



Welcome to Sunbeams Parent's handbook



www.sunbeamsdaynursery.com

Dear Parent

Welcome to Sunbeams Day Nursery.

Joining our nursery is your child's first important step in becoming part of our learning community.

We recognise that you are your child's first and most important educator and we look forward to working with you and sharing the extensive knowledge you have of your child. Sharing this knowledge will help us to build on your child's previous experience and enable us to plan for his/her future development.

Our nursery offers high quality education with well qualified, caring and motivated staff, whose primary concern is the well-being and development of your child. Great care is taken to ensure that our children engage in a stimulating, motivating and appropriate experience that will allow them to develop at a pace suited to their individual needs and interests.

We hope the following pages give you a flavour of Sunbeams. Should any questions remain unanswered, we will be happy to help. We look forward to working in partnership with you.

Our Equal Opportunities Policy

Staff and management are committed to equal opportunities and will treat all persons equally and without prejudice, taking into consideration their culture, religion, gender, disability and race.

We take account of the needs of children with disabilities or chronic illnesses.

Since attitudes and values are formed at an early age, the nursery seeks to provide a caring multicultural curriculum in order that children grow up experiencing these caring values together with sufficient information to form a reasoned understanding of other cultures.

Attendance

If your child is sick, or likely to be off Nursery for any length of time, you should inform the nursery office who will then inform the Nursery staff.

If a child is absent from nursery for more than two days and the parent/guardian has not contacted the nursery, the nursery will telephone the parent/guardian and enquire as to the reason for the child's absence.

Meals and Snacks

As part of our all-inclusive approach, we provide a full range of meals, snacks and drinks for your child during their day at our nursery. A typical day will include breakfast, lunch and afternoon tea with morning and afternoon snacks.

We believe that eating healthily is extremely important in the development of young children.

Our menus are planned to minimise sugary foods, fatty foods or foods containing additives and are full of nutritionally well-balanced meals, to influence and encourage enjoyment of a wide range of foods, including organic and multi-cultural produce.

Meals will be prepared freshly each day in our purpose built kitchen. Menus for the week will be

Displayed within your child's room.

As part of our initial and on-going care arrangements, we take specific note of a wide range of dietary needs and cultural preferences.

We welcome suggestions from parents on any aspect of the children's meals and snacks.

Dress - Suitable clothing

Children have the best fun when they are doing messy work.

We will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothes.

Please make sure that your child has suitable outdoor clothing and some outdoor shoes with them that they can change into when going out to play in the wet months. Parents are requested to provide a change of clothing to be kept in the nursery in the event of minor mishaps. All items of clothing and personal equipment should be labelled with the child's name.

Extra items

If your child requires nappies we ask for these to be provided. If your child has formula milk, we ask that you bring this in also. Please measure out the powder and provide empty sterilised bottles. The staff team will fill the bottles with the required amount of boiled water and will add the powder, the feed will then be left to cool to the desired temperature.

Arrival and Collection of Children.

It is expected that a **responsible** adult will bring a child to and from the nursery. You are asked for a password and to supply photos of all persons who may collect your child from nursery. In the interests of your child's safety you should make a point of telling the management or staff members which person will be picking up at the end of the day/session. This avoids difficult situations when a child cannot be allowed to leave with an adult who we have not been informed will be collecting your child.

Security

It should be realised that security is also the responsibility of parents. Please can parents not hold the door open for other parents to enter or leave the building, you may feel rude doing this, however it is for the safety of the children.

Excursions and Consent Forms

When outings or excursions for children are planned, the management or a member of staff will advise you in advance. You will be asked to complete consent forms which give your permission for your child participation in outings.

Emergency Contacts

May we remind you of the importance of emergency contact numbers.

Parents whose children are in the nursery are asked where possible to provide us with the names, addresses and telephone numbers of two contact persons for use in case of an emergency.

You are also asked to keep the nursery up-to-date with any changes. You can inform nursery staff or telephone the nursery office to have your information changed at any time.

Medication

Please ensure that the nursery has all the relevant medical information about your child. Please be assured that shared information about your child is confidential. If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the room senior or your child's key worker. Prescribed drugs will require you to complete a medicine form which authorises nursery staff to administer the drugs to your child. This form is available within each room. For any child who has any long term health needs, we will complete a health declaration booklet with you to ensure that we are fully meeting your child's needs.

If Your Child Becomes ill

We would welcome a telephone call if your child is **not** able to attend nursery on a particular day.

If your child becomes ill whilst at nursery, staff will contact parents immediately and keep the child comfortable until the parent arrives. If we cannot contact you we will contact the emergency contact number given to us at enrolment.

If it is felt that the child requires medical attention urgently, then he/she would be taken to the nearest hospital casualty department.

Parents are requested not to send their child to the Nursery if he or she is suffering from any of the following symptoms:

- Vomiting
- Diarrhoea
- Fever
- Rash (indicating measles, chickenpox, etc.)

A full period of 48 hours (as per instructions laid down by the Department of Public Health) should have passed without any of these symptoms being present before a child can return to nursery.

Minor accidents and upsets

Basic First Aid will be administered by a qualified member of staff and you will be informed of this when you arrive to collect your child.

The Nursery Curriculum

Early Years Education

The first five years of your child's life are very important and encompass a complex period of growth and development.

At Sunbeams we are very aware of this and operate in such a way that maximises your child's potential.

Please see the separate Leaflet on display on our parents board about the Early Years Foundation Stage Framework that we work towards within Sunbeams.

How Well is My Child Doing?

Each child's progress and development is recorded in a variety of ways, through samples of completed activities, photographs and observations made by staff. This provides a wide overview of your child's developing skills and activities;

All of this information will be collated to form a **profile** of your child which will be shared with you at various times throughout the year. You are also encouraged to request to see your child's profile regularly. We aim to encourage parents to contribute to their child's profile. If your child does something at home that you have never seen them do before, please do write this down and share it with your child's key worker. We will put this into your child's profile and it will help inform further activities and learning that we plan for your child.

At your child's first settling-in visit you will be asked to complete an "**All About Me**" **sheet**. Please complete this and return it to your child's key worker, again this will give us lots of valuable information about your child and will help to inform the planning and next steps for your child.

When your child reaches pre-school age, they will move into our pre-school where the learning becomes very structured to ensure that your child is developing to their full potential. At the end of their time in pre-school you will also receive an End of Year Report. This information will be shared with your child's Primary School as this will facilitate a smoother transition for your child.

Any parent who is concerned about their child's progress should request a meeting with the child's key worker and the nursery manager.

Child Safety / Child Protection Policy

Should any member of staff have concerns regarding the welfare or safety of any child, they will report these concerns to Sunbeams Child Protection Officer. The Child Protection Officer would Judge if there are grounds for concern regarding the welfare or safety of the child, and would immediately speak with the Leeds Safeguarding Team to obtain advise/ report the concern.

At all times discussion surrounding the issue would be kept in confidence between the member of staff, and the Child Protection Officer.

There is also a whistle blowing policy in operation to support and encourage staff members if they have concerns about a member of staff within the setting.

Parental Partnership

At Sunbeams we recognise that the care of your child is of paramount importance and we are committed to working in partnership with you to support your child in developing confidence, self-esteem and enthusiasm for future learning.

Working with you

Parents are encouraged to help in the playrooms and/or on outings and events. We have stay and play sessions available where we encourage parents into the setting. We have a parental liaison officer within Sunbeams who arranges monthly activities to involve parents and carers in their child's learning.

Effective communication between home and nursery is vital. We will keep you informed of events and activities in the following ways:

- Newsletters
- Informal discussion (where appropriate)
- Our Notice Board
- Child's day book

We have a very informative website which is updated weekly to bring you the latest news and information about Sunbeams, visit www.sunbeamsdaynursery.com

Sunbeams also has its own facebook site where parents can access full information of all what the children have been doing. Go to our website at and click on the 'follow us on facebook' sign.

The Staff Team

Our staff are selected very carefully, not only for their qualifications and experience but also for their love of children.

We are fully committed to developing and growing our staff's individual knowledge and skills and utilising them fully throughout Sunbeams, to enable us to do this we employ a NVQ assessor and trainer who is responsible for training all staff to a minimum level 3 qualification and to source further learning and developing for staff in order to meet their individual needs. We have a Learning Zone within Sunbeams which we use to hold staff training events and meetings.

Our staff to child ratios are guided by the OFSTED regulations for nursery age children as follows:

Under 2 years 1:3
2 - 3 years 1:4
3 - 5 years 1:8

Key Worker System

The key person's role is to:

- Ensure that the health and well-being of the child is considered with utmost importance, and that individual caring and development needs are met.
- Ensure that parents are kept informed of all aspects of their child's care and development
- Ensure the implementation of all planning and next steps for the child.
- Ensure a smooth and positive settling process for all individual children, when changing rooms and key person.

Behaviour Policy

Our Behaviour Policy is based on reinforcing positive behaviour. We have high expectations of children's behaviour and learning and we use praise to promote the positive aspects of behaviour and learning. We have a clear code of behaviour which is consistently applied by staff and understood by children. See nursery display on Behaviour Management for further details.

Complaints procedure

Sunbeams complaints procedure is displayed in the nursery reception.

We would hope that all our parents/carers would feel comfortable about approaching any member of staff to discuss an issue of concern and would be confident that the staff would deal effectively and promptly with their complaint. Should you feel uncomfortable speaking directly with the staff member, please speak with the Nursery Manager who will be more than happy to investigate and support you with your complaint.

Similarly, if you have any suggestions to make about how we could improve the service you receive, please discuss the matter with the Nursery Manager.

Confidentiality

Employees are aware that during their employment, he/she may be party to confidential information concerning the Employer, the Employer's business and personal information of parents and their children. The Employee shall not (either during the term of this employment or beyond) disclose or allow the disclosure of any confidential information regarding the business or confidential personal information regarding parents or their children.

What items do I need to bring to nursery for my child?

You need to bring very little with you in addition to what the nursery already provides. However, here are some suggestions.

- **Changes of clothes** - in case of accidents. Please make sure these are clearly labelled with your child's name. (**Plenty of** spare clothes if potty training is in progress). Accidents can sometimes happen especially when they are busy enjoying themselves.
- **Nappies** – you can bring in a reasonable amount for us to keep at the nursery, and we will let you know when your child needs more.
- **Formula milk** – please refer to the food section in this handbook.
- **Comforters or dummies** - that they may need throughout the day. Please make sure that these are clearly labelled with your child's name.
- **Sun hat in the summer and hat, gloves, scarf, wellies and waterproofs in the winter** - even if it is cold we will still be going out on trips, nature walks and out to play in the garden.
- **Sun cream** – Please label with your child's name.
- **An old T-shirt** - would be great for any art and craft activities, as children do tend to get very messy. We will be using aprons during these activities but cannot guarantee your child's clothes staying clean throughout the day.

We very much look forward to you joining us at Sunbeams. All our Policies and Procedures are available within the Sunbeams reception for your viewing.