

# Matilda Day Nursery

Because we think small is beautiful!

## Welcome to the Nursery

On behalf of the staff and Management Committee, we would like to take this opportunity to welcome you and your child to Matilda Community Day Nursery. The Nursery is run by a Management Committee, which consists of parents whose children attend the nursery. This gives parents the opportunity to decide how the Nursery should be run. If there is anything you do not understand or would like more information about, we are always willing to help.

## Opening Times

The Nursery is open Monday to Friday between 08.00 a.m. and 6.00 p.m. Parents should ensure that children are picked up promptly before 6.00 p.m.

## Holidays

The Nursery is closed on public Bank holidays and for one week over the Christmas period. Please refer to section on weekly fees.

## Nursery Policy

Parents/carers must both read and agree to comply with all the policies, rules and regulations contained in the Nursery Policy Folder; this is always available in the foyer and on request from staff. It is the responsibility of parents, carers and staff to ensure the health, safety and welfare of the children and the effective running of the Nursery.

References are made in the prospectus to the Nursery Policy Folder, which gives more details on particular items. This document is an introduction to Matilda Day Nursery and does not cover information or policies on the following:

- Nursery background
- Aims and objectives
- Admissions and Waiting list
- Settling-in procedure
- Pre-School curriculum/programme/methods
- Health & Safety at Work
- Child Protection
- Head lice
- Training
- Complaints
- Fire
- Code of Professional Practice
- Special Education Needs



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## Parental Involvement

The *Children's Act* 1989 – 6.12 p34 "Guidance and Regulations" recommends parental involvement at all levels

Matilda Community Day Nursery, as our name suggests, is a "community" based organisation. This means that we seek parents' involvement in the Nursery and offer parents a variety of ways to do this.

Between 4 and 5 parents are elected as titled officer of the Nursery's Management Committee. The Committee roles are:

- Chairperson/ vice chairperson
- Treasurer
- Company Secretary

The Committee meets every 6 weeks and is open to parents and staff alike. There will be occasions when confidential matters are discussed and if this is the case, these matters will be held in private at the end of the meeting. Where possible, sub-committees are formed to take on certain responsibilities, such as organising fundraising events.

The Management Committee regularly looks at its own effectiveness to ensure that its structures properly support the running and development of the Nursery.

**All parents are required to contribute in some way to the nursery and we ask everyone to keep up their own level of support and commitment.**

Parents are the most significant people in a young child's life. Our Nursery intends to work with parents by: -

- Supporting, encouraging and reinforcing best practice
- Guiding or advising when parents ask for suggestions of ways of caring and coping with children

In order to this we: -

- Ensure all parents/carers know about our aims and policies including complaints
- Encourage parents/carers to become actively involved in the group
- Give feedback on their child's progress, using specific examples of achievement or behaviour
- Listen to Parents'/carers' comments and opinions about their child's progress



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## Key Worker System

The Nursery operates a key worker system. This means that each member of staff have their own group of children. The key worker will be responsible for recording your child's developmental progress while he/she is in the Nursery. The advantage of this particular system is that if you have any questions regarding your child, you can go to you child's key worker who will have had more contact with your child and will be able to answer your questions more fully. We also arrange parent/staff evenings where your child's progress can be discussed.

## Equal Opportunities

The Nursery aims to offer equal opportunities to children, parents and staff. It is therefore the policy of the Nursery that no child, parent, member of staff or visitors make remarks that are sexist, racist or discriminatory in any way. Parents are warned that making such remarks within the Nursery may result in the loss of their child's place. With regards to HIV or AIDS, no child or parent will be discriminated against on these grounds and complete confidentiality will be kept. If the Co-ordinator is told about a child or adult's HIV status, this will not be shared with any one else without the permission of the person concerned.

Please see "Equal Opportunities" in the Nursery Policy Folder for full details.

## Punctuality

All children attending morning sessions should be in by 09.30a.m. Afternoon session children should be in by 1.30 p.m. You must notify us if your child is not coming in for either session as close to the start of the sessions as possible. It is vital to have this information as we have to plan lunch and children's outings. If we are not notified in time, your child will be marked as absent and will be excluded from the day's plans and outings. Payment for this day will still be required as you have not arrived at the appropriate time.

**You must ensure that your child is picked up before 6 p.m. If you are delayed in coming to collect your child you must phone the nursery. If you are late on three occasions a late fee will be charged. The fee is £5.00 for the first five minutes and a further £5.00 for every five minutes thereafter.**

If someone other than yourself will be collecting your child, you must introduce the person to us and let us know when you bring in your child at the start of the session. We will ask you to give us a password, which we can ask to the person who is collecting your child. So you must also tell this password to the person who is collecting your child. This ensures the security of your child and if we are not given this information, we will not allow your child to leave the Nursery.



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## Outings

Outings are organised throughout the year. We use either community transport mini-buses or public transport. These trips are always well supervised and a risk-assessment of any journey is carried out in advance. The cost may vary according to the destination. We also use local facilities – The Idea Store at Watney Market, the parks, and St. Katherine's Docks.

In the case of local outings, we will need written consent from parents/carers in order to allow your child to go. We will give you a form to complete and sign giving your permission.

## When Your Child is Ill

Please do not bring your child to the Nursery if he/she is obviously unwell, as entry will be refused. We will inform you if your child becomes unwell during the day, and ask you to make arrangements for your child to be collected. If your child has a contagious infection – i.e. tonsillitis, conjunctivitis, stomach upset (vomiting, diarrhoea), and head lice - he/she will not be allowed to stay in the Nursery.

We try not to encourage giving prescribed medicines to children when they are in the Nursery but, if necessary, you will be asked to complete medicine consent form. We reserve the right to request a doctor's note before allowing your child back to the Nursery after an illness.

Please see both "Health & Safety at Work" and "Medication & Sickness" in the Nursery Policy Folder for full details.

## Clothing

Your child will be taking part in many activities during the Nursery day so please dress him/her in comfortable clothes. No jewellery should be worn. Clothes are labelled. Please ensure your child has a change of clothes that is suited to the weather, as they will play outside, as long as it is dry. The Nursery has many outings throughout the summer period and we ask that you provide a hat or a cap as well as a high factor sunscreen to protect your child from the sun. Please do not bring your child into the Nursery wearing Wellingtons or boots, as these can be uncomfortable if worn all day. Please bring a pair of shoes as well. If your child is just learning to use the toilet or potty, please bring a change of clothes in case of accidents.



## Birthdays

We are happy to celebrate your child's birthday. This will be done at teatime, unless your child only attends morning sessions. In this case, it will be held at morning snack time. You are welcome to bring a cake, candles are provided.

Other celebrations or activities can be discussed with the Nursery Co-ordinator.

## Meals

### Breakfast:

This is provided for the children who come to the Nursery first thing in the morning. Breakfast is usually finished by approximately 9 a.m. and usually consists of toast or cereal and a drink.

### Mid-Morning Snack:

All children will be given a drink and some fruit at 9:30 a.m.

### Lunch:

Lunch will be served at approximately 11:30. It will be a meal prepared by our cook. The menu varies to include dishes, which respect our multi-cultural community. You should let us know if your child has any food-related problems or requirements.

### Afternoon Tea:

This will be served at approximately 3 pm. It will consist of a snack – hot or cold – prepared by the cook, with a drink and some fruit.

### Afternoon Snack:

This will be served to children around 5pm. It will consist of a small snack. Children will also be encouraged to drink water at this time.

Please do not allow your child to bring sweets, drinks, food or toys from home. We find this causes a great deal of distress to the other children and you will be asked to take the items home.

Please see "Menus & Diet" in the Nursery Policy Folder for other details





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## Fees:

Category	Fee rate
<b>Over 2's</b>	
Am	£24.75
Pm	£23.75
Full day	£48.50                      £242.50 full week
<b>Under 2's</b>	
Am	£26.50
Pm	£25.50
Full day	£52.00                      £260.00 full week

The Nursery recognises that there may be circumstances where parents face problems in meeting fees. Where you feel there may be a problem, please alert the Nursery Co-ordinator, Administrator or Finance Officer and discuss the matter. We will endeavour to find a way around such problems and it is therefore of paramount importance that the Nursery is kept fully informed of any difficulty in meeting fees, rather than allow the arrears to accrue.

Nursery fees are also payable on bank holidays, when the nursery is closed over Christmas and due to sickness or holiday.

**If your child's fees are one week in arrears, you will receive a letter with the amount due and date by which payment must be made. If payment is not received by this date the nursery reserves the right to suspend your child until the account is settled.**

## Leaving the Nursery

Eight weeks' notice in writing is required to let us know when your child will be leaving. Please note that any final debt not paid in full within 30 days of your child leaving the nursery will be passed over to our listed collection team. And any additional cost will be added to your bill.

Where a child has been absent without notice for more than 2 weeks, he/she may lose his/her place at the nursery.



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## Sample Programme

Time		Activity
AM Session Begins	08.00	Children start arriving for the morning session
AM	08.00 – 09.00	Breakfast & free play, table top and floor activities
09.20 Tidy up and re-set main room	09.45 – 10.00	Circle time, roll call preparation for the day, days of the week, weather, stories, songs, listening taking turns. Children wash hands
	10.30	Toileting/nappy change
	10.00 – 11.15	Creative activity, pre-school in yellow room, outdoor play or daily walks
	11.15	Tidy up, movement & music, game/story. Reflect on morning session, lunch preparation (i.e. toileting, wash hands)
	11.30 – 12.00	Lunch
PM	12.00 – 12.15	Toileting, wash hands & face, rest for the children who are here all day
	12.15 – 12.45	Set-up, free play, outdoors
AM session ends	12.45	Parents start arriving to collect children who are only booked for AM session
PM session begins	1.15	Children start arriving for the afternoon session
	1.15 – 1.45	Free play
Children up from afternoon nap by 2.30	1.45 – 2.30	Creative, pre-school, small group, outings for afternoon children
	2.45 – 3.00	Tidy up, circle time, toileting wash hands, set up afternoon tea
	3.00 – 3.30	Afternoon tea
	3.30 – 3.45	Story time
	3.45 – 5.15	Set up, free play and facilitated activities
	5.15 – 5.30	Tidy up, parents start arriving from now until 6.00 to collect children
	5.30 – 5.45	Story time
PM session ends	6.00	Home



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## Child Discipline Procedures

All children need guidance, assistance and clearly defined boundaries in relation to discipline and their relations with others. For the safety, security and well being of all children who attend, we need to have methods and policies to deal with situations where discipline is the issue.

Frequent areas of conflict or dispute include fighting over toys, not joining in group activities, not sharing things and refusal to co-operate i.e. tidying up. In every case, we take into account the age and development of the particular child, his or her ability to understand and parental and staff views on the leniency/ severity of action deemed necessary to deal with the situation.

### We recommend and use the following approaches:

- **Exchange of Ideas.** The key worker or member of staff to have an on-going exchange of view with parents/carers. We cannot stress too highly how important it is to let us know (in confidence, if necessary) of changes in the child's circumstances i.e. in the home, in the structure of his/her family (new baby for example) in his/her behaviour at home
- **Redirection.** This involves offering a child something new to do where there has been squabbling often as a result of an over-crowded activity. We try and explain in such circumstances the importance of "taking turns".
- **No Smacking Policy.** The Nursery practices a "no smacking policy". We prefer to deal with difficult situations by speaking with the child and asking what *they* think will happen if they persist in an activity that either disrupts the group or causes harm to themselves. In the event of persistent undesirable behaviour, staff will liaise with parents to establish possible underlying motives. We can then work through the problems with the child.
- **Persistent Unacceptable Behaviour.** This can include shouting, hitting, throwing toys etc. The child will be removed from ongoing activities and problem will be discussed with parents/carers. A joint approach to resolving the problem will be discussed and agreed upon. Often a programme of observation followed by a report will be instituted as part of the process. In such circumstances and following consultation with parents/carers, there may be a need to seek assistance from other agencies such as the assigned Health Visitor. Parents are also urged to ensure that children do not miss developmental health checks for their children. This is to ensure that problems such as Glue Ear or eyesight difficulties, - which can significantly affect development and behaviour – are not missed.
- **Physical Aggression.** We aim to identify the underlying cause of this. Where there is aggression, we remove the child/children from the immediate area and take "time-out" to sit in a particular area for a short time discussing the need to use words, not hands, feet etc.





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**Matilda Nursery encourages courtesy, cooperation and responsible behaviour. The nursery actively encourages good behaviour through verbal praise as well as through its reward scheme. Examples of behaviour to be rewarded: (according to their age and stages of ability)**

- Good manners at the table
- Trying new foods
- Eating well
- Helping with tidying up resources
- Cleaning up
- Listening well
- Good behaviour at circle time
- Sharing toys
- Cooperative play
- Good hygiene
- Using please and thank you
- Helping younger children

Behaviour such as shouting, scratching, biting etc is not acceptable. The nursery will work actively with parents to encourage positive behaviour. The nursery has a staged set of strategies to address such issues. In some cases, parents may be asked to withdraw a child if the welfare and care of other children is affected. Parents of all children involved will be kept informed about the situation whilst respecting the confidentiality of certain issues. Copies of the full policy including procedures are available from the coordinator.



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