



Welcome to Rise & Shine Day Nursery

Induction

We would like to warmly welcome you all to our setting Rise and Shine Day Nursery. Thank you for choosing our nursery provision. We understand that this can be a difficult time for parents and we would like to support you as much as possible to make this an enjoyable experience for you and your family. We hope you find this pack beneficial. If there is anything left unanswered please do not hesitate to ask a member of the Management Team.

Our aim is: "To provide the best possible care for children aged between 2 years to 5 years old within a fun, stimulating and loving environment, offering outstanding opportunities for all children to learn through play and develop to their highest individual potential."

Dropping off and collection of children

When dropping or collecting your child you are welcome to wait at the main reception area until staff open the nursery room door, please note all buggies/ pushchairs must be kept outside of reception due to lack of space inside reception area. The person dropping off and collecting must be over the age of 18 years or have parental responsibility for the child. If anyone other than the designated person known to the nursery is to collect your child please inform the manager or deputy manager on the day.

Late fees: There will be charges if parents/carers are unable to collect their child on prompt session timings. If parents/ carers are late within reason please would you kindly contact the nursery in advance. On finishing of the session if parents/ carers have not collected their child, after 15 minutes there will be a fine of £5 and then £10 if it goes up

to 30 minutes. Please note the nursery will not be registered to keep your child no longer than 30 minutes after the session is over therefore social services will be notified.

Staff

All staff working at Rise and Shine Day Nursery are qualified experienced staff who work with high standards, all staff are childcare NVQ level 3 qualified. Regular First Aid and safeguarding training is undertaken by all childcare staff as well as various training to promote individual continuous professional development. ALL staff will be DBS checked and will not be left unattended until they have been cleared. References will be requested prior to employment commencement with Rise & Shine Day Nursery.

Staff job roles:

Amna Yousaf- Nursery Manager

Musheda Begum- Deputy Manager/leader of 2 years provision

Admin: Kosora Khanom

Play Assistants:

Sharmeen Khanom (pre-school room)

Afsa Azam (pre-school room)

Salma Malik (pre-school room)

Rohima Begum (toddler room)

Keanat Raja (toddler room)

Admin: Kosora Khanom

Designated officers:

Designated Safeguarding officer- Amna Yousaf/ Sharmeen Khanom

Designated Inclusion officer - Amna Yousaf/ Musheda Begum

Designated First aider- Musheda Begum/Afsa Azam

Designated health and safety checks- Musheda Begum

Food

All food and drinks (except formula milk feeds) will be provided by Rise & Shine Day Nursery. We provide nutritious and varied snacks. Please discuss with the Nursery Manager or Deputy Manager, any special dietary needs your child may have including allergies or intolerances.

At Rise and Shine Day Nursery we have an 'open snack bar' which children can access anytime during the session, staff will also ensure all children have snack daily by monitoring the children's snack name list. Parents/ carers will kindly be requested to make a small contribution of £1 per week for snack time.

What do you need to provide?

- Formula/breast milk feeds in clearly labelled bottles.
- Nappies, wipes/cotton wool, creams
- Change of clothes, hat and wellington boots, sun hat and sun cream

Child records

Daily diary sheets are kept for all children in their designated rooms to include information such as sleep times, nappy changes and a brief account of the daily activities. General information of your child's day for children is recorded on a white board. Your child's allocated key-worker will record milestones and achievements regularly in the form of observations, closely linking with the "Early Years Foundation Stage" (EYFS).

This then enables us to best support each child and plan ahead carefully to monitor the best way to promote their personal development. These records will be kept at the Nursery but you are of course welcome to read them at anytime. Please ask a member of staff to see these records.

Accidents and incidents

In the event of an accident to a child or member of staff, the nearest First Aider would administer appropriate first aid. However in the event of a more serious accident a senior staff member would be called to decide on further action to be taken and the parent/carer informed immediately. All accidents/incidents are recorded and kept on file in the office to be signed by the parent/carer on collection. These signed documents are then stored at nursery office. Should a child sustain an injury outside of nursery we would request that you inform us fully and complete and sign an accident/incident form on arrival at nursery.

Significant behavioural incidents will also be recorded and a parent/carer signature will be required.

Sickness

All parents are advised to keep their children at home when feeling unwell, the nursery will appreciate if parents/ carers could contact the setting regarding any sickness absence.

Please note if your child is suffering from vomiting or diarrhoea, Please keep them home for 48 hours after being treated for it.

Any infections should be treated by the child's registered doctor. If in any case the infection is contagious please your child off nursery for the length of time the doctor has recommended.

Nursery contact number: 01582 736439

Activities

Rise & Shine Day Nursery offers a variety of activities for all age groups. During the early years we feel it is important to offer this as play based learning throughout the nursery we follow the Early Years Foundation Stage (EYFS) Curriculum which will continue to the end of the primary school reception year. Activities will encourage the development of children's personal and social skills, language and literacy and mathematics. They will also contribute to their knowledge and understanding of the world as well as their physical and creative development. Activities are primarily child lead although adult interaction is aimed to develop and support all activities on offer.

Our emphasis at Rise & Shine Day Nursery is on "fun and learning through play" with opportunities for more structure according to each child's individual needs. With this in mind we hope to ease the transition from nursery to primary school.

Early Education Funding is available for children from the beginning of the term after their 3rd Birthday, This funding is available during term time only. You are responsible for any "top up" fees. Full fees will apply at all other times.

Please note, nappies and wipes/cotton wool should be supplied by parent. These items are not included in the session fees.

Policy Statement

Safeguarding Statement

“Working together 2013 sets out that Early Years providers have a duty under section 40 of the childcare act 2006 to comply with the safeguarding and welfare requirements of the early years foundation stage”

www.lutonlscb.org.uk

At Rise & Shine Day Nursery our primary concern is the child and therefore staff will respond appropriately to any abuse. Children whose condition or behaviour becomes a cause for concern will be closely monitored. Staff will keep accurate and detailed records and this will be escalated to the appropriate body. Changes in children's behaviour/appearance will also be closely monitored.

Parents will normally be the first point of reference; we will discuss concerns with them to support the child. Except if such gesture will put the child at further risk of harm. For grave concerns, the Manager or Safeguarding Officer must immediately notify the Luton Local Safeguarding Children Board (LLSCB) via the duty social worker in the RAPID INTERVENTION AND ASSESSMENT TEAM (RIAT's) telephone: 01582 547653. Out of normal working hours emergencies: 999 (THE POLICE)

The duty social worker will also be notified if a child is not collected 30 minutes after the session ends when the Nursery has not been notified of the carer's circumstances, and the listed carers cannot be contacted by telephone after many attempts.

Equal Opportunities Statement

Rise & Shine Day Nursery believes that the provision of equal opportunities is essential and intrinsic to its work and that of its partners in the delivery of high quality early years education and childcare. In our Nursery, all children are supported to develop to their full potential, we take positive action to identify and eliminate discrimination in all areas of our work with children and their families.

It is our responsibility to educate children to be aware of and to contribute to their society. We also provide equality access to available opportunities for all children and staff regardless of ability, age, creed, disability, ethnicity, gender or sexual orientation.

We believe that the group activities should be open to all children and families, and to all adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with, our Nursery have an equal chance to do so.

Behaviour Management Statement

Rise & Shine Day Nursery believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Health & Safety Statement

Rise & Shine Day Nursery will take all reasonable and practicable steps to meet the responsibilities of ensuring children are safe and secure within the provision.

Rise & Shine Day Nursery recognise and accept its responsibility as an employer for providing a safe, healthy work place and working environment for all its employees on the organisation's premises. Rise & Shine Day Nursery also accepts responsibility to conduct its undertaking in such a way so as to ensure, so far as is reasonably practicable, that persons not in its employment who may be affected such as clients, customers, suppliers, contractors or members of the public, are not thereby exposed to risks to their health and safety. Rise & Shine Day Nursery is committed to continual improvement in Health and Safety.

Complaint Statement

Rise & Shine Day Nursery aims to provide the highest quality of education and care for all our children. We welcome every child and family and provide a warm and caring environment within which all children can learn and develop as they play. We believe children and parents are entitled to courteous prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally. We also welcome suggestions from our partners as this informs our practice and helps to continuously improve our preschool provision.

If a parent is uneasy about any aspect of the provision then he/she should first talk over any worries and anxieties with a senior member of staff or their child's Key worker. If this does not have a satisfactory outcome or if the problem reoccurs, the parent should inform the Nursery Manager. If this does not resolve the concern then the parent should

request a meeting with the Director of the Nursery. However, concerns or complaints can be made directly to Ofsted at any time.

A complete outline of the above policies and procedures are available on request. Please speak to the Nursery Manager if you would like further details on the policy and procedures stated above.