

WELCOME TO OUR NURSERY

General

Dear Parents,

We would like to take this opportunity to welcome you to The Cornerhouse.

The nursery was established in 1985 and is a unique setting which offers a real "home from home" environment.

Our strength is in our small size. We are registered for 25 children and consequently arrange the children into age-appropriate small groups.

As a new parent, we understand that you may have questions regarding your child starting at the nursery and we hope that the following information relating to the curriculum and nursery procedures will support a smooth transition from home to the nursery.

Age of Admittance.

6 weeks to 5 years of age.

Hours of Opening

The Nursery is open Monday to Friday from 7.30am to 6.00pm

Weeks Open

The Nursery is open 51 weeks a year. We close over the Christmas period and on Public / Bank Holidays.

Off Premises Visits

Staff will occasionally take the children for walks or visits off the premises during the course of their sessions in accordance with statutory staffing requirements for visits within the local area such as the library, park etc. We also take part in outings and trips further afield to places of interest. If you do not wish your child to take part in these outings please inform us during your registration.

Mobile Phones

To ensure the safety and well-being of all children who attend our nursery we enforce a no personal mobile phone usage within our settings. Should you be on your personal mobile phone as you arrive at the Nursery can we please ask that you conclude your phone call before entering the premises and do not use this again until you have left the Nursery

Settling In / Gradual Admissions

It is our aim to allow all children time for settling in so that the child can form relationships with their carers and become familiar with the nursery surroundings. Each child and their needs differ so the length of time for settling in varies from child to child.

We find that normally settling in consists of 2-3 sessions. We request that a parent attends the nursery the week before the start date with the child for settling in. This will enable parents to read all policies / procedures and familiarise your child with the setting and their new environment. Staff can also obtain the relevant child-related information and consent to ensure a smooth transition into the nursery.

We encourage parents to stay a short while with a maximum of 15 minutes in our younger groups

If parting continues to be a concern after the first week the key worker after consultation with the parent will use their personal judgement and intervene when necessary. Parents are welcome to call the nursery to ensure that their child has settled hopefully within a short time which is generally the case.

Experience shows that the staggered intake and shorter day in the first week helps to integrate every child successfully. It ensures that your child spends quality time with his/her key worker, allowing them to get to know each other more quickly. At The Cornerhouse, we are keen to ensure that your child's first experiences of the nursery are positive and beneficial. Staff are very experienced in dealing with such situations and with a concerted effort from parents and staff, we generally find that even very sensitive and anxious children are able to adapt.

Change of Details

You must immediately inform us of any changes to your contact details, we also provide parents with a change of details form to complete every term.

Nappies

Parents are asked to provide supplies of their preferred nappies and additional nappy changing materials when required. These will be tagged with each child's name.

Equal Opportunities

The Cornerhouse Nursery is an equal opportunities organisation, which makes decisions without regard to race, colour, sex, religion, national origin, age, disability, marital status or sex change status or any other factor protected by law.

Collection of Children

A personal visit of introduction by both parents and anyone who will be collecting the child on occasions is encouraged so we are able to confirm their identity.

Children will not be released into the care of anyone other than those named on the childcare registration form unless authorised by the parents personally, by telephone or in writing. Please include a picture of the person in our records.

To support this procedure you will be given a secret password so that if an authorised person arrives to collect your child our staff will check this as an additional form of identity.

If we are not completely satisfied that an individual is authorised to collect your child, we will not allow your child to exit the nursery.

You are required to inform us immediately if you are unable to collect your child from nursery by the official collection time. All collections must be by an adult over 18 years of age.

Clothing

Parents are requested to send children in easily washable, clearly labelled clothing. When your child is potty training extra sets of clothing will be required. All spare clothing will be kept in a bag on your child's peg. Clothing must be appropriate to the weather conditions. Please provide hats and gloves in the winter, sun screen and sun hats in the summer. Please discourage your child from bringing items of value to the Nursery.

Water

Fresh drinking water is available to all children throughout the day. For the older children, water is available for them to help themselves when thirsty, this promotes independence and self-help skills. For the younger children, water will be available and offered throughout the day alongside designated snack and meal times in either beakers or cups depending upon the age and stage of development of the children. All children will be encouraged by the staff to drink water throughout the day as part of our commitment to offering healthy food and drink options. We also provide fresh milk throughout the day.

Meals & Snacks

Children will be provided with drinks and snacks at regular morning and afternoon snack times along with three nutritious, balanced meals daily. Menus are displayed on the parent's display board; these include age and stage applicable meals and vegetarian options. All special dietary requirements will be catered for.

Meal times are:

Breakfast	8.30
Mid-morning snack	10.00
Lunch	11.30
Afternoon snack	2.00
Tea	3.30
Late afternoon snack	5.30

Breakfast is a selection of cereals & milk, wholemeal toast with honey and / or marmite and breakfast muffins.

It is important that all dietary requirements are discussed with the team before your child starts at nursery and if required a medical form completed and returned prior to your child starting.

SAMPLE MENU

	MID MORNING SNACK		MID MORNING SNACK		MID MORNING SNACK		MID MORNING SNACK		MID MORNING SNACK
Monday	Apples & Carrots	Tuesday	Oranges & Grapes	Wednesday	Peppers & Pears	Thursday	Bananas & Raisins	Friday	Cucumber & Apple
	LUNCH		LUNCH		LUNCH		LUNCH		LUNCH
	Macaroni Cheese, Broccoli & Cauliflower, Fresh Fruit Platter		Vegetable Korma served with Rice & Chapattis, Natural Yoghurt & Mango		Fish Pie, mixed Vegetables, Fresh Fruit		Lasagne & Garlic Bread, Rice Pudding		Cottage Pie, mixed vegetables, Fresh Fruit
	AFTERNOON SNACK		AFTERNOON SNACK		AFTERNOON SNACK		AFTERNOON SNACK		AFTERNOON SNACK
	Breadsticks & Cheese Spread, choice of milk or water		Carrots and grapes, choice of milk or water		Malt Loaf, choice of milk or water		Oranges & Cucumber, choice of milk or water		Plain Biscuits, choice of milk or water
	TEA		TEA		TEA		TEA		TEA
	Sardines on Toast, Malt Loaf and Fruit		Potato Wedges & Dips, Fresh Fruit		Homemade Pizza, Fresh Fruit & Carrot Sticks		Savoury Rice, Natural Yogurt & Honey		Beans on Wholemeal Toast, Fresh Fruit

Babies are served a separate menu for tea:

	TEA		TEA		TEA		TEA
Monday	Macaroni Cheese with Broccoli & Cauliflower	Tuesday	Chicken, Vegetable & Mixed Bean Casserole	Wednesday	Fish Pie & Mixed Vegetables	Thursday	Trio of Lentil & Pearl Barley
	Fresh Fruit Platter		Homemade Rice Pudding		Natural Yoghurt & Fruit Coulis		Stewed Apple & Custard
							Home Made Vegetable Soup with Fresh Bread
							Blueberry & Pear Bake

Milk Feeds

Bottles will be prepared at nursery, please provide portions of pre-measured powder in a sterile container, these bottles will be stored in a separate milk fridge. After use, they will be washed and sent home every evening for sterilisation.

Nut Allergy

The number of children with nut allergies is increasing. With the parental support, we aim to keep the nursery NUT FREE. Parents are requested not to send food or empty food packaging materials into the nursery. As part of our healthy eating ethos, we encourage children to bake birthday cakes on the premises and not to bring in shop bought cakes this is to further avoid any risk of nut traces and prevents consumption of excessive sugar and additives.

Curriculum

The play is at the heart of The Cornerhouse and the Early Years Foundation Stage. We firmly believe a child who is happy, safe and secure develops and learns. Through daily routines and a well-planned programme of both child and adult initiated activities we ensure each child works at a level appropriate to their needs and abilities.

There are seven areas of learning and development within the Early Years Foundation Stage. The three prime areas are:

1. Communication and Language
2. Physical Development
3. Personal, Social and Emotional Development

The four specific areas are:

1. Literacy
2. Mathematics
3. Understanding of the World
4. Expressive Art and Design

Parents will receive curriculum information at the beginning of every term appropriate to the age of their child. A white board in each room will explain which activities they will be undertaking throughout the month, indicating the areas of learning.

The Learning Journey

This teaching tool keeps a record of your child's progress and ensures that all learning and development is planned around the individual needs of the child and informed by the use of ongoing observational assessment. This is available at your request to view and make additions using the parent feedback section.

Parents and the nursery

You as parents are your child's first key workers and are important to us too. As this is your child's first time at this nursery we feel to help them settle into nursery it is important that we know as much about them as individuals. If you as parents could spend some time to complete the attached '**All about me**' form and bring it with you on your first visit to give to the key worker that would be helpful.

At The Cornerhouse, we are proud of our relationships with parents and welcome your support and encourage open dialogue in all matters concerning your child and the nursery.

This relationship is nurtured in various ways that include:

- Key workers are usually available informally at the beginning and the end of the day for immediate matters. Please appreciate that this is not an appropriate time to discuss detailed matters with other children and parents may be present. Parents can always contact the manager on 0121 681 0681 to arrange an appointment with the key worker.
- Parent/Key worker meetings in the first and second term to discuss your child's progress
- A website providing nursery information
- Seasonal Events
- Activities at home participation sheets
- A monthly newsletter that covers the events of the month
- Full access to your child's learning journey with support and discussion from the team

Parking

We ask that parents should park sensibly and not park in restricted areas of the road on double yellow lines.

Late Fees

Parents will be charged "Late Fees" when a child is collected after 1:00pm / 6.00pm (as set out in the nursery late collection policy) and unless by prior arrangement and previously paid.

You will receive a monthly newsletter via email and each term we will send you the Calendar of Events. It will contain details of all important events for the term including the dates of the Parents Meetings. Alternatively, the calendar can be accessed on our website.

Community Field Trips

Children must be supported in developing their knowledge and skills in a range of situations. We will continue to develop community links and enrich classroom activities with field trips. Full details are sent to parents well in advance of the trips. Parents must complete the relevant forms before a child is allowed to participate in a visit (please see the section at the end of these guidelines).

Medication & Illness

If your child is ill, please inform us on 0121 681 0681 on the first day of absence.

To reduce the risk of cross-infection we ask that your child remains at home if he/she is showing the following:

Rash, discharge from the eyes or nose, diarrhoea, sore throat, fever

Liquid paracetamol – (Calpol)

If your child has a high fever we will contact you and request that you collect your child to arrange treatment of advice from a doctor. We can administer Calpol on your behalf provided that you have completed the relevant nursery medication agreement provided by us.

Personal Belongings

Children should not bring valuable possessions to the nursery. Their safety cannot be guaranteed and the loss of such precious belongings can cause upset to your child.

Photographs

Please note that photographs of the nursery and the children are taken for the purpose of publicity, for example, the newsletter and nursery website. Please see the consent form at the end of this document.

Staff Absences

When a member of staff is absent due to illness or other unforeseeable circumstances a supply key worker will take the class.

Communication Sheets

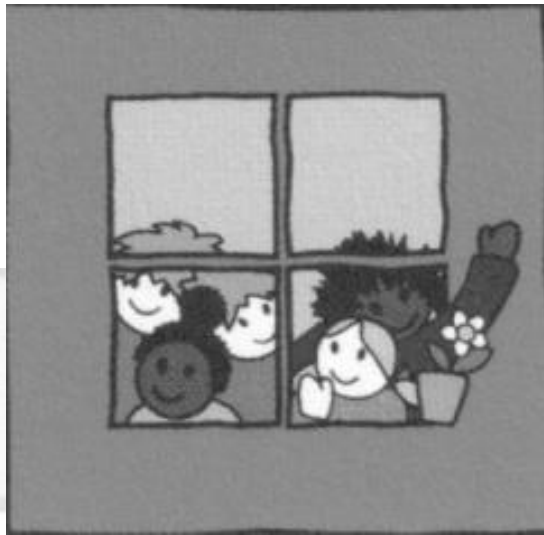
In each room, the children's daily routine is recorded relating to their general day. This record is available for you to view when you collect your child if your child's key worker is engaged with the children or giving feedback to another parent, we are available to discuss any issues or answer any queries by appointment if required.

Children's Behavior

There is always a reason behind a change in a child's behaviour. The child may not be feeling well or there may be other reasons of which we are not aware.

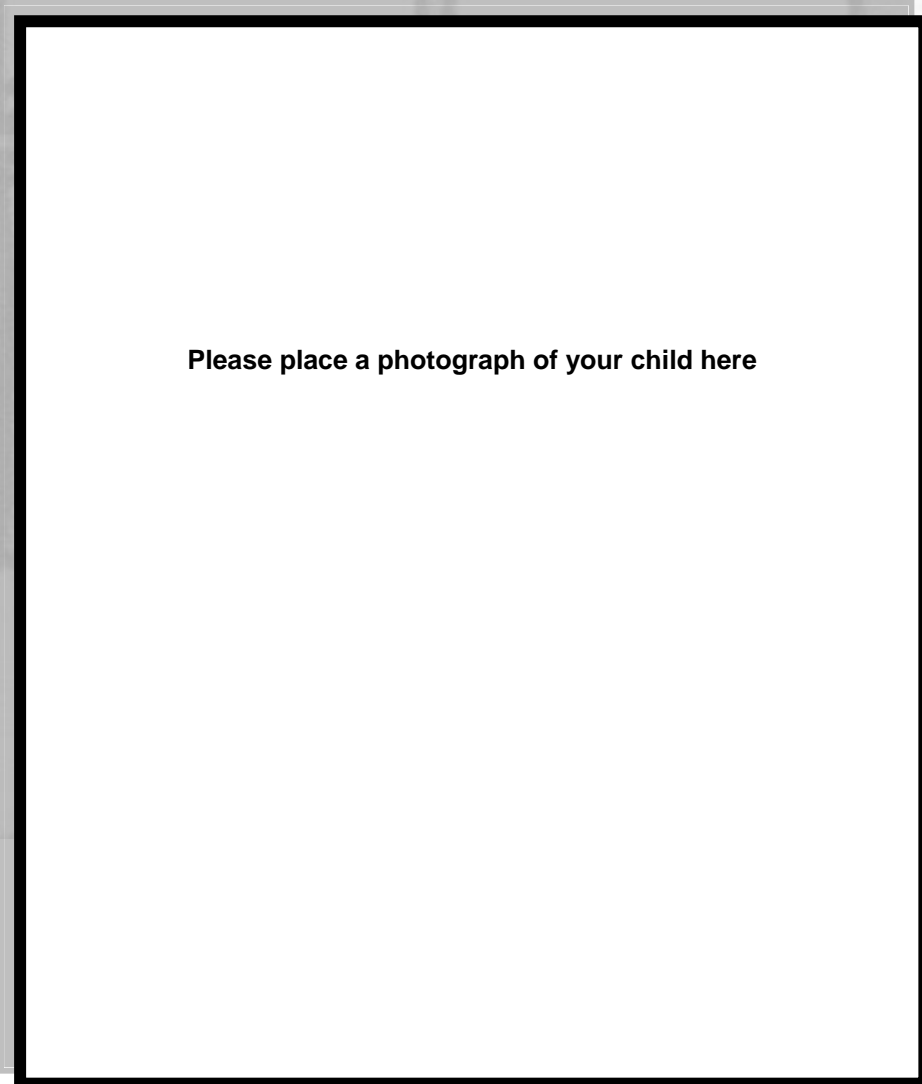
If there are any concerns about a child's behaviour we will discuss the matter with you, their parents. No discussion will take place in the presence of the child.

If you have any queries regarding your child's behaviour, please contact the nursery manager in the first instance.



Home to nursery profile – all about me

My Name is:



Please place a photograph of your child here

My name is: _____

Known as/Commonly used name: _____

Date of Birth: / / Date of entry into nursery: _____

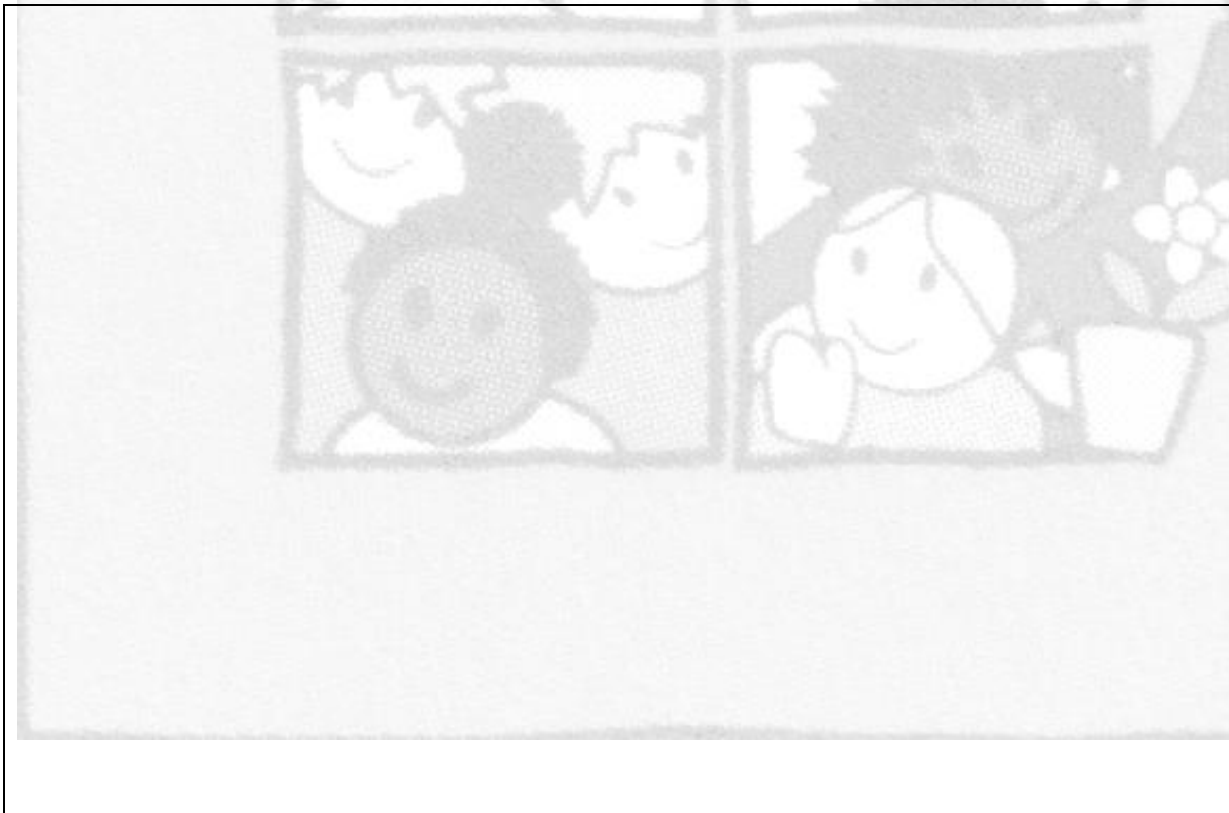
I have brother(s) / sister(s) and their names are:

Our spoken language at home is: _____

My Nationality is: _____

My family:

Here is a list of some very special people in my family:



In my family we celebrate these festivals or holidays:

I have previously attended the following child care settings:

Name of setting:

Age I started:

Days attended:

Hours attended:

SPECIFIC INFORMATION ABOUT YOUR CHILD

Please answer the questions appropriate to your child in as much detail as possible. This will help us get to know your child and allow them to settle into the nursery as quickly as possible.

What type of milk does your child drink?

Does your child drink plain water?

What are your child's favourite foods?

Are there any foods that your child will not eat?

Does your child have any allergies?

At what time of day does your child have a sleep and for how long?

How does your child sleep? Does he/she have a comforter?

What does your child enjoy playing with?

Are there any ways in which your child might need particular help or support from members of staff?

Is there anything special that you feel we should know about your child?

YOUR CHILD'S DAILY ROUTINE

This section is specifically about your child's daily routine and it will help us to know more about your child.

7.00 – 8.00 am

8.00 – 9.00 am

9.00 – 10.00 am

10.00 – 11.00 am

11.00 – 12.00 am

12.00 – 1.00 pm

1.00 – 2.00 pm

2.00 – 3.00 pm

3.00 – 4.00 pm

4.00 – 5.00 pm

5.00 – 6.00 pm

6.00 – 7.00 pm

We ask for your permission for the nursery key workers to take photographs of your child that may be used on pieces of artwork displayed in class, publications, and the nursery website or profile books.

I give consent for my child's photograph to be used: **Yes / No**

Name of Parent: _____

Name of Child: _____

Signature of Parent: _____

Date: _____

We ask for your permission for your child to take part in community field trips.

I give consent for my child: **Yes / No**

Name of Parent: _____

Name of Child: _____

Signature of Parent: _____

Date: _____