approach to education, our policies and procedures and sets down the standards by which we will judge ourselves and be by others.

Parents and carers are most welcome to have a copy of all the Nursery Policies and Procedures at any time. The management team regularly check and update policies and procedures as and when necessary, but are normally done annually.

The publication of this Handbook reflects our commitment in providing children with the best possible start to their education. It also acknowledges the seriousness with which we take the responsibility for our part in their development during their vital important formative years.

Should any parent/carer wish to discuss any of the issues raised in the Parent Handbook, please speak to us and we would be delighted to help you.

Kinder Day Nursery's approach to early learning

At Kinder Day Nursery we view every child as an individual. Every child has their own pattern of development and learning.

We believe that early childhood is a very important time of a child's life. At Kinder day Nursery children are offered vast opportunities to discovery and play, and this is where most of the learning takes place.

We are committed to preserving childrens' right to be playful, have fun and develop at their own pace. The variety of activities and experiences we offer will engage them in exploring the richness and diversity of seasons, festivals, and their own interests.

Our approach incorporates principles which are synonymous with common feature of good practice. We provide a rich and stimulating environment, an organised physical environment, consistent daily routine, and an adult approach that encourages children to:

- Use their own initiative to plan what they want to do and learn. Therefore encouraging them to make their own decisions.
- Learn to share, take turns and work as part of a group.
- Learn to express themselves using a variety of media.

Every day at Kinder Day Nursery, children of all ages engage in a variety of activities, throughout all age groups, as caring and enhancing development go hand in hand. We are a nursery that continuously keeps up to date with new developments in EYFS (early years foundation stage) and have a commitment to ensuring that staff receive the relevant training to provide first class practice.

Staffing

As part of good practice all staff have been CRB(Criminal Record Bureau) and DBS checked, before they are allowed to work with the children.

The staff team hold a variety of qualifications awarded by various certified bodies including NVQ 2 and 3 as well as foundation degrees and BA degrees. These are further topped up with relevant training such as CHILD PROTECTION, PAEDIATRIC FIRST AID, HEALTH AND SAFETY, BASIC FOOD AND HYGIENE and so on.

All staff have a commitment to these following aims:

- To work in partnership with parents.
- To provide an environment, which is healthy, safe and stimulating.
- To value and support children.
- To make sure that children are encouraged to acquire a positive image of them.
- To provide activities suitable for their age and development
- To work as part of a team.
- To continue with further necessary training.

Setting Standards

Kinder Day Nursery is committed to quality and to this effect operates defined and documented procedures for all aspects of children's care, parent's requirements and staff training. The same standards are applied to our other nurseries. We work towards achieving a high standard at all times.

Child Induction

Our experience leads us to believe that children benefit greatly from a gradual introduction to their new environment. Attending a new nursery for the first time is a very big step in childrens' lives, even if they have been cared for by a child minder, or another nursery. Becoming accustomed to new people, physical surroundings and routines can be disorientating. To aid this transition, it is important that you remain calm and in a reassuring manner and that you are available to stay for the first few visits, either in the room with your child, or on-call in the staff room. Please feel free to bring a home comforter for your child and something to occupy yourself during the stay.

Once settled children normally attend the nursery happily. However when a child moves rooms, circumstances change at home or after a prolonged absence, you may find that a resetting period may occur. Sharing information to help us gain a full understanding of the situation means we will be able to work effectively to assist them through this phase.

Our aim is to help you and your child become settled as quickly as possible and to help your child develop a positive attitude towards the nursery. We want both you to feel happy and secure.

Childrens' personal belongings

Children should be suitably dressed for the nursery activities. Messy activities occur in this environment and during toilet training "accidents" may happen, so please provide spare clothing, which need to be clearly labelled with the child's name.

Sometimes your child will wish to bring a favourite toy or object from home. This can be of great comfort, even when children are happily settled. However, it can also be a source of conflict as most children have difficulty sharing their well-loved possessions. In these circumstances, we would appreciate your sensitivity to the needs of your child and other children. Always make sure that a member of staff knows that your child has brought something from home. An additional help would be to encourage your child to place the possession in the home box, where things can be kept safe.

Please provide the nursery with nappies, relevant creams, wet wipes, tooth brush and paste, bottles and powder milk (where relevant). The nursery staff will inform you when replacements are needed, either directly or by a note or text message. We accept no responsibility for any money or valuables sent with the children. No sweets or jewellery are to be brought into the nursery.

Meal times

The children are offered toast and a drink between 8.30am and 9.00am, after which at mid morning snacks of fruit and water/milk is offered to the children. Lunch is served at around 11.30am,(a menu can be viewed on the parents notice board). Parents are requested to bring in an afternoon snack for their child in a container clearly labelled with their child's name. The nursery also provide a light afternoon snack.

If your child needs a specific diet, or has special dietary requirements, you will need to inform the staff accordingly so that the necessary arrangements are made with the nursery cook.

Any children needing formula milk, parents will need to bring in sterile bottles and the formula milk to the nursery and staff will prepare it on the premises.

Reporting children's progress

We encourage parents and staff to share every day the wonderful discoveries your child makes. In addition to daily chats, parents/carers are able to share information regarding what the child has done during the day, such as the child's eating sleeping, drinking, activity achievements or interests. Please feel free to write any message you wish your child's key worker to be aware of to take a note of.

Once a year you will be invited to a meeting where you will meet other parents, have individual time with your child's key worker, and be able to formally share in the record keeping progress. All children are provided with a "Learning Journey Folder" when they start at the nursery .This is used to monitor your child's progress. When your child leaves the nursery to attend school, you will be given the folder, which may include samples of work and photographs.

Opening times and fees

The nursery will open at 8.00am and close at 6.00pm. Parents are encouraged to arrive at the nursery by 5.45pm.

Fees can be paid every month in advance, or every week. Fees are still applicable irrespective of illness, holidays or non- attendance for any reason.

The nursery will charge a registration fee, which is non-refundable. Current fees will be discussed before registration.

Uniform

The nursery does have a uniform for children who are two years and over, however this is optional. The uniform is as follows

GIRLS

White polo shirt

Grey pinafore dress

Red cardigan

Black shoes

BOYS

White polo shirt

Grey trousers/shorts

Red sweatshirts

Black shoes

Grievance procedure

Anything which occurs in the nursery and gives you cause for concern should be discussed immediately with your child's key worker. If you still feel that the problem remains unresolved, please discuss it with the Nursery Manager or with one of the Deputies. In the unlikely event that the matter is still not satisfactorily solved, the nursery co-ordinator will be made available to discuss your grievance. Any problem, no matter how apparently insignificant, is better aired early. Unless we know of a problem, we can do nothing to try and resolve it. Despite every effort made to resolve the problem, and it cannot come to a conclusion, parents/carers can inform Ofsted on the contact below.

Early Years

Ofsted

Tel 0300-123-1231 (direct line)

0300-123-4666 (for complaints)

Royal Exchange Buildings

St. Ann's Square,

Manchester M2 7LA

Record keeping

The nursery expects you to supply immediately any changes to the information on your child's registration form. We might be unable to respond professionally unless we are made aware of changes as they occur.

Equal opportunities

Kinder Day Nursery respects the rights of all individuals to be valued equally. We acknowledge that a proportion of the population discriminates consciously and subconsciously against people because of their sex, disability, age, marital status, colour, religion, race, nationality and culture. This nursery declares that its policy works towards the elimination of such discrimination and is one of the fundamental principles on which its practice is based on.

All staff employed by the nursery have an understanding that nursery education is a powerful vehicle for transmitting information which influences how children's attitudes are formed.

The nursery welcomes the attendance of any child, including children with special educational needs. Everyone has a responsibility to ensure that all children are valued and able to fulfil their potential. However, we will only encourage this if we feel that the nursery is capable of adequate provision. We want all children to have the opportunity to reach to their full potential.

Child protection

Most children live in a happy family atmosphere where they are properly cared for, and have happy trusting relationships with adults. However, sadly some children do not. There are children who may be subjected to physical, emotional and sexual abuse. Child abuse crosses all sectors of society. It does not discriminate between socio-economic status, class and culture. Every member of staff at Kinder day Nursery has a responsibility to familiarise themselves with child protection issues and concerns, and has a duty to discuss and record any injuries or illness a child has suffered, whether at home or in the nursery. If, at any time, a staff member believes there is cause for serious concern, information will be shared with a senior member of staff who may need to pass this information to outside agencies. Parents will be involved at all stages unless this is not in the child's interest and might put the child at further risk. Children's safety is paramount. The nursery has a duty to safeguard the child, whilst in their care. The nursery will contact the Local Safeguarding Board for advice or report any safeguarding issues they have concerns with.

Health and safety

Kinder Day Nursery has a commitment to providing a healthy and safe environment, both inside and outside the nursery.

We have included here, for your attention, a few procedures which we believe are immediately relevant to you.

Our employers and public liability insurance certificate is displayed in the nursery parent notice board.

The nursery has been inspected, and is passed by local authority health and safety officials as part of the nursery registration process.

Supervision of children

We request that buggies need to be left in the buggy area and that parents close the nursery doors firmly behind them. We also ask that before parents leave the building they hand their children to a member of the nursery staff. Children must not be left unattended, whether inside or outside the building. No child is ever to be sent home in the care of anyone unknown, unless the nursery has

been informed prior by the parents or guardian, and given a name and brief description of the person picking up the child.

If a child is not collected by 6.30pm, and no arrangement for late collection have been made, staff will try to contact you and your emergency contacts immediately.

If the nursery has still not heard from the collector by 7.00pm and emergency contact has not been possible, nursery staff will contact their line manager, who may contact one of the Directors, so that a decision can be made. However, in the unlikely event that a staff member is left to make their own decision, they will contact the local authority's social service duty officer, who will then take charge of the child.

Administration of medication, minor accidents and sickness

Parents must always give written consent before medicine can be administered to the child. (Ask staff for the detailed procedure.) You should provide medicine that has a clear prescription label on it with your child's name. This should then be passed to a senior member of staff. Children on prescribed medicine may be excluded at the discretion of the Nursery Manager.

If antibiotics have been prescribed to the child, the child should be kept away from the nursery for 48 hours. Firstly for your child's comfort and well-being, and second to minimise cross-infection. Any child with antibiotic medication will not be administered for more than five days at the nursery. Children should not attend if they have vomited, had diarrhoea or a high temperature within a 24 hour period prior to nursery attendance.

Kinder Day Nursery reserves the right to exclude a child if it is considered to be infectious or not fit enough to attend. When a child has suffered from an infectious disease or illness, a clearance certificate is required from the child's GP on return to the nursery.

Outings

Parents are always welcome to join us on excursions.

Memberships

NDNA, PRE SCHOOL LEARNING ALLIANCE, and CHILDCARE.CO.UK