

Tiny Tots

est. 1972

Day Nursery & Out of School Club



Parent Information PACK



PRESTATYN

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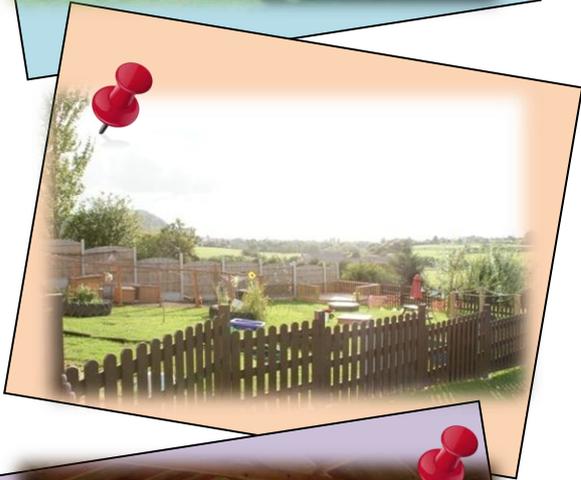
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Welcome to Tiny Tots Day Nursery

Dear Parent/Career

We are very pleased to welcome you and your child to Tiny Tots Day Nursery!! We aim to provide a friendly, safe and fun environment for your child, and we believe strongly that Children develop best when Staff and Parent/Careers work together.

You know your child better than anyone else and you have already helped him or her to get off to a great start. We want to continue this work and invite you to talk to us about the needs of your child.

This prospectus explains how the nursery operates. We hope you find it informative and if you have any questions please feel free to ask us.

After reading this information pack, seeing the facilities we have to offer and meeting my loyal and dedicated teams, we hope you and your child will benefit from the time you spend with us.

Kind regards
Tina



The background of Tiny Tots

Tiny Tots Nursery was founded by Tina Jones in 1972. Until May 1995 the nursery operated on one level. A major expansion programme was undertaken, enabling the Nursery to operate on two levels to include a superb self-contained baby unit and toddler area on the upper level and pre-school play areas to the lower level. This enabled the nursery to provide a much greater variety of activities, creating a wealth of opportunities and experiences.

Tiny Tots Day Nursery is registered with the CIW under the Children's Act 1989, providing quality care for babies and children of all ages on a full or part time basis. Registration is for 86 places - 68 children in the main nursery and a further 18 children in the Out of School Club which is located within the grounds. This Out of School Club also provides full day care for registered children during the school holidays. Since 2005 Tiny Tots has also run an Out of School facility within Trelawnyd VA School for 24 children in full time School.

The aim of the nursery is to provide a safe, happy and caring environment for young children to develop in and enable them to progress confidently towards entering mainstream school.

Within the nursery all children have the opportunity to mix while being educated through play in relaxed surroundings which are beneficial to their development. Tiny Tots provide an extensive variety of activities, experiences and resources to aid the children's learning.



Tiny Tots is an active member of the National Day nurseries Association (NDNA) with Tina being a Trustee for the past 20 years. In 2012 we completed the NDNA's accreditation scheme E-QC and for this we were rewarded the highest level of achievement (level3) indicating Tiny Tots provides an exemplary childcare service for all our children in our care.

We open at 7am and close at 6pm, our main day starts at 8.30am and ends at 5.30pm, care required out of these hours is accommodated by prior arrangement.

All children who start the day with us from 8.00am or earlier are provided with breakfast.

All meals and snacks are freshly prepared by our cook Claire. Our menu is planned for a three-week period and a copy is enclosed within this booklet.

Tiny Tots offers an access to information policy where parents are invited to look at our policies and procedures and participate with suggestions for improvements.



Tiny Tots is registered with Estyn to provide LA funded early year's education (Foundation Phase) as well as care to the children attending our nursery school.

Governments Early Entitlement Scheme/Foundation Phase

This scheme was set up by the Welsh Assembly to provide free part time education for all three-year olds for the parents who want it. The scheme runs from January to July allowing children to join this group the term after their third birthday.

The group known as Blue Group is run by Vickie and Sirena. A peripatetic teacher from a local School visits Tiny Tots on a regular basis to share her early year's skills. This creates a partnership with school when the time comes for them to move on to 'Big' school.

The education provided covers all areas of the 'Desirable Outcomes' laid down by The Assembly for Wales, Department for Education, Lifelong Learning and Skills (information about these areas of learning are enclosed within this handbook)

All the areas of learning are delivered through play centred activities and experiences. It is well planned and carried out by a qualified and experienced team, motivated to ensure all children benefit while developing their social skills and learning through the medium of play.

Because of this funding we are inspected by Estyn in the same manner as Nursery Schools. The nursery is set in its own grounds, with a large garden and play areas to the rear giving the children ample space and freedom in which to safely play, especially during the summer months.

30 hours funded sessions.

Since January 2019 we have been supporting the 30hours funded childcare to all eligible 3 and 4 year olds. This scheme has been set up by the Government to help working families with childcare costs. Currently all 3 and 4 year olds can access 12.5 hours of government educational funded childcare term time and 30hours during school holidays for 48 weeks of the year, subject to eligibility and availability. To access the funding, you must check your eligibility on the Local authority website online. If you have any further questions, please don't hesitate to ask us. Additional costs apply, contributing to the cost of meals and snacks.

Flying Start

We also offer flying start provisions, this again is LA funded for 2-year olds in certain postcode areas, you can access this provision by being referred by local health visitor.





Big Bens adventure Club

We count ourselves extremely lucky to have access to a large outdoor space. As an ongoing project we will be creating more opportunities for the children of all ages within the play grounds of Tiny Tots. We see the special nature of the outdoors as a bigger picture – to provide children with the positive experiences necessary to enable them to become lifelong learners and happy well-adjusted adults.

With the support of our Out of School Manager- Ben Williams, who has had years of experience educating children around health and fitness. We are incredibly excited about developing Tiny Tots into the most playful and active nursery in North Wales.

Ben has previously run an adventure (children's) club with great success offering the children a wide range of fabulous outdoor activities. Ben has provided us with some fantastic input into how we can expand and utilise more of the outdoor space we are so fortunate to have at Tiny Tots.

The aim has been to create areas which will be enjoyable and educational not just for the younger children but also the out of school and holiday club children.

We are now offering a new after school and holiday club (**Big Bens Adventure Club**) aimed specifically at 8-11year olds to run alongside our already existing out of school and holiday club provision.

Big Bens Adventure club also offers childcare provision at Tiny Tots on a Saturday for children aged from 4 year and over from 8:00am-1:00pm. Plenty of outdoor fun and learning experience on offer. Breakfast and lunch is included.

Our aim is to continue to develop and achieve the following:

- **New** Forest school area
 - A larger area for growing fruit and vegetable, consolidating learning about where our food comes from
 - Improvements to the mud kitchen area
 - Enhance the decking area (stage) in the Blue group garden
 - Outdoor cooking area
 - **New** sports arena
 - Improvements to our Foundation Phase and Flying start garden
 - Woodwork sessions for the older children
 - Sensory area for the babies and toddlers
 - **New** designated fitness areas
 - **New** chill zone
- And much much more!





AIMS AND OBJECTIVES

Tiny Tots Nursery creates through our aims and objectives a home from home environment for all children to be safe, stimulated and happy in.

The Aims and Objectives of the nursery are:

- a. To recognise that the children's needs are paramount and must override all other considerations. Whether these needs arise from race, culture, language, religion or disability, we will provide places, if appropriate, with team members who are trained to give the child and parents/main carer support.
- b. To support the children's families and to work in partnership with parents/carers and other professionals.
- c. To encourage Parents and carers to visit the nursery at any time and to provide an atmosphere that makes the child and the parent/carer happy and comfortable.
- d. To provide quality care and education for all children within the nursery and Out of School Club and create a developmentally appropriate curriculum to meet the needs of each individual child.
- e. To formulate and encourage equal opportunities for both Children and adults.
- f. To support staff on training courses enabling them to develop skills and confidence through the sharing of information and taking full responsibility for their group.
- g. To serve the needs of parents of school age children wishing to enter employment, training or education, through developing a partnership with all the schools our children attend to help aid continuity



THE TINY TOTS VISION

At Tiny Tots we aim to provide children of all ages the opportunity to develop physically, emotionally, socially and intellectually through playing, exploring and learning with others in an environment that is safe, nurturing, child-focused and above all happy and fun!

THE TINY TOTS MISSION

Tiny Tot's mission is four-fold:

For Children:

- The aim of the nursery is to provide a happy, safe and caring environment for all children to develop, through play and education.
- To encourage Children to be confident learners; the basis of a stepping stone to progressing towards mainstream schooling

For Parents/Carers:

- Our mission: to involve 'Parents as Partners' and to support their essential work
- Catering to families' needs, and working towards exceeding expectations

For Staff:

- Our philosophy is that a nursery is only as good as the people who manage it and the staff who work in it
- Our mission is to invest in our team by encouraging and supporting them in developing and acquiring new skills to benefit them both personally and professionally

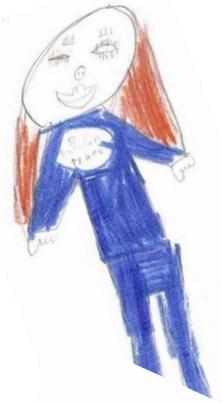
For the childcare community:

- Our mission: To champion and promote excellence in childcare practice through continual quality reviews
- For our care to be the benchmark of best practice childcare and a center of learning and development



Management and Staff

Tiny Tots has a qualified staff structure appropriate and in excess of legal staff/child ratios. We work very closely with parents, so we are able to deliver the best possible care. Our high standards are maintained with regular quality reviews to maintain best practice in all we do. All staff are encouraged to attend training courses to keep up to date, continually develop skills and help implement new ideas within the setting. The staff are **First aid trained**, **DBS checked**, have had **Child Protection training** and hold **British food hygiene certificates**. All staff in senior positions are fully qualified for their position at level 3 or above.



Tina Jones MBE - Senior Management/Proprietor

- Established Tiny Tots in 1972
- NVQ Level 5 qualified
- Mother of 2 daughters



Marie Maxwell – Project Manager

- Joined Tiny Tots in September 1998
- NVQ level 3 childcare and Play Work Level 3 qualified
- Mother of 2 daughter



Kirsty Jones- Staffing Co-Ordinator

- Joined Tiny Tots from birth (daughter of Tina)
- Play work Level 2 qualified and working towards achieving NVQ level 3 childcare



Rose Davies - Finance Administrator

- Joined Tiny Tots in December 2013
- Mother of 1 daughter





Support Team

Claire Pardoe –Nursery assistant/Cook

- Joined Tiny Tots in August 2018
- Working towards achieving Playworker level 2
- Mother of 1 daughter and 2 sons



Anton Sampson- Caretaker

- Joined Tiny Tots in February 2016
- Father of 1 son



Paul Seaman- Caretaker

- Joined Tiny Tots in June 2018
- Father of 2 daughters and 1 son



Cover/Support staff

Christine Baker – Playworker/School Escort

- Joined Tiny Tots in September 2019
- BA Hons Degree in childhood studies
- Mother of 1 daughter and 1 son



Ffion Taylor – Nursery and Playworker Assistant

- Joined Tiny Tots in June 2020
- BA Hons Degree in childhood studies



Ciera Dustain – Nursery and Playworker Assistant

- Joined Tiny Tots in July 2021
- BA Hons Degree in childhood studies





Baby room

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Beth Harrison- Room Leader

- Joined Tiny Tots in July 2014
- NVQ level 2 childcare qualified
- Mother of 1 daughter



Helen Barlow- Nursery Nurse

- Joined Tiny Tots in April 1995
- BTECH qualified
- Mother of 1 daughter



Nicola Flower- Nursery and Playworker Assistant

- Joined Tiny Tots in June 2015
- Working towards achieving Playworker level 2
- Mother of 2 sons



Within the Baby room we work in partnership with the parents to promote basic aspects of your child's development that include bottle feeds, weaning and general routine. Throughout the nursery day we work on developing basic skills covering physical, social, language, large motor skills and fine manipulative skills. The Baby room is fully equipped with sleeping and changing facilities. The toys in this room have been designed to promote early learning skills such as hand/eye coordination and balance. The stimulating toys and interactive displays are used to create a home from home feeling that stimulates and promotes their inquisitive natures and draws upon your baby's sensory development and the concept of learning through play. Each day will be filled with enjoyment, laughter, songs and plenty of cuddles from our highly experienced Baby room staff who are always on hand to provide that little extra.



All babies are issued with their own personal file containing important information about Tiny Tots and provides you with an insight into your child's day at nursery from nappy changing to activities, breakfast to teatime, everything about your little one's day.

This booklet also gives parents the opportunity to comment on the care their child is to receive thus beginning a partnership between parents and carers, which is so vitally important to create a happy environment for children to grow up in.

Each day your child is allocated a key worker who is responsible for the welfare of your child and to maintaining the information within their file.

At the end of every session the file goes home with your child **for your perusal and returns to nursery the next session attended.**





Louisa Bowen- Room Leader

- Rejoined Tiny Tots in March 2021
- BA Honours degree in childhood studies
- Mother of 1 daughter and 2 sons



Georgia Partington- Nursery Assistant

- Joined Tiny Tots in November 2019 (also an ex-pupil)
- Working towards achieving NVQ level 2 in childcare



Ellie Roberts- Nursery Assistant

- Joined Tiny Tots in May 2021 (also an ex-pupil)
- Working towards achieving NVQ Level 2 in childcare



The Toddlers are split into two age groups Toddler 1's and Toddler 2's. Toddler 1's being on a ratio of 1:3 and Toddlers 2's being on a ratio of 1:4. Both groups have the opportunity to experience, learn and play in our back playroom and conservatory area which are both colourful and well equipped with a wide selection of toys and activities where the children are encouraged to choose from which could include sand and water play, construction toys, imaginative play, books, art etc.. Outside play will be part of the daily routine and when we get the chance we go on local walks as much as possible.



At toddler age, children are beginning to explore their immediate surroundings as their mobility, language and Fine motor skills develop. The Toddler room helps to further enhance these skills by providing Activities and play-resources that encourage the children both imaginatively and physically. At this stage of their development the children are supported in their exploration of the world around them.



Toddler room

Angela Stevens-Green- Nursery Assistant

- Joined Tiny Tots in July 2018
- Mother of 1 daughter



Leanne Spencer- Nursery Nurse

- Returned back after pursuing a different career
- NVQ level 3 childcare and playworker level 2 qualified
- Mother of 3 daughters



Tracie Sweetman - Nursery Nurse

- Returned back after pursuing a different career
- NVQ level 2 childcare and playworker level 3 qualified
- Mother of 1 son and 3 daughters



Every effort is made in the communication between staff and parents to ensure complete confidence is maintained. Diaries the same as the baby room are kept carefully in order that concise information about food intake, sleep times, and any other happenings can be given to parents daily. An allocated Keyworker will be responsible for the welfare of your child and maintaining information within their file each day. **Please ensure your child's file returns back to nursery the next session attended.**

What you will need to supply: for your child on a typical day at Tiny Tots

- Change of clothing and a bag
- Sun hat and cream for the summer months
- Coat, hat, gloves and Wellington boots for the winter
- Nappies, wet wipes and cream as necessary, these can be stored at the nursery.





Vickie Latham-Team leader

- Joined Tiny Tots in July 2005
- NVQ Level 5 childcare qualified
- Mother of 1 daughter



Sirena Blythin-Room leader

- Joined Tiny Tots in November 2007
- Cache Diploma level 3 childcare qualified
- Mother of 1 Son



Amie Wilson- Nursery Nurse

- Joined Tiny Tots in October 2017
- NVQ level 3 childcare qualified
- Mother of 1 daughter and 2 sons



Our Preschool is split in to two groups- **Yellow / Green** group and **Blue/Red** group

Yellow – 1:4 ratio, **Green** -1:5 ratio, **Blue** – 1:5 ratio and **Red** 1:8 ratio

Yellow/Green group – as children's independence grow, they begin to develop their own unique personality. With this in mind we start to provide activities that help them develop their personal and social and self-help skills. With the introduction of a more structured day, activities such as circle times, dressing and toilet training help the children further develop. The children engage in daily self-help and self-care activities as well such as teeth brushing. The structure of each day also helps the children get ready for the transition to school and the learning that lies ahead.



Blue/Red group- By age three the children's confidence is beginning to grow and they start to demonstrate skills in building relationships. With this in mind the activities are all structured to emphasise the Early Learning Goals for the development of preschool children. Through purposeful play the children enhanced their knowledge and understanding of the world. They are introduced to a wide variety of activities that provide learning opportunities such as early literacy, math, imaginative play and ICT.



Gemma Roberts- Team leader

- Joined Tiny Tots in January 2008
- NVQ level 3 childcare and playworker level 2 qualified
- Mother of 2 daughter



Jen Proffit- Room leader

- Joined Tiny Tots in May 2021
- BA Honours degree in childhood studies
- Mother of 1 son



Chelsea Beale- Nursery Nurse

- Joined Tiny Tots in March 2017
- Cache Diploma level 3 childcare qualified
- Mother of 1 daughter



The Preschool team of qualified and experienced nursery nurses are all involved with the planning of the curriculum that is based on the 'Desirable Outcomes' and cover these 7 areas of learning.

1. Language and Literacy.
2. Personal, Social and Emotional Development.
3. Mathematical Development.
4. Knowledge and Understanding of the World
5. Physical Development
6. Creative Development
7. Bilingualism

The curriculum is planned for a twelve-month period and is carried out, recorded and evaluated on a daily, weekly and half term basis. Each child is assessed on their progress regularly. On entry to **Blue** group each child begins to create a record of evidence to show their individual progress through the curriculum. This is taken with them to big school when they eventually leave this group to attend mainstream school. The progress of each child throughout the nursery is monitored and the needs of all the children are catered for individually. We are a progressive nursery, continually seeking ways to improve our quality that is both beneficial to the children and enjoyable for the teams who work with them.





Ben Williams – Club Manager

- Joined Tiny Tots in October 2018
- Playworker level 3 qualified and working towards achieving Playworker level 5 and Forest Schools
- Father of 2 daughter and 1 son



Kira Jones – Playworker Assistant

- Joined Tiny Tots from birth (daughter of Tina)
- Working towards achieving Playworker level 3 and forest schools



Tara-Lee Hardman- Diggle - Playworker Assistant

- Joined Tiny Tots in May 2021
- Mother of 1 son



Our Out of School Club was established in 1998 within the grounds of the Tiny Tots nursery, this unit is self-contained and equipped to a very high standard. We cater for all ages of school children in full time education, before and after school in term time and full day care during the holidays.

Our Out of School Club is Registered for 18 children from the age of 4 years, operates a Breakfast Club from 7.00am till 8.30am, an Out of School Club from 3pm till 6pm and full day care during the school holidays, training days etc. from 7am till 6pm.

The Club is registered under the Children's Act 1989 with the Care and Social Services Inspectorate in Wales (CIW) and is inspected annually with the nursery.

Big Bens Adventure Club, managed by Ben Williams was set up at the beginning of 2019, aimed specifically at 8- 11year olds which will run alongside our already existing out of school and holiday club. Big Bens Adventure Club offers a wide range of outdoor activities and experiences!

We have a separate prospectus for our Out of School Club which contains all the relevant information required.





7.00am

First arrivals to nursery and breakfast is served to our early intake.

8.30am-9.15am

During this time most of our children are received into the nursery, upon arrival they go directly to their age-related areas to take part in free play, or an activity of their choice, also at this time the school children are taken to their various schools, at present we deliver to Penmorfa, Bodnant, Ysgol Llys and Clawdd Offa.

9.am-9.30am

The Pre-school children have circle time, register is taken, and the children tell their news.

9.30am

Mid-morning snack is served (Milk/water and a selection of fruit) this is an opportunity for the children to fill any gaps their tummies may have.

From this moment onwards, the children are all involved in the routine within each individual group. Age related activities and experience are provided throughout the day with the children having a variety of choices

9.15am – 11.15am

During term time, January to July, Blue Group operates for 2 hours a day, 5 days a week during term time within the Preschool setting.

11.15am

Lunch for our babies, toddlers and preschool children...hands are washed, and aprons put on.

Also, at this time of day the nursery school children are collected from their different schools.

After finishing their lunch, the little ones are cleaned up, toileted/nappies checked and then settled down for a sleep

12 noon

Rest time, a period of quiet activities will be organised for the children not going down for a sleep.

1.00pm

Free play for the children, activities take place in or outdoors.

2pm

By this time the afternoon session is in full swing with each groups routine now in operation, an interval for a drink and snack will take place within each group during the afternoon.

3pm

School children are collected from school and brought back to the Out of School Club, after a drink and snack they take part in a variety of outdoor activities before their tea, which is served at 4:30pm.

3.30pm

Tea for the babies, toddlers, and Preschool children is served, hands are washed, and aprons put on, after tea the little ones are cleaned up, toileted /nappies changed (this being the last of our "main" nappy changing sessions of which we have three each day)

4.30pm

Children start to go home, leaving from the main front door on both levels. (All children are both checked in and checked out by a member of staff on door duty using a written format).

Activities still go on within the different groups giving the children who may at this time be tired the opportunity to choose a quiet game, hear a story or just free play in or outdoor.





Seesaw

The Learning Journal



A unique feature of our nursery is that we offer 'Seesaw' - this is a secure online learning journal that is used in a wide range of schools and nurseries, offering early years settings a way to record the special moments of their children, and to keep parents involved in a partnership as their children develop and grow.

The nursery staff upload each child's work onto their individual Seesaw journal to document their learning experiences, the staff will upload posts, video recordings, photos of daily activities and any creative work each child has done and also additional activities to enjoy at home.

Seesaw allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and 'WOW' moments from home to share with your child here at Tiny Tots.

It also greatly reduces the time staff spend recording written observations and sticking them into traditional paper learning journals, giving the staff more time to spend with your child.

This information will help us to ensure that the care, learning and development opportunities we offer your child complement those you already offer. It is likely that some of the photography's in your child's file will capture other children at play, and it must be emphasised that such data is shared for your own personal use only and that parents don't screenshot anything posted on Seesaw and share over any social media site publicly.

Seesaw journals are private and only accessible by the staff and each child's parents. We will always seek parental permission when we create individual child accounts.

Things you can do as a parent-

Log into a secure portal, only you and your chosen family members have access to.

See information, photos and videos showing what your little one has been getting up to.

Find out how these activities link to Early Years Foundation Stage learning.

View and comment on observations added by your child's key person.

Upload your own information and photos of your child's activities and milestones at home to enhance their learning record.



CURRICULUM DEVELOPMENT

At Tiny Tots we set out to assist all children attending, to attain their maximum potential within their perceived capabilities.

The curriculum teams at Tiny Tots are very aware of the importance of an appropriate play environment for each child so they may develop good social skills and an appreciation of all aspects of this country's multicultural society.

Planning of the learning experiences by the teams is further designed to ensure, as far as practical, equality of opportunity for all children. The curriculum is designed to help children to meet the 'Desirable Outcomes' laid down by The Assembly for Wales, Department for Education, Lifelong Learning and Skills, these are outcomes that the children should reach by the time they are of statutory school age (5 years old) and enable them to make a smooth transition into full time education.

The Foundation Phase is a new approach to learning for children which is based on learning through play, active involvement, and practical activities and enhances creativity, knowledge, skills and understanding.

The Desirable Outcomes cover all areas of Physical Development, Personal and Social Development, Mathematical Development, Language and Literacy Skills, Creative Development and the Knowledge and Understanding of the World. Our curriculum follows all these areas of learning, with the aim to reach the expected outcomes at an earlier age.

We have always delivered a variety of topics and themes, but since the introduction of the 'Desirable Outcomes and Foundation Phase we follow them with more purpose often incorporating all areas of the curriculum within a single theme which has been designed in a way that is both fun and educational for the children.

DESIRABLE OUTCOMES

With the rolling out of the New Foundation Phase we offer to cover the following areas of the 'Desirable Outcomes, prepares children to progress with confidence to the National Curriculum at the age of Seven.

Language and Literacy

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening, and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and when they are ready, to use drawn and written symbols for themselves. A well-stocked book corner gives every child the opportunity and encouragement to become familiar with books, able to handle them and aware of their use, both for reference and as source of stories and pictures.

Personal and Social Development

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and to take part in all aspects of the nursery day, sharing and co-operating with other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others.

Mathematical Development

By means of adult-supported practical experiences children become familiar with the sorting, matching, ordering, sequencing and counting activities, which form the basis for early maths. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequence and, when they are ready, to use simple mathematical operations such as adding.

Knowledge and Understanding of the World

A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They learn to observe the substance, recognizing difference, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the nursery and in the community. A range of safe and well-maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and solve problems.





Physical development

A range of equipment and opportunities, both indoors and out of doors, allows children to develop confidence and enjoyment in the use and development of their own physical skills. A very high level of adult supervision enables children safely to create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time, children are supported in the development of the fine motor skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision.



Creative development

Children are encouraged to use a wide range of resources to express their own ideas and feelings and to construct their individual response to experiences in two and three dimensions. Art equipment, including paint, glue, crayons and pencils as well as natural and discarded resources, provides for open-ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with and respond to music and stories, and there are many opportunities for imaginative role play, both individually and as part of a group

Every day is a fun day!





Welsh Assembly Government Schemes

Scheme Tiny Tots are involved in-



'Breastfeeding Welcome Scheme'

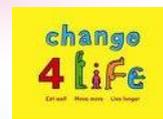
We are members of the 'Breastfeeding Welcome Scheme' set up by the Welsh Assembly Government. Here at Tiny Tots we provide an environment which promotes and supports all breastfeeding and ensure mothers are made to feel comfortable within our setting. We provide expectant and present mothers with relevant information regarding breastfeeding, this information can be found on our main parent notice board situated outside the baby room.

www.cymru.gov.uk/breastfeeding



A private and comfortable area for mothers to breastfeed their babies within our setting

'Tiny Tums'



This is a project funded by Health Challenge Denbighshire and the NHS Wales which is also supported by the Care and Social Services Inspectorate of Wales. In achieving this as best practice our nursery cooks annually attend a course run by the Community Development Dietician 'Sian Jenkinson', which as a result allowed us to create a menu in the nursery in line with current national guidelines with regards to nutrition. All staff encourage and support the children with making healthy choices about the foods they eat, for instance at snack time when the children are presented with a choice of options. All the children are given positive encouragement to finish their meals, with rewards such as stickers and praise for making finishing their meal or making a healthy choice. Our menu has been devised with the help of dieticians and local health authorities to ensure we promote a diet that is well balanced, healthy and provides children with the nutrition they need to grow and develop.



'Designed to smile'



We are members of the Tooth brushing programme 'Designed to smile' and have been for more than 3 years and back in 2014 we were issued the Gold award. 'Designed to smile' is a national Oral Health improvement programme to improve the dental health in children in Wales. It is funded by the Welsh Assembly Government and was initially launched in January 2009 in North Wales. The Designed to smile daily tooth brushing programme is a major initiative and all Preschool staff are given a detailed training programme and monitoring checks are carried out at least once a term against national standards of best practice. The Preschool children will be supervised daily in brushing and will also receive a free toothbrush and toothpaste pack to help to encourage them to brush their teeth in a morning and before bedtime when at home. All preschool parents/guardians will receive further information via a consent form. www.designedtosmile.co.uk





'Healthy and Sustainable Preschool Scheme'

The Welsh Government has introduced the National Quality Award which is a lifetime achievement award for nurseries and schools. The scheme looks at ways in which preschools can contribute to the health of children, staff and the wider community through the development of a health promoting environment. One of the benefits of the healthy preschool scheme is that it incorporates other initiatives and builds them into the scheme. I. e 'Design to Smile' and 'Tiny Tums' which we are involved in already.

The Healthy Preschool Scheme covers seven aspects of health, including:

- **Nutrition & oral health**
- **Physical activity & active play**
- **Safety**
- **Hygiene**
- **Mental and emotional health, wellbeing and relationships**
- **Environment**
- **Workplace health**

NDNA e-Quality Counts Accreditation

'E-Quality Counts Accreditation'



The NDNA e-Quality Counts is a quality improvement scheme for all nurseries. The scheme comprises of 15 sections which cover all areas of the nursery business from management to observation and reflection, to informing practice and nutrition, serving food and oral health. Completing e-Quality Counts is a fantastic achievement for any nursery as it is a comprehensive process. Achieving this recognised quality award means nurseries can reap the rewards with improved inspection judgement, increased occupancy and a healthy, sustainable business. It is mapped against the Early Years Foundation Stage (EYFS), the Early Years Foundation Phase and Curriculum for Excellence and follows quality improvement principles. Therefore, gives us peace of mind and helping us to ensure all our Policies and Procedures reflect the latest information. In achieving e-Quality Counts nurseries will be reassessed every 3 years ensuring they have maintained or increased to the highest level of achievement. ndna.org.uk

Sections 1 to 11 are mandatory and all settings undertaking e-Quality Counts must complete these sections. Sections 12 to 15 will only apply if the setting is offering that particular aspect of service. If for example settings do work with babies, then section 12 becomes mandatory.

Section 1 - Management

Management underpins the holistic quality improvement journey and strategies to maintain and improve outcomes for children. This section clearly links critical evaluation of the ethos of the setting, promotes development of the values and principles of the setting and will enable the organisation to adopt high quality. This section enables settings to consider and develop a defined vision and a clear mission which is communicated throughout the organisation. The section also promotes awareness of new developments in practice, resource planning and management and professional responsibilities.

Section 2 - Staff

High quality provision is underpinned by an effective and motivated staff team. This section of e-Quality Counts enables the organisation to review its provision of staff training, development and support. It explores human resources policies and procedures and promotes best practice. It focuses on building skills and motivation in the setting and highlights the importance of morale, low staff turnover and teams. The section builds quality indicators by promoting CPD, supervision, review and mentoring.

Section 3 - Observation & reflection to inform practice

This section underpins analysis of quality provision and promotes critical evaluation of services and delivery and encourages the whole team to regularly monitor and review practice to enable them to improve and develop to meet the ever-changing needs of the children, families, parents, staff and partners.



Continue.....

Section 4 - Care learning and development

This section promotes all aspects of quality provision in relation to children care, learning and development. It aims to enhance the provision of work together to meet these needs and to provide a wealth of experiences from which children can learn. The section clearly promotes effective practice and high-quality delivery and promotes integrated working.

Section 7 - Equality and inclusion

Equality and inclusion is fundamental to developing quality provision, this section covers inclusion, equality, diversity and the essential role of multi-agency working.

Section 10 - nutrition, serving of food and oral health

Setting staff are in an ideal position to have a positive influence on the nutrition of young children and also on developing the knowledge and attitudes children and their parents have towards food and healthy eating. This section promotes review and aims to enhance provision in this area.

Optional Section 13 - School escort service

Settings need to consider and ensure children's welfare and safety when providing an escort service for children and young people. This section links clearly with Section 2 Staff, Section 11 Health & Safety and Section 14 Out of School Care within the scheme

Section 5 - Environment

This section stimulates review of the engaging environment children have to play, explore and learn. It promotes reflection and analysis and highlights areas of good practice.

Section 8 - Safeguarding children

Settings have a statutory duty to safeguard children and promote welfare, this section provides a reflective tool to analyse the effectiveness of policies, procedures and practices and make improvements in relation to safeguarding arrangements.

Section 11 - Health and safety

Effective health and safety practices are the foundation for quality provision. This section of e-Quality Counts underpins legislative and statutory frameworks and links to quality practice guidance and promotes analysis of current practices, policies and procedures to enable settings to fulfil these requirements.

Optional Section 14 - Out of school care

This section covers the needs of children over the age of 5 years. The values of play work must be embedded, and staff should work closely with children and their families to meet the children's needs and promote their welfare.

Section 6 - Visits and visitors

Visits and visitors enrich experiences that settings provide for children in their care and this section explores how this can be done and ensures safety is maximised whilst learning is extended.

Section 9 - Partnership with parents

Section nine explores best practice and review of partnership working with parents. Benchmarking can be done with this section and ideas for good practice are included.

Optional Section 12 - Babies

This section links closely with section 4 – Care, Learning and Development however has a clear focus on the specific needs of babies under 2 years.

Optional Section 15 - Students

Structured work-based learning is an excellent opportunity for settings to develop students working practices and enable them to feedback to learning providers where training provision does not meet the requirements of current workforce demands. This section promotes review and development to meet the needs of the organisation and the student.

We as a nursery are proud to have been rewarded the highest level of achievement (level 3) indicating Tiny Tots provides an exemplary childcare service for all our children in our care.





Menu

Our 3-week menu has been devised with the help of dieticians and local health authorities ensuring it is in line with current national guidelines with regards to nutrition.

Week 1	Breakfast 7:45am - 8:15am (Served with milk or water)	Morning Snack 9:30am (Served with milk or water)	Lunch 11:15am (Served with fruit juice or water)	Snack 1:45pm (Served with milk or water)	Tea 3:30pm (Served with fruit juice or water)
Monday	Selection of cereal	Selection of fruit with a cracker, breadstick or ricecake	Tuna and sweetcorn mini pizza, fresh fruit/salad *** Banana cake	Selection of fruit with a cracker, breadstick or ricecake	Beef Lasagne with mixed vegetables *** Fromage Frais
Tuesday			Macaroni cheese with mixed vegetables *** Pears and chocolate sauce		Cowboy pie and baked beans *** Easy peel banana
Wednesday			Fish fingers with peas and sweetcorn in a cheese sauce *** Fresh fruit and ice cream		Fruity chicken curry with boiled rice *** Fromage Frais
Thursday			Cheesy beans with wholemeal toast *** Greek yogurt with a fruit puree		Roast pork, cauliflower and broccoli cheese and mashed potato *** Choc ice
Friday			Ham wraps with sliced cucumber and carrot *** Rice pudding		Beef Chilli with kidney beans, baked beans and boiled rice *** Fromage Frais

Week 2	Breakfast 7:45am - 8:15am (Served with milk or water)	Morning Snack 9:30am (Served with milk or water)	Lunch 11:15am (Served with fruit juice or water)	Snack 1:45pm (Served with milk or water)	Tea 3:30pm (Served with fruit juice or water)
Monday	Selection of cereal	Selection of fruit with a cracker, breadstick or ricecake	Omelette muffins served with spaghetti hoops *** Greek yogurt with a fruit puree	Selection of fruit with a cracker, breadstick or ricecake	Sweet and sour pork and mixed vegetables with boiled rice *** Fromage Frais
Tuesday			Cheesy beans with wholemeal toast *** Fruit salad		Mince pie with mashed potato, carrots, green beans and gravy *** Cornflake cake/Oat biscuits
Wednesday			filled sandwiches with sliced cucumber and carrot *** Fresh fruit and ice cream		Corned beef hash with mixed vegetables and gravy *** Fromage Frais
Thursday			Macaroni cheese with mixed vegetables *** Rice pudding		Sausage casserole with baked beans and mashed potato *** Easy peel banana
Friday			Tuna and salmon patties with spaghetti *** Fruit crumble		Chicken risotto with peas and sweetcorn *** Fromage Frais



Week 3	Breakfast 7:45am - 8:15am (Served with milk or water)	Morning Snack 9:30am (Served with milk or water)	Lunch 11:15am (Served with fruit juice or water)	Snack 1:45pm (Served with milk or water)	Tea 3:30pm (Served with fruit juice or water)
Monday	Selection of cereal	Selection of fruit with a cracker, breadstick or ricecake	Sweet and sour pork and mixed vegetables with boiled rice *** Fromage Frais	Selection of fruit with a cracker, breadstick or ricecake	Salmon and tuna pasta bake with peas and sweetcorn *** Fromage Frais
Tuesday			Mince pie with mashed potato, carrots, green beans and gravy *** Cornflake cake/Oat biscuits		Beef and vegetable hotpot *** Rice pudding
Wednesday			Corned beef hash with mixed vegetables and gravy *** Fromage Frais		Sausage and mash, carrots and peas with gravy *** Fromage Frais
Thursday			Sausage casserole with baked beans and mashed potato *** Easy peel banana		Roast chicken, cabbage, cauliflower and mashed potato with gravy *** Easy peel banana
Friday			Chicken risotto with peas and sweetcorn *** Fromage Frais		Spaghetti bolognaise with mixed vegetables *** Fromage Frais

Breakfast is served from 7am – 8:15am

Breakfast– Cornflakes, Rice crispies, Weetabix, Porridge all served with fresh whole milk.

ALL DIETARY REQUIREMENTS WILL BE CATERED FOR. A VEGETARIAN OPTION IS ALWAYS AVAILABLE.

THE MENU IS SUBJECT TO CHANGE.

A CHART OF THE DISHES WE PROVIDE AND THEIR ALLERGEN CONTENTS IS ATTACHED TO EVERY PARENT NOTICE BOARD TO VIEW.

FOR CHILDREN UNDER 12MONTHS FRUIT AND VEGETABLE PUREES WILL BE PROVIDED.





Prices

CELEBRATING 44 YEARS OF QUALITY CHILDCARE

NEW FEES FROM SEPTEMBER 2018

<u>BABIES, TODDLER AND PRESCHOOL</u>	
	0 – 4 YEARS OLD
<u>MORNINGS</u>	
8.30am – 1.00pm	£25.00
8.00am – 1.00pm	£26.00
7.30am – 1.00pm	£27.00
7.00am – 1.00pm	£28.00
<u>AFTERNOONS</u>	
1.00pm – 5.30pm	£25.00
1.00pm – 6.00pm	£26.00
<u>FULL DAYS</u>	
8.30am – 5.30pm	£41.00
8.30am – 6.00pm	£42.00
8.00am – 5.30pm	£42.00
8.00am – 6.00pm	£43.00
7.30am – 5.30pm	£43.00
7.30am – 6.00pm	£44.00
7.00am – 5.30pm	£44.00
7.00am – 6.00pm	£45.00
<u>DISCOUNTED WEEKLY FEES FOR A FULL FIVE DAYS ATTENDANCE</u>	
8.30am – 5.30pm	£185.00
8.30am – 6.00pm	£190.00
8.00am – 5.30pm	£190.00
8.00am – 6.00pm	£195.00
7.30am – 5.30pm	£195.00
7.30am – 6.00pm	£200.00
7.00am – 5.30pm	£200.00
7.00am – 6.00pm	£205.00

- All fees include appropriate meals and snacks
- Cut off time for giving breakfast is 8.15am
- All fee must be paid in full by Thursday each week
- Payment can be made by Standing order/cash/debit card/Pingit
- 2% charge when using a Credit card. No cheques accepted.



Prices

CELEBRATING 44 YEARS OF QUALITY CHILDCARE

NEW FEES FROM SEPTEMBER 2018

SCHOOL NURSERY FEES	
TERM TIME ONLY	
(Red Group Only)	
<u>MORNINGS</u>	
8.30am – 1.00pm	£24.00
8.00am – 1.00pm	£25.00
7.30am – 1.00pm	£26.00
7.00am – 1.00pm	£27.00
<u>AFTERNOONS</u>	
1.00pm – 5.30pm	£24.00
1.00pm – 6.00pm	£25.00
<u>FULL DAYS</u>	
8.30am – 5.30pm	£31.00
8.30am – 6.00pm	£32.00
8.00am – 5.30pm	£32.00
8.00am – 6.00pm	£33.00
7.30am – 5.30pm	£33.00
7.30am – 6.00pm	£34.00
7.00am – 5.30pm	£34.00
7.00am – 6.00pm	£35.00
<u>BREAKFAST CLUB</u>	<u>AFTER SCHOOL CLUB</u>
7.00am start: £8.50	5.30pm pick up: £11.00
7.30am start: £7.50	6.00pm pick up: £12.00
8.00am start: £6.50	

- All fees include appropriate meals and snacks
- Cut off time for giving breakfast is 8.15am
- All fee must be paid in full by Thursday each week
- Payment can be made by Standing order/cash/debit card/Pingit
- 2% charge when using a Credit card. No cheques accepted.



Prices

CELEBRATING 44 YEARS OF QUALITY CHILDCARE

NEW FEES FROM SEPTEMBER 2018

TINY TOTS & BIG BEN'S HOLIDAY CLUB	UNDER 8 YEARS OLD'S	OVER 8 YEAR OLDS
<u>MORNINGS</u>		
8.30am – 1.00pm	£21.00	£18.00 bringing in a packed lunch £23 including all snacks and meals
8.00am – 1.00pm	£22.00	
7.30am – 1.00pm	£23.00	
7.00am – 1.00pm	£24.00	
<u>AFTERNOONS</u>		
1.00pm – 5.30pm	£23.00	£23 including all snacks and meals
1.00pm – 6.00pm	£24.00	
<u>FULL DAYS</u>		
8.00am – 5.30pm	£36.00	£25 bringing a packed lunch
8.00am – 6.00pm	£37.00	
7.30am – 5.30pm	£37.00	£36 including all snacks and meals
7.30am – 6.00pm	£38.00	
7.00am – 5.30pm	£38.00	
7.00am - 6.00pm	£39.00	
<u>FULL WEEKS</u>		
8.30am – 5.30pm	£180.00	
8.30am – 6.00pm	£185.00	
8.00am – 5.30pm	£185.00	
8.00am – 6.00pm	£190.00	
7.30am – 5.30pm	£190.00	
7.30am – 6.00pm	£195.00	
7.00am – 5.30pm	£195.00	
7.00am - 6.00pm	£200.00	

- All fees include appropriate meals and snacks
- Cut off time for giving breakfast is 8.15am
- All fee must be paid in full by Thursday each week
- Payment can be made by Standing order/cash/debit card/Pingit
- 2% charge when using a Credit card. No cheques accepted.



Tiny Tots Day Nursery Terms and Condition

Updated August 2018

The terms and conditions detailed in this document represent the key elements of our booking agreement. However, as you can appreciate there is a significant amount of day to day detail which cannot be reasonably contained in one document. Consequently, you are also provided with supplementary information via our website and parent packs as well as the day to day exchange and communication of documentation (hard copy and email), policies, procedures and reports.

Arrivals and Departures

It is policy at Tiny Tots to give a warm welcome to each child on their arrival:

- All children including Out of School children must be escorted to the door on arrival at all times.
- Under no circumstances will a child be allowed to depart from Tiny Tots unless it is with a previously identified authorised person, who knows the password we hold on record.
- A member of staff must always acknowledge the departure of the child and Parents/ authorised person.
- For the hygiene of all babies in our care, please could all parents **remove their outdoor shoes or use the shoe covers provided** before entering the Baby room area.

Parking

A car park is provided for long stay parking and the use of the driveway is for drop off and pick up only

- If at any time your stay at Tiny Tots will hold up the traffic in the driveway, please use the car park or drop off spots provided, maximum stay in the driveway is 5 minutes, **at peak times please do not exceed this time.**

'Four car rule'

- During peak times, please ensure your car is not left in the driveway if four cars are already parked from the nursery front door, (traffic backing up to the gate causes unnecessary dangers to all).
- On leaving the premises please do so with care, at all times keeping left at the gateway.
- Parking on the road is not advisable
- Always turn your engine off and remove your key from the ignition.

Always drive very slowly round the drive, when entering and leaving the nursery.

Out of Normal Hours

Tiny Tots starts the day at 7am and closes at 6pm Monday-Friday (inclusive) with the exception of Bank Holidays, Christmas, New Year and the period between Christmas and New Year.

- Our main day at Tiny Tots starts at 8.30am and finishes at 5.30pm. Care out of normal hours is provided by prior arrangement, at a cost of **£1 per half hour or part of.**
- To help us meet the requirements of the Children's Act 1989 with regard to staff ratios, all children (unless prior arrangements are made) must be delivered and collected **within** the hours they are **registered and paid for**. All care provided out of the normal hours will be charged automatically at the above rate or as follows:
- All children still remaining after 6pm will be charged **£5 per 15 minutes or part of.**
- If your child is going to be absent or late from nursery, please let us know so we can plan accordingly

Extra sessions

Any Extra sessions attended over and above your child's regular booking are payable by debit card or cash on the day.

Reducing sessions

You are required to give us two weeks written notice of a reduction in the number of sessions you require.

Increasing sessions

If you require to increase sessions a minimum of a weeks' notice is required so we can do our best to accommodate and ensure ratios are adhered to.

Termination

If you wish to cancel your child's place, you are required to give us two weeks written notice. Fees will be payable for the period of the full two weeks' notice.

Payment of Fees

Fees are worked out over 52 weeks, there for are payable 52 weeks of the year. No refund is given for absence, holidays or adverse weather conditions.

We reserve the right to review fees. In the event of there being a change to the fees, we will ensure you are given a minimum of two weeks' notice.

Bank holidays

If a bank holiday falls on a day when your child would normally attend, subject to availability, your session can be swapped **within the same week**. We are unable to transfer any sessions to other weeks.

Christmas shut down

If the nursery is closed for a full week over the Christmas period, as it is not possible to swap any sessions and attendance has been continuous since the previous September, these days can be banked and used throughout the following year. This is subject to your account being **fully paid** up on 1st January. The following refund entitlements during this period apply: -

- Continuous **full-time** attendance since the previous June will be entitled to a 50% refund
- Continuous **full-time** attendance since the previous September will be entitled to 25% refund

Unfortunately, there is no refund entitlement if your child has been in full time attendance for less than three months.

All refunds must be applied for in writing from 1st February and are subject to your account being fully paid up over the Christmas period.

Fees are due by the **Wednesday (at the latest)** of the week of attendance and the following methods of payment are accepted by Tiny Tots: -

- * **Standing Order**
- * **Bank Transfer**
- * **Childcare Vouchers**
- * **Cash**
- * **Debit Card**

We regret we are unable to accept payment by cheque or Credit card

All fees paid after Wednesday will be charged at the higher rate

We respectfully wish to remind parents who are in receipt of Tax Credits or Student Funding, that it is they who are liable for payment of childcare fees and it is not dependent upon receipt of outside funding. Arrangements need to be put in place to pay the nursery fees at the due time regardless of where their funding is coming from.

None payment of fees

Tiny Tots Nursery values the relationship that has been built up over a period of 46 years with parents and carers. Should any parent/carer experience difficulties in paying the Nursery fees on time they should inform the Nursery Manager. Wherever possible a payment solution will be agreed. This however should not set a precedent as each incident will be treated individually. All such situations will be treated in confidence

If an arrangement has not been agreed the following procedure will apply: -

Failure to pay in full each week will incur a 10% surcharge for each week outstanding i.e. if the outstanding amount is £50 a charge of £5 will be added the first week and £5.50 the second week etc.

Tiny Tots Nursery reserves the right to refuse to accept a child into nursery until full payment is received.

30

Additional charges which you may incur:

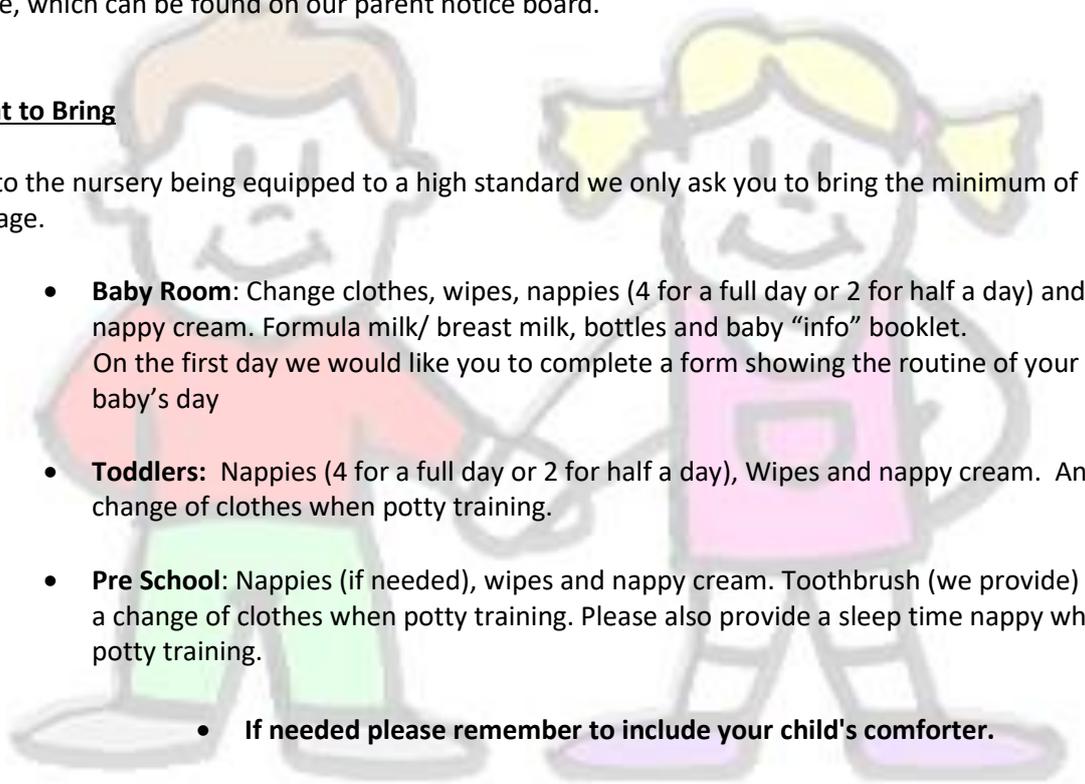
Extra copies of invoices (e.g. for Tax Credits)	£3 each
Informative letters for childcare Tax Credits/housing benefits etc	£3 each

Data protection

Any personal data related to You or your Child will be dealt with in accordance with our privacy notice, which can be found on our parent notice board.

What to Bring

Due to the nursery being equipped to a high standard we only ask you to bring the minimum of baggage.

- 
- **Baby Room:** Change clothes, wipes, nappies (4 for a full day or 2 for half a day) and nappy cream. Formula milk/ breast milk, bottles and baby “info” booklet. On the first day we would like you to complete a form showing the routine of your baby’s day
 - **Toddlers:** Nappies (4 for a full day or 2 for half a day), Wipes and nappy cream. And change of clothes when potty training.
 - **Pre School:** Nappies (if needed), wipes and nappy cream. Toothbrush (we provide) and a change of clothes when potty training. Please also provide a sleep time nappy when potty training.
 - If needed please remember to include your child's comforter.
 - Please remember to bring in your child’s ‘Daily Diary’ folder each day
 - Please only use the Tiny Tots bag we provide you with

PLEASE MARK COATS AND SHOES WITH YOUR CHILD'S NAME.

We hope that the time spent at Tiny Tots will be a very happy one. If you have any queries or we can be of any help, please don’t hesitate to call on a member of The Tiny Tots Team.



Policies and procedures A-Z

ARRIVALS AND DEPARTURES

It is the policy of **Tiny Tots** to give a warm welcome to each child on their arrival.

Parents are requested to pass the care of their child to a specific member of staff who will ensure their safety and that their attendance is recorded on the door security system using their own named key card. All children's attendance is also recorded on their groups register and a main register taken by a senior staff.

Under no circumstances will a child be allowed to depart from **Tiny Tots** unless it is with a previously identified authorized person.

A member of staff will always acknowledge the departure of the child and record it on the door security system.

If at any time your stay at **Tiny Tots** will hold up the traffic in the driveway, please use the car park or drop off spots provided.

On leaving the premises please do so with care, at all times keeping left at the gate way

ACCESS TO INFORMATION POLICY

We believe at **Tiny Tots** that an open access policy is the best way of encouraging parental participation. Parents are welcome to view the policies and procedures that govern the way in which **Tiny Tots** operates at any time that we are operating by simply asking the officer in charge.

Parents are also welcome to see any development records kept on their child, however as this would require withdrawing a member of staff from their usual duties it would be hoped that arrangements could be made in advance so to fit in with our daily routine

ADMISSIONS POLICY

Tiny Tots Day Nursery has facilities for 68 children and is registered with the Care and Social Services Inspectorate Wales.

The above statement is the overriding policy in respect of admissions.

Other matters which are taken into consideration when deciding which child can be offered a place at **Tiny Tots** are:

- When the application is received extra weight is given to those who have already booked their place.
- Due to areas being registered for a specified number of children, admission will only be given if a space is available for the age group required.
- The ability of **Tiny Tots** to provide the facilities for the welfare of the child
- The effect on the existing children and staff of the admission of that child.
- A child wanting a full-time place will usually have preference over one requiring part time only.
- Any circumstances affecting the Childs welfare or his/her family
- Those children who are siblings of those already attending **Tiny Tots** or where there is proven existing connections with **Tiny Tots**.

Tiny Tots never has and has no intention in the future of discrimination against any child on the grounds of sex, religion, race, colour, creed or disability.

Tiny Tots will from time to time update the above policy in conjunction with the registration.

ALLERGIES

On completing our **Tiny Tots** registration form all allergies the child has developed must be noted, the information will be added to our allergies list, which is displayed in all areas of the nursery.

If a child develops further allergies it is the responsibility of each parent to inform **Tiny Tots** in writing in order for the information to be added to their details.

Failure to do so, **Tiny Tots** cannot be responsible for any reaction a child has.

ACCIDENT AND INCIDENT FORMS

From time to time minor accidents do occur in a setting where young children are interacting together.

We consider that **Tiny Tots** offers excellent supervision, but occasionally accidents do occur.

These are recorded on accident forms however slight the injury or incident as a record for the parents to see.

The parents/carers will be shown a record of this when they collect their child at the end of the day, they will be asked to sign that they have read and understood the nature of the accident/incident.

The forms will then be filed within the children's details.

ACCIDENT PROCEDURE

Accidents can be very distressing for anyone involved so at **Tiny Tots** we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the Nursery.

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident File and report it to the nursery manager. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report and asked to sign it as soon as they collect their child
- Accident forms are checked regularly for patterns e.g. one child having a repeated number of accidents, a particular area in the nursery/Out of School Club or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager
- The nursery manager will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident File will be kept for at least 21 years and three months
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the nursery, manager will also inform the insurance company in writing
- The nursery manager will report any accidents of a serious nature to Care and Social Services Inspectorate Wales (CIW)

BITTING POLICY

Tiny Tots Nursery recognises that small children for a variety of reasons and from time to time, attempt to bite other children.

Children bite other children for many different reasons, they maybe teething or overly tired or frustrated, they may be experimenting or attempting to get the attention of the staff or peers.

Small children have limited verbal skills and are sometime impulsive without a measured degree of self-control, biting often occurs for no apparent reason, it is not “abnormal” for infants and toddlers to bite since one in ten children do at some stage, however, a child who continues to bite requires positive intervention on the part of both the nursery staff and the parents

CHILD PROTECTION AND SAFEGUARDING

We intend to create in **Tiny Tots** an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Due to the many hours of care we provide to children it is possible that nursery/Out of School Club staff are the first people to become aware that there is a problem. Should any member of staff have concerns for the welfare of any child they would immediately report it to a senior member of staff

Tiny Tots has a duty to report any suspicions of abuse to the Denbighshire Child Protection Team. The Children Act of 1989 (section 47(1)) places a duty on the Child Protection Team to investigate such matters. **Tiny Tots** will follow procedures set out in the All Wales Child Protection document.

Tiny Tots procedure would include making detailed notes of suspicious injuries and any explanation offered, careful consideration would be given as to where and how these records are stored and accessed, as with all records, strict procedures for confidentiality must be observed

In all cases the child's welfare is the overriding concern and the staff training programme will reflect **Tiny Tots** commitment to child protection at all levels

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.

We have a named person within the nursery that co-ordinates child protection and welfare issues. The designated person undertakes specific training and accesses regular updates to developments within this field.

The named person regarding child protection at **Tiny Tots** is: **Tina Jones**

- we provide adequate and appropriate staffing resources to meet the needs of children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We request DBS checks on an annual basis/or we use the DBS update service to recheck staff's criminal history

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- we abide by Care Inspectorate Wales requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children
- we abide by Care Inspectorate Wales requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children
- we ensure we receive at least two references BEFORE a new member of staff commences employment with us
- all students will have an enhanced DBS checks conducted on them before their placement starts
- volunteers, including students, do not work unsupervised
- we abide by the *Safeguarding Vulnerable Groups Act (2006)* requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of safeguarding children concern
- we have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children
- All contractors / external workers will be DBS checked and the manager will request this before allowing them access to the nursery. All visitors / contractors will still be accompanied whilst on the premises, especially when in the areas the children use
- The deployment of staff within the nursery allows for constant supervision.

COMPLAINTS PROCEDURE

If you have any concerns or a complaint about the service that you receive at **Tiny Tots** Nursery, please let the management know. The management will want to take some details to make sure that they have all the information needed to investigate the complaint. This will include:

Your name

The nature of the complaint

Date and time of the complaint

Complaints will be dealt with promptly and fairly and in a confidential manner. You will receive a written/verbal response to your complaint within seven working days of making your concern known.

If you are not satisfied with the response received by **Tiny Tots**, or if you have serious concern about the quality of care your child is receiving, you should contact the Care and social services Inspectorate Wales (CIW).

Your regional office is:

CIW North Wales Region,
Government Buildings,
Sarn Mynach,
Llandudno Junction
LL31 9RZ

COVID-19 POLICY

Information about Covid-19

Who is at risk?

Preventing the spread of infection

Guidance on dealing with suspected or confirmed cases of COVID-19

Guidance on cleaning after a case of COVID-19 (confirmed or suspected)

Information about the virus

Covid-19 is an infectious disease caused by a newly discovered coronavirus. The virus was first identified in Wuhan City, China in January 2020.

Most people infected will experience mild to moderate respiratory illness and recover without requiring special treatment. The symptoms are:

New persistent cough

Temperature above 37.8

Loss of taste

This policy and associated risk assessment is to limit the spread of infection within the setting.

Who is at risk?

All patrons of the setting are at risk including: staff, children, parents/carers of the children attending, any other individuals involved in the day to day operation of the setting.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer and chronic lung disease.

How COVID-19 is spread

From what we have learnt about the virus, COVID-19 is most likely to happen when there is close contact (within 2 meters) with an infected person.

Droplets produced when an infected person coughs or sneezes (respiratory secretions) containing the virus are most likely to be the main mean of transmission.

There are 2 routes by which people could become infected:

Secretions can be directly transferred into mouths or noses of people who are in close contact with an infected person, and could be inhaled into the lungs

It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose or eyes.

Preventing the spread of infection

The general principles to help prevent the spread of COVID-19 are:

Thorough hand washing procedures, soap and water for at least 20 seconds

All staff and children will be required to wash their hands immediately upon arrival at the nursery and before leaving.

Paper towels will be available to dry hands and be disposed of easily

After visiting the toilet

After coughing or sneezing

CONTIN.....

Before food preparation

Before leaving the nursery

Covering your cough or sneeze with a tissue, disposing of the tissue and washing hands “catch it, bin it, kill it”

Anyone showing symptoms should self isolate for 7 days

Avoid touching eyes, noses and mouth

Using an alcohol based hand sanitiser that contains at least 60% alcohol if soap and water are not available

Cleaning

frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, furniture and toys. The areas will be cleaned regularly using appropriate cleaning products and methods. Rigorous checks will be carried out by managers to ensure that the procedures are being fully adhered to at all times.

Social Distancing

The recommended distance for safe distancing is 2m, however this is extremely difficult to maintain in a setting such as a nursery. The following changes will be made to the running of each session:

Parents will be asked to practise safe distancing of 2m whilst waiting to drop off and collect their children.

Lunch times and snack times will be staggered to keep to group sizes small

We will implement “bubbles” where the same staff members and children will stay together for the whole day

Outdoor play will be encouraged as much as possible

Guidance on dealing with a suspected or confirmed case of COVID-19 within the setting

In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they will be collected as soon as possible and isolated at home in line with the NHS guidance.

Whilst waiting for the child to be collected they will be moved, if possible to a room where they can be isolated behind a closed door (with appropriate adult supervision) if this is not possible, the child will need to be moved to an area which is at least 2 meters away from the rest of the setting. A window will be opened for ventilation.

If the child needs to use the toilet in the time they are waiting to be collected they will use a separate bathroom, if possible. The bathroom will be cleaned and disinfected before used by anyone else.

The staff member responsible for the child during this time will be a staff member from their ‘bubble’. The staff member will wear appropriate PPE including a face mask while waiting with the child.

In an emergency, the manager/supervisor is to call 999 if the child becomes seriously ill or injured.

The person responsible for cleaning the area will wear appropriate PPE.

The member of staff who has been in contact with the child displaying symptoms does not need to go home unless they develop symptoms themselves. The member of staff will adhere to strict hand washing routines as usual (20 seconds)

In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately and isolate at home in line with the NHS guidance. Staff members will be able to be tested for Covid-19 if displaying symptoms.

Guidance on cleaning the setting after a case of COVID-19

Coronavirus symptoms are similar to flu-like illness such as cough, fever, shortness of breath etc. once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to the current recommended workplace legislation and practise.

These include

All surfaces and objects which are visibly contaminated with bodily fluids

All potentially contaminated high-contact areas such as toilets, door handles and telephones

All waste that has been in contact with the individual, including used tissues, masks, aprons etc should be put in a separate plastic bag and tied and disposed of.

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Lateral flow testing

the use of rapid lateral flow antigen tests allows nurseries to identify asymptomatic cases that would otherwise go undetected. All staff at Tiny Tots day nursery carry out COVID-19 rapid lateral flow tests twice a week. All results are recorded by the nursery manager.

Nursery show-rounds

All show rounds are out of nursery hours and only one parent is permitted to attend and a face mask is to be worn by both the parent and the staff member conducting the show around.

DEALING WITH DISCRIMINATORY BEHAVIOUR

We have the duty to create and implement strategies in the nursery to prevent and address all discriminatory behaviour. Such strategies include:

- that the nursery records all incidents relating to discrimination on any grounds
- That all recorded incidents are reported to the children's parents/carers, and when appropriate to the registering authority.

Parents have a right to know discrimination occurs and what actions the nursery will take to tackle it.

In the Race Relations Act 1976 Section 71 there is a statement of the duty to 'promote harmony and good relations between different groups in society. We have a statutory responsibility to monitor, review and eliminate all discrimination.

Definition of discrimination

"treating a person or particular group of people differently, especially in a worse way from the way in which you treat other people, because of their skin colour, religion, sex, etc" (Cambridge dictionaries)

Incidents may involve a small or large number of persons, they may vary in their degree of offence and may not even recognise the incident has discriminatory implications; or at the other extreme their behaviour may be quite deliberate and blatant.

EQUAL OPPORTUNITIES POLICY

Tiny Tots takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they be adult or child.

Discrimination under sex, race, colour, creed, marital status, ethnic or national origin, political belief or disability has no place in **Tiny Tots** and should any person believe that this policy is not being totally complied with, it is their duty to bring the matter to the attention of the officer in charge at the earliest opportunity

FACEBOOK POLICY

The **Tiny Tots** Day Nursery Facebook Page is provided for the parents and staff of the nursery. The Nursery Managers are the page administrators and will update on a regular basis to:

- Provide information about any new nursery development
- Post reminders of events taking place
- Share nursery news.
- To show photos of activities, trips or special events

Closed Facebook page

Our Facebook Parents Group is different from our website and Facebook page, in that it is a closed, members only group. ONLY current families who attend the nursery will ever be able to access the group and once a family leaves the nursery, they will be deleted from this group. All posts from families are checked and vetted by **Tiny Tots** Management before being allowed to post and any photos of children posted by the nursery will only be done with the families' consent. The Facebook Parents Group is purely a facility to share valuable information about what we do with the children whilst they are at nursery and for families to share what their children do at home with the nursery. It is not for marketing gains or public awareness at any time.

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We also invite your thoughts and comments and look forward to what you have to say i.e. share news, stories, tips. The page administrators reserve the right to remove any comments at any time, but we hope that won't ever be necessary. The intent of this policy is to protect the privacy and rights of Tiny Tots Day Nursery parents, children and staff.

For example, we will remove postings that;

- Display group photographs of children without the necessary parental consent.
- Name specific individuals in a negative way.
- Are abusive or contain inappropriate language or statements.
- Easily identify individuals in defamatory, abusive, or generally negative terms.
- Do not show proper consideration for others' privacy.

HEALTH AND SAFETY POLICY

Statement of policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and a safe early learning environment for the children to be cared, and learn in. We provide information, training and supervision to meet this purpose. We wish to develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out within this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up to date, particularly as the business changes in nature and size, and will be revised annually, or in the event of a change in the nursery, or an incident. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this, we will actively work towards the following objectives:

- follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
- establish and maintain a safe and healthy environment throughout the nursery
- ensure that activities undertaken outside the nursery are properly risk assessed
- establish and maintain safe working practices amongst staff and children
- ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery, to avoid hazards and contribute positively to their own health and safety, and to ensure that staff have access to regular health and safety training as and when provided
- make arrangements for ensuring safety and the reduction of risks to health in connection with the use, handling, storage and transport of articles and substances
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
- maintain a safe working environment for pregnant workers undertaking appropriate risk assessments
- maintain a safe environment for those with disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- provide a safe environment for students or trainees to learn in

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- encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management
- Ensure that the required resources are made available to ensure the points aforementioned steps can be carried out.
- **Responsibilities**
- 1 Overall and final responsibility for health and safety is that of the registered person, **Tina Jones**
- 2 Day-to-day responsibility for ensuring this policy is put into practice is **Kirsty Jones and all team leaders**
- 3 It is the responsibility of the registered person **Tina Jones** to ensure health and safety standards are maintained/improved,
- All employees have the responsibility to cooperate with team leaders and the manager to achieve a healthy and safe nursery/out of School Club and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter. Whenever a member of staff notices a health or safety problem, which they are not able to put right, they must immediately report to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the senior member of staff in the area. Daily contact, regular staff meetings and health and safety meetings provide consultation between management and employees, this will include health and safety matters.
- Health and safety training Person responsible for monitoring staff training is **Tina and Kirsty Jones**

Health and safety arrangements:

- all staff are responsible for the general health and safety in the nursery/Out of School Club
- risk assessments are to be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
- all outings away from the nursery will have to include a prior risk assessment – more details are included in our outings policy
- All equipment and areas will be checked thoroughly by staff before children access the area. These checks are recorded in each room and initialled by the staff responsible, All unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the manager must be notified immediately.
- we provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water
- the nursery will adhere to COSHH guidelines to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises
- all staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety
- we have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery
- All health and safety matters are reviewed informally on an ongoing basis.
- staff are able to contribute to any policy regular meetings held at nursery

We believe the risks in the nursery environment to be low but to maintain the maximum protection for children, staff and parents/carers we consider it necessary to:

- ensure the entrances and exits from the building, including fire exits remain clear at all times
- regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action
- ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children
- prohibit smoking on the nursery premises
- ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that

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- prohibit any contractor working on the premises without prior discussion with the manager to negate any risks to the staff or children
- risk assess all electrical sockets and take appropriate measures to reduce risks where necessary, and ensure no trailing wires are left around the nursery
- ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- wear protective clothing when cooking or serving food
- prohibit certain foods, e.g. peanuts are not allowed in the nursery
- Familiarise all staff and visitors with the position of the First Aid boxes and ensure all know who the appointed First Aiders are. Contents are checked regularly
- ensure children are supervised at all times
- Ensure no student is left unsupervised at any time.
- All children are signed in and out on the daily record sheet.
- A register of both adults and children is completed on arrival so a complete record of those present is available in the event of an emergency
- Children will only leave the nursery with authorised adults
- Equipment offered to the children is developmentally appropriate
- The layout and space ratios allows children and adults to move safely and freely between activities

KEYWORKER POLICY

At Tiny Tots all children are members of small age-related groups i.e. Babies, Toddler ones, Toddler Two's, Yellow, Green, Blue and Red Groups, all staff within these groups work as a team linking in with the children's previous and future areas. Children that attend regular sessions are assigned a Key Worker who ensures that the needs of the children in their care are being met. Children of shift workers, children who are making transitions to the next age group and children having extra sessions are assigned a key worker on a daily basis

The Key Worker is responsible for keeping track of the child's development and individual learning journey, they will provide both support and advice to both parents and children and where possible will be available to discuss any worries or particular concerns that parents may have on a day to day basis.

Each member of our team will care for up to a maximum number of children as governed by age/staff ratio

Each key worker is responsible for the daily care of their assigned children.

The duties of the key worker include making sure the children are given all meals snacks and milk and ensuring that juice or water is given throughout the day. All hygiene matters are carried by a key worker rota who report back to the child's key worker if the child is not one of hers

The key worker is responsible for the children's happiness at all times, providing stimulation through a variety of activities and resources.

All children's daily diaries must be completed by their key worker only.

On leaving their area for their break/lunch the Key worker must hand over to the covering staff with instruction of what their child requires for the duration of their break. Covering staff will hand over to the key worker on their return

Each key worker must transfer care to their child's parents and give positive information to them to reassure them that their child has been in safe hands in a caring and happy environment.

If, however a key worker has a demanding child in her care or is running a little behind, other members of her team can assist as long as the daily diaries are kept up to date by the child's key worker.

INSPECTION AND REGISTRATION

All nurseries have by law to be registered under the Children Act of 1989 with the Care Standards Inspectorate for Wales and annually inspected by an officer within that department.

The inspection covers all aspects of the quality day care and the education we provide, the staff within the nursery and all policies and procedures.

Displayed on our notice boards and enclosed in the Parents handbook you can find a full copy of our last CIW inspection.

We are also registered as a provider of education, to deliver education to all children of pre-statutory school age.

ONLINE LEARNING JOURNEY (SEESAW) POLICY AND PROCEDURES

At Tiny Tots Day Nursery, we ensure that all children attending the setting have a personal Learning Journey which records photo's, observations and comments, in line with the Early Years Foundation Phase, to build up a record of each child's achievements during their time with us.

Procedures

- Each child will have a key person allocated to them who will be responsible for the compilation of that child's Learning Journey.
- Tiny Tots day nursery uses an online Learning Journey system (Seesaw), allowing staff and parents to access the information from any computer via a personal, password-protected login.
- The Seesaw records are kept secure through password protection for the online records and passcode protection on each individual device used by staff. This will ensure that the whole Seesaw system remains secure.
- This will safeguard both staff and children ensuring that staff only have access to their children's records.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parent's access allows input of new observations and photos or the addition of comments on existing observations and photos – parents logins do not have the necessary permission to edit existing material.
- Observation's input into the Seesaw system are moderated by the Manager or Room Leader before being added to the child's Learning Journey
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys and to protect images of other children that may appear in any photo's contained in their Learning Journey.
- The Learning Journey is started once the child has started Tiny Tots day nursery.
- Observations are written in the present tense.
- In all written observations, other children are referred to using their initials – and not by name.
- We will try wherever possible to allocate 'Seesaw time' per week to each member of staff to enable them to upload observations.
- The majority of photographs taken for the children's Learning Journey will be done using the staff's individual password protected Kindle.
- Seesaw is not used as a general communication tool between nursery and home. A child's Learning journey is a document recording their learning and development and parents may add comments on observations carried out.
- Parents may contact us through the usual channels for any other day-to-day matters, e.g., absence, fees, concerns etc.

Staff Agreement

All staff using the system will adhere to a Staff Agreement where they shall:

- Only use devices supplied by the setting for their intended use and in line with their role as an employee of Tiny Tots day nursery.
- Not download any images or information to personal computers/tablets/mobile phones.
- Not use devices for personal use.
- Not allow family members to use devices.
- Not share the information stored with anyone other than the Management staff.
- Ensure that log in details remain confidential to themselves.
- Ensure they are logged out when not in use.
- Ensure that devices are only used to access the internet via a secure network.
- Delete photos stored on the device as soon as they have been added to the online Learning Journey.

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Security

- Seesaw has a thoroughly robust privacy policy (<https://app.seesaw.me/about/privacy>) and has committed never to share your child's personal information or journal content.
- Access to information stored on Seesaw can only be gained by unique user id and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.
- All staff Kindles are password protected and only accessed by the individual member of staff.

MOBILE PHONE AND SOCIAL NETWORKING

Parents' and visitors' use of mobile phones and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post publicly or privately information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy, complaints procedures and grievance

MEDICATION FORM

All medication must be recorded daily on a medication form, details of the medication must be accompanied by a signature of consent by the parents/carer then distributed to the relevant team leaders and subsequently administered by a member of that team. All doses of medication must be recorded and signed for by the same member of staff. Medication forms can be found within the Child's personal file

MEDICATION POLICY

It is the policy of **Tiny Tots** that all medicines will normally only be given to a child that has had them prescribed by their medical practitioner.

The greatest care will be taken to see that these are administered according to the instructions and a signed record of all medication administered shall be made by two nursery nurse on the medication form previously signed by parents/carers.

When a child attending **Tiny Tots** becomes unwell it is our usual practice to contact the parent/carer and discuss the situation. Should they request administration of medication to minimize the Child's distress as an interim measure, and the medication be available, then the staff will administer it making the necessary entries on a medication form and later signed by the parent/carer.

NUTRITION AND MEALTIMES

Meal times are a happy, social occasion for staff and children alike. Positive interactions is shared at these times and enjoyed. Tiny Tots Nursery is committed to offering children healthy, nutritious and balanced meals and snacks which meet individual's needs and requirements.

We will ensure that:

- A balanced and healthy breakfast, midday meal, tea and two daily snacks are provided for children attending.
- Menus are planned in advance, rotated regularly and reflect cultural diversity and variation. Menu's are displayed for parents within each child's daily diary and notice boards and also within the parents handbook
- we provide nutritious food at all snack and meal times, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings
- menus will include at least 3-4 servings of fresh fruit and vegetables per day
- Fresh drinking water will be constantly available and frequently offered to all children.
- Individual dietary requirements will be respected. We gather information from parents regarding their children's dietary needs including any allergies on registration. Where appropriate we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual diet plan for their child
- Staff will show sensitivity in providing for children's diets and allergies. They would not use a child's diet or allergy as a label for the child, or make a child feel singled out because of her/his diet or allergy
- Staff will set a good example and sit with the children and show good table manners. Meal and snack times will be organised so that they are social occasions in which children and staff participate in small groups. During meals and snack times children will be encouraged to use their manners and say 'Please' and 'Thank you' and conversation will be encouraged
- Staff will use meal and snack times to help promote children to develop independence through making choices, serving food and drink, and feeding themselves. Staff will support children to make healthy choices and understand the need for healthy eating
- We provide foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones. Cultural differences in eating habits will be respected
- Any child who shows signs of distress at being faced with a meal he/she does not like will have his food removed without any fuss. If a child does not finish his first course, he/she will still be given a small helping of dessert.
- Children not on special diets will be encouraged to eat a small piece of everything
- Children who refuse to eat at the mealtime will be offered food later in the day
- Children who are slow eaters will be given time and not rushed
- Quantities offered will take account of the ages of the children being catered.
- Tiny Tots provides parents with written records of their child's mealtimes within their daily diary until they are three years old

Breast feeding/ formula milk

The nursery will support mothers by:

- Ensuring breastfeeding mothers are made to feel welcome and are able to breastfeed their baby in a room/ space that is quiet, warm, well-lit and has a comfortable chair for the mother who wishes to breastfeed.
- Encouraging parents to bring expressed milk into the nursery, this should be transported in a cool bag, clearly labelled with the name of the child, date and time.
- Discussing how to feed the baby i.e. using a cup/ doidy cup rather than a bottle and teat.
- Storing expressed breast milk in accordance to the latest infant feeding guidelines.
- Monitoring how much milk is being taken and let parents know when stocks are running low.
- Formula milk will be prepared, transported and stored in accordance to the latest guidelines (Safer Bottle-feeding, Welsh Assembly Government 2008) bottles of infant formula feeds are freshly prepared

Tiny tots works in partnership with the Breastfeeding welcome scheme

The nursery will support feeding babies by:

- Following their own individual patterns of feeding and sleeping.
- Watching for signs that they have had enough. Babies will not be forced to take more than they want or to

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- Providing breast milk or formula milk as the main drink for babies for the first year.
- Being held and having warm physical contact from an attentive adult throughout a feed.
- Using feeds and bottles only for the baby to whom they belong.
- Keeping the teat full of milk, otherwise the baby will take in air.
- Not microwaving the milk. Warm by standing in a jug of hot water or in a bottle warmer.

Celebrations and Rewards

- Children will be rewarded without the use of confectionary or other foods e.g. praising children, stickers, reward charts, certifications etc
- Where birthday cakes are brought into the setting, we will take into account possible allergies/special diets of other children and will be eaten at meal times e.g. as a desert or sent home with the child at the end of the day with parents/carers
- Parents/carers will be discouraged from bringing 'party bags' of confectionary into the nursery
- Parents/carers will be consulted over appropriate ways to celebrate ethnic/cultural and religious occasions

Working in partnership

- The Nursery requires all parents to work in partnership with the staff in promoting healthy eating for the children and believe that parents and carers play a vital role supporting at home what is learned at Nursery.
- Where packed lunches and dinners are provided for children we do ask that parents and carers take our healthy eating policy into consideration and revise their contents. Sweets, chocolates and fizzy drinks will not be given to children. We ask parents not to give children these to bring to the Nursery. Staff may speak to any parents who do not comply with our policy. Only for very special celebrations in the Nursery will the children receive these.

We will promote positive attitudes to healthy eating through play opportunities and discussions

PARENTS AND CARERS ARE PARTNERS

The staff at **Tiny Tots** work with parents in providing quality care and education for their children. While always remembering that parents are the first educators of their young children, our aim is to support their essential work, not to take their place.

We will;

- Make all parents aware of the nursery policies and procedures
- Consult regularly with all parents regarding their child's care.
- Ensure that all parents have opportunities to contribute their own skills and knowledge to the activities of The nursery
- Consider all suggestions put forward by parents.
- Operate an open house policy for all parents who need our help and support.
- Keep parents fully informed of any changes in the nursery policies by way of newsletters and informal meetings.

PROMOTING POSITIVE BEHAVIOUR

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within **Tiny Tots** we aim to set these boundaries in a way, which helps the child to develop a sense of the significance of their own behaviour both on their own environment and those around them. Restrictions on the Childs natural desire to explore and develop their own ideas and concepts are kept to a minimum. Sanctions applied in the case of unacceptable behaviour must take account the age and stage of development of the child, be relevant to the action or actions and be fair

The nursery manager shall ensure that the parents/carers are fully informed about and support the actions being taken to modify the Childs unacceptable behaviour.

Corporal punishment (slapping, smacking or shaking) will never be acceptable practices and will not be used. However it may be necessary to use restraining action in an emergency to prevent personal injury or serious damage to property.

Parents/carers should feel free to discuss any concerns they may have with the nursery manager or senior staff. All matters will be treated in the strictest confidence.

Tiny Tots believes in promoting positive behaviour

Contin.....

We aim to encourage self-discipline, consideration for each other, our surroundings and property

By praising children and acknowledging their positive actions and attitudes we hope to ensure that children see that we value and respect them

Nursery rules are concerned with safety and care and respect for each other.

Children who behave inappropriately by physically abusing another child or adult or by verbal bullying may be removed from the group. The child who has been upset will be comforted and the adult will confirm that the other child's behaviour is not acceptable. It is important to acknowledge that a child is feeling angry or upset and that it is the behaviour we are rejecting not the child.

SETTLING IN POLICY

At **Tiny Tots** we aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

The nursery staff will work in partnership with parents to settle their child into the nursery environment by:

- Providing parents with relevant information regarding the policies and procedures of the nursery
- Planning settling in visits (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development
- Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling into the nursery
- Allocating key people to each child and his/her family, before he/she starts to attend. The key people welcomes and looks after the child during the settling in period, and throughout his/her time at the nursery to ensure the family has a familiar contact to assist with the settling in process
- Respecting the circumstances of all families and reassure them of their child's progress towards settling in

SUPPORTING CHILDREN LEARNING ENGLISH AS AN ADDITIONAL LANGUAGE

At **Tiny Tots** we welcome children of all nationalities who often join us with very little knowledge of the English language. Children and parents who have English as a second or additional language will be valued and their languages recognised and respected.

Tiny Tots being situated within the Country of Wales respects the Welsh language and even though a high percentage of our children are predominantly English speaking, Welsh is used regularly throughout the nursery both spoken and visual.

Children are great teachers and absorbent learners so a child attending whose first language is not English is encouraged to take part in all activities with children of similar age using resources and opportunities of a high standard including books and story sacks to improve children's language skills.

SPECIAL EDUCATIONAL NEEDS

Statement

Tiny Tots is committed to the inclusion of all children. All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences, to enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs.

Tiny Tots believes that all children have a right to experience and develop alongside their peers no matter what their individual needs. Each child's needs are unique, therefore any attempt to categorise children is inappropriate.

Tiny Tots is committed to working alongside parents in the provision for their child's individual needs, to enable us to help the child to develop to their full potential. The nursery is committed to working with any child who has a specific need or disability to enable every child to make full use of the nursery's facilities. All children have a right to a broad and well-balanced early learning environment.

We feel it is paramount to find out as much as possible about a particular child's condition and the way that may affect his/her early learning or care needs by:

- liaising with the child's parents
- liaising with any professional agencies
- reading any reports that have been prepared
- attending any review meetings with the local authority / professionals
- Regularly monitoring observations carried out on the child's development.

All children will be given a full settling in period when joining the nursery according to their individual needs.

Aims

- recognise each child's individual needs and ensure all staff are aware of and have regard for the * Special Educational Needs Code of Practice for Wales on identification and assessment of any needs not being met by the universal service provided by the nursery
- provide well informed and suitably trained practitioners to help support parents and children with learning difficulties and/or disabilities
- Develop and maintain a core team of staff who are experienced in the care of children with additional needs and employ a special needs co-ordinator (SENCO) who is experienced in the care and assessment of children with additional needs. Staff will be provided with specific training relating to SEN and the SEN Code of Practice
- identify the specific needs of children with learning difficulties and/or disabilities and meet those needs through a range of strategies
- work in partnership with parents and other agencies in order to meet individual children's needs, including the health and education authorities, and seek advice, support and training where required
- monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services if needed
- ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day according to their individual needs and abilities
- promote positive images and role models during play experiences of those with additional needs wherever possible

Tiny Tots Special Education Needs Co-ordinator (SENCO) is **VICKIE LATHAM**:

She works closely with all staff to make sure there are systems in place to plan, implement, monitor, review and evaluate the special needs policy of the nursery, always making sure plans and records are shared with parents.

Methods

- designate a member of staff to be Special Educational Needs Co-ordinator (SENCO) and share her name with parents
- provide a statement showing how we provide for children with learning difficulties and/or disabilities and share this with staff, parents and other professionals

Contin.....

- ensure that the provision for children with learning difficulties and/or disabilities is the responsibility of all members of the nursery
- ensure that our inclusive admissions practice includes equality of access and opportunity
- ensure that our physical environment is as far as possible suitable for children and adults with disabilities
- work closely with parents of children with learning difficulties and/or disabilities to create and maintain a positive partnership
- ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education
- provide parents with information on sources of independent advice and support
- Liaise with other professionals involved with children with learning difficulties and/or disabilities and their families, including transfer arrangements to other settings and schools. We work closely with the next care setting and meet with them to discuss the child's needs to ensure information exchange and continuity of care
- use the graduated response system for identifying, assessing and responding to children's special educational needs
- provide a broad and balanced early learning environment for all children with learning difficulties and/or disabilities
- provide differentiated activities to meet all individual needs and abilities
- use a system of planning, implementing, monitoring, evaluating and reviewing individual educational plans (IEPs) for children with learning difficulties and/or disabilities
- review IEPs regularly and hold review meetings with parents at this time
- ensure that children with learning difficulties and/or disabilities are consulted at all stages of the graduated response, taking into account their levels of ability
- use a system for keeping records of the assessment, planning, provision and review for children with learning difficulties and/or disabilities
- provide resources (human and financial) to implement our SEN/disability policy
- ensure the privacy of children with learning difficulties and/or disabilities when intimate care is being provided
- provide in-service training for practitioners and volunteers
- raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff
- Ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. IEP reviews, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually
- Monitor and review our policy annually.

SUPERVISION OF VISITORS

All visitors must sign the Visitor's Book on arrival and departure. If a visitor is more than an hour in the nursery, the nursery manager must point out fire procedures.

A member of staff must accompany visitors in the nursery at all times whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building

The nursery manager must ensure that when contractors accessing the nursery whilst children are present are required, only reputable, preferably CRB checked are used and have suitably checks and not left alone in any area that children may use

- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander
- Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery

The nursery will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including staff members and parents.

SEPERATED FAMILY

When parents separate it is a difficult situation for all concerned. The nursery understands that emotions run high and this policy lays out how the nursery will support the child and their family within the nursery. We feel this policy will support all parties in this difficult time including our team.

Parental responsibility

While the law does not define in detail what parental responsibility is, the following list sets out the key roles:

- Providing a home for the child
- Having contact with and living with the child
- Protecting and maintaining the child
- Disciplining the child
- Choosing and providing for the child's education
- Determining the religion of the child
- Agreeing to the child's medical treatment
- Naming the child and agreeing to any change of the child's name
- Accompanying the child outside the UK and agreeing to the child's emigration, should the issue arise
- Being responsible for the child's property
- Appointing a guardian for the child, if necessary
- Allowing confidential information about the child to be disclosed.

If the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

- By jointly registering the birth of the child with the mother (From 1 December 2003)
- By a parental responsibility agreement with the mother
- By a parental responsibility order, made by a court.

Registration

During the registration process it is important for the nursery to know all details about both parents. This includes details about who does or does not have parental responsibility as this will avoid difficult situations that may arise at a later date.

The nursery requests that all details are logged on the child registration form. If a parent does not have parental responsibility, or has a court order in place to prevent this, the nursery needs a copy of this documentation for the child's records.

If a child is registered by one parent of a separated family, the nursery requests that all details relating to the child and other parent are disclosed wherever possible, e.g. court orders, injunctions. This will allow the nursery to have all the appropriate information in order to support the child fully.

The nursery will:

- Ensure the child's welfare is paramount in all operations relating to their time within the nursery
- Comply with any details of a Court Order where they are applicable to the nursery's situation, provided the nursery has seen a copy/has a copy attached to the child's file
- Provide information on the child's progress within the nursery to both parents
- Ensure that all matters known by the staff pertaining to the family and the parent's separation shall remain confidential
- Ensure that no member of staff takes sides within the separation and treats both parents equally and with due respect.

The nursery cannot restrict access to any parent with parental responsibility unless a formal Court Order is in place. We respectfully ask that parents do not put us in this position.

We ask parents to:

- Provide us with all information relating to parental responsibilities, Court Orders and injunctions
- Update information that changes any of the above as soon as practicably possible
- Work with us to ensure continuity of care and support for your child
- Not involve nursery staff in any family disputes, unless this directly impacts on the care we provide for the child
- Talk to the manager/key person away from the child when this relates to family separation in order to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat
- Not to ask nursery to take sides in any dispute. We will only take the side of your child and this will require us to be

SAFE RECRUITMENT OF STAFF POLICY

At Tiny Tots nursery we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so.

We follow this procedure each and every time we recruit a new member to join our team.

Advertising

- we use the local job centre and Face book to advertise for any vacancies
- we ensure that all adverts include details of our equal opportunities policy and our safe recruitment procedures; including an enhanced (DBS) check, at least two independent references for each new employee

Interview stage

- we shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- all short listed candidates will receive a job description, a job specification, an equal opportunities monitoring form and a request for identification, prior to the interview
- the registered person and manager will both sit on the interview panel and are both involved in the overall decision making
- At the start of each interview all candidates' identity will be checked using, for example, their passport and/or photo card driving licence. All candidates will be required to prove they are eligible to work in the UK
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery
- candidates will be given a score for their answers including a score for their individual experience and qualifications
- the manager and deputy will then decide the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the nursery
- each candidate will receive communication from the nursery stating whether they have been successful or not

Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference (e.g. their GP). These references will be taken up BEFORE employment commences. This will be verbal initially and then followed up with a written reference which will form part of their personnel file
- All new starters, other than those who have registered for the continuous updating service (see below) will be subject to an enhanced Disclosure and Barring Service (DBS) check. If the member of staff commences work in the nursery they will not have unsupervised access to any child or their records before this check comes back. Further to this, the taking of photographs of any child, looking at their learning and development log or changing the nappy of any child will not be undertaken by any new member of staff without an up-to-date enhanced DBS check (whether supervised or not) and only then will not be carried out alone.
- There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion, taking into account the following:
 - seriousness of the offence or other information
 - accuracy of the person's self-disclosure on the application form
 - nature of the appointment including levels of supervision
 - age of the individual at the time of the offence or other information
 - the length of time that has elapsed since the offence or other information
 - relevance of the offence or information to working or being in regular contact with children
- If the individual has registered on the DBS system since 17 July 2013 managers may use the update service with the candidate's permission
- All new starters will have to complete a health questionnaire when they commence employment with us. This will be used to highlight any areas of concern that may affect their performance in their role
- all qualifications will be checked and copies taken for their personnel files
- all new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures and receive a mentor who will introduce them to the way in which the nursery operates
- during their induction period all new staff will receive training on how to safeguard children in their care
- the new member of staff will receive regular meetings with the manager and their mentor during their induction period to discuss their progress

Ongoing support and checks

- all members of staff will update their health checks on an annual basis to ensure management have a good knowledge of any changes in their suitability to care for children
- Each member of staff will receive two meetings a year with the manager/team leader, a formal appraisal and a more informal review. This will provide an opportunity for the manager /team leader and member of staff to discuss training needs for the following six months as well as discuss their performance in the previous six months
- The registered person, the manager and team leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one to one training sessions and ongoing supervisions.

SUPPORTING TRANSITIONS

Children experience many transitions in their early years and nursery, staff are sensitive to the difficulties children may have whilst going through these transitions. Some examples of transitions that young children and babies may experience are:

- Starting nursery
- Moving between different rooms within the nursery
- Starting school or moving nurseries
- Family breakdowns
- New siblings
- Moving home
- Death of a family member
- Death of a family pet.

Staff are trained to observe their key children and as such will be sensitive to any changes in their behaviour and personality. We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so staff can be aware of the reasons behind any potential changes in the child's character.

The nursery will support all children in the nursery with any transitions they may be encountering. If the transition relates to the child starting at the nursery we will follow our settling in policy. If the transition is due to occur at the nursery, e.g. room changes, the nursery will fully support the child through this process in the following ways:

- If the child is due to move rooms due to age and stage readiness, we will work with the parents to ensure this is a seamless process in which the child is fully supported at all stages
- The child will spend short sessions in their new room prior to the permanent move to enable them to feel comfortable in their new surroundings
- Where needed a member of staff will go with the child on these initial visits to enable a familiar person to be present at all times
- Wherever possible groups of friends will be moved together to enable these friendships to be kept intact and support the children with the peers they know
- Parents will be kept informed of all visits and the outcomes of these sessions e.g. through photographs, discussions or diary entries
- Only when the child has settled in through these 'taster' sessions will the permanent room move take place. If a child requires more support this will be discussed between the key person, parent, manager and room leader of the new room to enable this to occur. This may include moving their key person with them on a temporary basis.

Starting school is a huge transition and the nursery will do all it can to facilitate a smooth move. We have a variety of methods that support this:

- The pre-school team will initiate conversations with their children, who are due to move to school, about the school and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues enabling these to be overcome
- Blue Group team ensure the child's Early Years Development file is complete and passed on to each child's nominated school to enable teachers to have a good understanding of each child development. This will support continuity of care and early learning.

When parents separate it is a difficult situation for all concerned. The nursery understands that emotions run high please refer to the separated families policy which shows how the nursery will act in the best interest of the child. This is normally an event that parents will have advance notice of, and we ask that parents let the nursery know about these events so we can support the child to be ready for this. We will spend time talking to the child and providing activities that may help the child to act out any worries they have, e.g. through role play, stories and discussions. Parents may also consider placing their child into nursery for additional sessions during these events to provide them with consistency and time away from the changes occurring.

The nursery has produced a separate policy on bereavement as this can be a difficult time for children and their families. Nursery will offer support to all concerned should this be required.

If parents feel that their child requires additional support because of any changes in their life, we ask that you speak to the nursery manager and the key person to enable this support to be put into place.

VISITS AND OUTINGS

As part of their learning and development, children at the nursery undertake a range of local outings including walks and visits off the premises. Permission will be sought for your child to be included in such outings on registration form for short trips, details of longer outings along with a fill consent form are completed when necessary. Outings and visits are planned to complement and enhance the learning opportunities inside the nursery environment and extend play opportunities for children.

These will be carefully planned and the following guidelines will be followed on all outings from the nursery, whatever the length or destination of the visit:

- Written permission will always be obtained from parents before taking children on long trips
- Appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured
- At least one member of staff will hold a valid and current paediatric first aid certificate
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- A completed trip register together with all parent and staff contact numbers will be taken on all outings
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing
- A senior member of staff will always carry out a risk assessment identifying any potential hazards on the journey or at the location prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform
- Children will be easily identified by staff when on a trip by use of high vis aprons
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation, if required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery
- A pre-visit checklist and risk assessment will always be carried out before the outing. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.

A full risk assessment and outing plan will be carried out for each outing and this will be displayed for parents to access. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs.

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Use of vehicles for outings

- A staff members shall inform parents by way of *Teachers2Parents* messaging service in advance of any visits or outings involving the transportation of children away from the nursery
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned
- All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to the nursery vehicle e.g. tyres, lights etc. and a log-book of maintenance, repairs and services is maintained
- The nursery vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle.
- Changing equipment etc.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used
- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle

The vehicle will be equipped with an emergency kit containing warning triangle, torch, blankets, wheel

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and CIW will contacted and informed of the incident.

VERMIN AND PEST CONTROL POLICY AND PROCEDURE

In the very unlikely event of pests or vermin being detected within the boundary of **Tiny Tots**, the Manager should be notified immediately.

In the case of an infestation of insects or vermin a professional 'Pest Control' company will be contracted to treat the environment with the appropriate methods of extermination. Any treatment will be carried out in areas that are off limits to the children attending the setting, or if this is not possible, carried out outside of nursery hours.

The Manager will take all reasonable measures as soon as possible to rid the site of any pests or vermin by the appropriate means for the type of pest or vermin involved, by contacting a reputable Pest Control firm.

The nursery will take the following preventative measures to discourage the likelihood of an infestation including:

- Appropriate disposal of food scraps and nappies away from the nursery building, and ensuring these are collected regularly
- High standards of cleanliness and hygiene throughout the nursery, particularly in kitchen areas.
- Storing foods appropriately, refrigerating as appropriate
- High standards of maintenance throughout the nursery grounds, sealing or otherwise blocking routes of entry to the building (e.g., windows, vents, cracks)

WEANING POLICY

Allergies are an increasingly recognised problem, particularly in children. Whilst it has been recognised for decades, it is clear that the proportion of children affected has increased dramatically in recent years. It is believed that 1 in 50 children suffer from the severest types of allergies that on occasions can kill, and those that die from allergic reactions have not necessarily had severe reactions before to warn them clearly of the danger.

Therefore Tiny Tots Day Nursery has a policy regarding the weaning of all children in the baby room, which has been formed with the guidance of local Health Visitors and in accordance with health promotion recommendations and guidelines from the Government and NHS.

Policy wording

For the majority of infants weaning should commence around 6 months of age. We have used guidelines from the NHS and would recommend all parents visit www.nhs.co.uk/start4life which contains valuable information on weaning children. We have a copy of their advice on weaning on the 'Baby Information' section of our Parent Notice board should you like to read it at any time.

While the origins of food tolerances often remain unclear, it would appear prudent to delay introduction of the foods most commonly associated with hypersensitive reactions. The usually accepted list of allergenic foods are gluten containing cereals (wheat, barley, rye and oats) cows' milk, egg, fish, soybean and nuts.

The introduction of new foods is a gradual process, using a few pureed semi-solid foods followed by an increasing familiarisation with a greater range of tastes and textures right through to the beginning of self-feeding. This process should take at least 6 months.

Good nutritional practice followed by the nursery incorporating all the above, is compatible with NHS nutrition guidelines that include:

- The initial use of baby rice mixed with the infant's normal milk
- The gradual introduction of vegetables and fruit in puree form
- Packet baby cereals or normal cereals made with either boiled water or cow's milk for breakfast
- Pureed vegetables at lunch or tea time, homemade and fresh from our nursery kitchen
- After the introduction of fruit and vegetables we progress onto cheese, yoghurt or Fromage frais and lean meat, all in pureed form from 6 months
- At 7-8 months of age, more texture is increasingly introduced into all foods; moving away from pureed food and introducing more lumpy textures
- From 1 year, soft finger foods such as toast, bread, pasta and soft fruits will be introduced
- Nut products are not included in any of our nursery menus, but food containing nut traces cannot be ruled out completely UNLESS a child is at risk of anaphylaxis
- Salt is not added to any of our meals or to boiling water when cooking rice/pasta etc
- Meat including beef and beef products or iron fortified weaning foods are introduced early to increase iron intake.
- When cereals are introduced, we provide high-fibre varieties such as Weetabix to promote a high-fibre diet (from about 6 months)
- Meat, pulses, dairy products, wheat and rice are included as appropriate to provide the Recommended Daily Allowance (RDA) of zinc
- The change from breast milk/formula to cows' milk for drinking is delayed until 1 year of age
- Drinks other than breast milk, formula, cows' milk and water are discouraged.
- If it is the parent's wish for their baby to have juice to drink throughout the day, then this needs to be provided by the parent each day, in their baby's beaker from home.
- 'Big dinners' will be introduced from around 1 year onwards, these meals are small portions from our main nursery menu, beginning to introduce your baby to more solid food.

Dates for your diary - 2021

January 2021: New Year

January 4th 2021 (Mon): Tiny Tots reopens for the New Year

January 6th (wed): School reopen- spring term (before and after school care)

February 15th (Mon)-February 19th (Fri): Schools closed for half term-Out of school open (holiday club 7.00am-6.00pm)

February 22nd (Mon): Schools reopen- spring term (before and after school care)

March 29th (Mon)-April 9th (Fri): Schools closed for Easter holidays-Out of school OPEN (holiday club 7.00am-6.00pm) CLOSED **April 2nd** (Good Friday) and **April 4th** (Easter Monday) this also includes the nursery

May 3rd (Mon): Tiny Tots closed for May Day Bank Holiday

May 4th (Tue) Schools reopen- summer term (before and after school care)

May 31st (Mon) – June 4th (Fri): Schools closed for half term- Out of school open (holiday club 7.00am-6.00pm)

June 7th (Mon): Schools reopen (before and after school care)

July 19th (Mon) and July 20th (Tue): Schools closed for Staff training day-Out of school open (holiday club 7.00am-6.00pm)

July 21st (Wed)-September: Schools closed for summer holidays- Out of school open (holiday club 7.00am-6.00pm)

August 30th (Mon): Tiny Tots closed for summer Bank Holiday

September: School reopen- autumn term (before and after school care)

October 9th (Sat): Tiny Tots 49 year Anniversary!

October 25th (Mon)-29th (Fri): Schools closed for half term- Out of school open (holiday club 7.00am-6.00pm)

November 1st (Mon): Schools reopen (before and after school care)

December 23rd (Thurs): Schools closed for Christmas holidays

Mid December: Children's Christmas parties

December 23rd (Thurs) from 6pm: Tiny Tots closed for Christmas

Tiny Tots will re-open for the New Year **January 3rd 2022 (Mon)**



Session times

Nursery

Open from **7.00am – 6.00pm.**

Full day care with our qualified and experienced Nursery staff

You drop off...we do the rest!

Tiny Tots Out of School Club

Open **3.00pm - 6.00pm.**

Includes collection from school, full activity program, and snack, drinks, hot meal and pudding the fun continues after school!

Tiny Tots Holiday Club

Under 8's
Full day care with our qualified and experienced Play workers is available **7.00am - 6.00pm** during all school holidays and school training days.

Big Bens Adventure Club

8-11year olds

Available **8.00am - 6.00pm** during all school holidays and school training days.

£25

(With a packed lunch)

Term time -3pm-6pm

£11

(includes a hot meal)

Big Bens Saturday Club

4 years old and over

Open from **8.00am-1.00pm**
Offering a great range of outdoor activities including den building, sports arena, woodwork, growing vegetables, bootcamp and outdoor cooking!

£10

(8.00am-11am)

£25

(8.00am-1.00pm)

Contact details

Tiny Tots on **01745 856683**

Big Bens Adventure Club on **07808663740**

More information can be found at...

www.tinytotspreststyn.co.uk



We take your child's safety, security and above all Enjoyment, *seriously!*

