

Arrival and departure of children



It is essential that parents/carers always notify a member of staff of their arrival.

On arrival at the nursery you will be expected to hand over your child to a member of staff who will then register your child for the session. When you come to collect your child we would expect you to attend in person and ask for your child to be handed over. Please note that no parent is allowed to collect the child without informing members of staff.

To avoid disruption to our daily routine, parents are requested to ensure that their child is present on time. If your child is more than 10 minutes late at the beginning of their session, they may be excluded from the Arabic and Islamic studies lesson as it is very distracting for the children who are already settled. Latecomers will be given other work by a key worker.

We must be informed if anyone other than the parent/carer will be collecting your child and an *Alternative Arrangements Form* must be completed and signed.

Days and hours of opening



There are two sessions daily. The first session starts at 8.15am and finishes at 11.30am, and the second session is from 12.30pm to 3.45pm. Our Nursery is open for 38 weeks during term time Monday to Friday. Times are subject to change during the month of Ramadan and the session may be reduced.

Subject to availability of places some children may be offered a full time place in which case they will need to pay the charges for this service as it is not covered by the vouchers.

Settling in



We aim to ensure your child's introduction to our setting is as stress-free as possible. Once a place has been offered, we aim to achieve this by inviting you and your child to visit the nursery prior to your child's official start date. This helps to familiarise your child with the nursery, the nursery staff and the other children, and provides the opportunity to give your journey a trial run.

Home visits are an additional way we help your child to settle in as they can meet their key worker in a familiar environment. We will contact you about the visits later in the summer term.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents/carers and staff to work together to help the child feel confident and secure in the group. This takes longer for some children and parents/carers should not feel worried if their child takes a while to settle. You must be prepared to accept that it may take some time for your child to adjust to the nursery. We find that leaving your child and then collecting him/her for short period's eases the separation process. Please remember, the more your child comes and experiences the activities on offer and sees you interacting with the staff, the more settled he/she will feel. To see our recommended programme to introduce your child to life at the nursery, please refer to the Settling-in Procedure in the Procedures section of this document.



Late collection of children

The nursery closes promptly each day at 11.30am after the first session and 3.45pm at the end of second session. If your child is not collected on time, our legal liability relating to the staff/child ratio will be infringed as two members of staff must remain at the nursery until the last child has been collected.

Any parent/carer who is late collecting their child will have to pay a charge which helps to cover the additional staffing costs incurred for this reason. The charge is £5.00 for every 15 minutes that you are late. For example, if you pick your child up at 11.45am or 4.00pm you will pay £5.00 on the spot. If you pick your child at 11.46am or 4.01pm you will be charged £10.00 on the spot. £5 will be charged for every additional 15 minutes.

The nursery closes at 4.00pm so any parent/carer collecting their child after this time will be liable to an on-the spot-fine of £10.00. We will endeavour to contact you through all the avenues you provide, however if a child has not been collected by 4.30pm and we have not been able to contact you and you have not informed us, the nursery reserve the right to contact social services.

Notice of Absence

If a child is not brought to the nursery on a day when s/he is normally present, the parents/carers must inform the key worker or any member of staff by 10am the reason for the absence and the expected date of return.

If the Manager has not heard from the parent/carer in writing after ten days (not including Saturday and Sunday as well as scheduled holidays) the Nursery reserves the right to de-register the child and offer the place to someone else.

Should a parent wish to take a holiday during term time then the Nursery's "Request for leave" form should be filled. **It is important to note that we strongly recommend not to take leave during term time as it will result in the child missing part of his/her educational time.**

Parental / carer involvement

The importance of continuity between home and the Nursery cannot be over-stressed. Our aim is to develop an honest, open and supportive relationship with you which complements life in your home rather than contradicts it. We are very aware of our influence as a role model for your child and without your extensive knowledge of your child we would be unable to enhance your child's development.

Nursery members of staff are always available to discuss your child and their development. As we implement a key worker system your child will be assigned an adult who is responsible for monitoring your child's progress. You are invited to meet with your child's key worker on a regular basis throughout the year and their targets will be discussed at these meetings. You will also have access to their work and assessments. This is also a useful time to raise any concerns you may have or if you would like advice on how you can support you child at home.

We also have regular phonics and mathematical development sessions which you can come in to observe although you will have to make an appointment to attend these. Appointments are agreed at the discretion of the Nursery Manager.

The syllabus for the Islamic Studies and Arabic lessons is distributed every term and we appreciate your support in assisting the children to practice their Surahs and Duas at home. This is usually accompanied by a sheet listing suggestions of how you can encourage your child at home.

In addition to this you will be given a written report at the end of the year.

Please note our staff are always available to see should you have a concern.

Parents wishing to help out in the nursery or accompany us on trips must complete a DBS check. For further information please contact the manager.



Clothing

The nursery requests that each child is provided with a complete change of clothes. It is an essential component of educative play that children are able to enjoy art and craft activities with, for example, glue, paste, paint, sand, water, etc. Inevitably children will transfer some of these materials to themselves and their clothing. We attempt as far as possible to purchase glue, paste and paint which are "washable", but in practice not everything is washable off all clothing materials. Parents should therefore dress their children with this in mind. The School will accept no liability for clothing damaged while the child is at the nursery.

Our nursery has stock of clothes available which is offered to children when their clothes get soiled due to toilet difficulties. It is important that these clothes are later returned washed. You may wish to provide your own **spare clothes and these must be clearly labelled.**

Please ensure your child is dressed appropriately for the weather. In addition to this sensible footwear must be worn as the children will be using outdoor equipment such as climbing frames and bikes but **no lace ups unless your child is able to manage this on their own.**

Packed lunch/snacks



Parents are recommended to supply a packed lunch/snacks if they prefer. Mid way during the session children will be given a small break to eat their snacks. It is important that the snack/meal is healthy and nutritious. We have a strict policy of no chocolates, cakes, biscuits and other sugary foods or drinks. You may send water or fruit juice only. Feel free to speak to the manager should you need any further advice or visit www.wandsworth.gov.uk/readyschool.

Ideas for healthy lunches can also be found on the change4life website.

Personal property

Children should not bring sweets or valuables to the nursery (e.g. jewellery, toys etc.), since staff cannot be held responsible for any personal belongings being lost or damaged. We will however ask the children to bring in an item for 'Show 'n' Tell' to speak about in front of their friends. This item must be clearly labelled and parents are asked to ensure that this is appropriate for school.

Prescribed medication

Only **prescribed** medication may be administered by staff. Written authorisation must be given by the parent/carer on a *Medicines Form*, which authorises staff to administer stated medicines. A written record will be kept of all medication administered. Injections can only be undertaken by a qualified nurse or medical practitioner. The nursery will make every endeavour to follow the parents/carers instructions, but reserve the right to refuse a request to administer complicated medicines or procedures of applying such medication.



Sickness, medical requirements & First Aid

The Nursery cannot admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Any child who has a sore throat, discharge from the eyes or nose, sickness, diarrhoea or any contagious/infectious illness should be kept at home until a doctor has certified, in writing, that s/he is fully recovered or 48 hours have elapsed since the last outbreak. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival.

Parents/carers are required to inform the nursery where they can be reached in the event of an accident or sudden illness. However, since it may sometimes be impossible to find a parent/carer in an emergency situation, parents/carers are required to provide the Manager with signed permission for her to act in their absence.

If a child becomes seriously ill or injured during his/her attendance at the nursery, the nursery reserves the right to call for emergency assistance and, if necessary, remove him/her to hospital and give permission for emergency treatment to be administered. If we have to take your child to hospital as a result of an illness or accident, we will do our utmost to inform you immediately (using the details on your Application Form). It is therefore vital that this information is kept up to date and that you inform us of your timetable/whereabouts. Please inform the Manager of any changes to these details as soon as possible.

All accidents are reported in an *Accident Report folder* which is kept in the. Parents/carers will be informed of these in the event of their child having an accident at the end of the day the accident occurred. In the case of head injuries an additional form will be completed and issued to parents with follow up advice.

Toileting

We promote independent toileting for all children who are 3 years old and over.



Children are encouraged to use the toilet independently. Toileting is monitored by staff and they supervise hand washing afterwards.

Children who are not trained are encouraged to become independent as soon as possible. Parents are supported to toilet train their children.

In the mean time we request that you send your child in training pants such as pull-ups as opposed to nappies.

You can find further information at www.wandsworth.gov.uk/readyforschool.

Transition

Children reaching the age of four years before September 1st of the year of entry will need to reapply for a place in Reception. This is done through your Local Education Authority (LEA).

The deadline for submission is usually around mid-January. You will be informed of the outcome by the LEA by March/April depending on your Authority.

Please note that some schools will require an additional supplementary form to be completed. This information can be found on your LEA's web-site or you can contact them by telephone and request a hard copy to be sent to you by post. Once you have the application form and have difficulty in completing it, please see your child's key worker who may be able to help.

We will spend part of the summer term preparing your child for life at 'a big school' and you can support your child in making the transition by taking them to visit their prospective school.

In some exceptional cases where a child may have Special Educational Needs (SEN) we may need to liaise with the school more closely to ensure that the transition is as smooth for your child as possible.

Policies are available online.