



New Parents Handbook

Welcome to Rocking Horse Nursery. I opened Rocking Horse on the 28th April 2002 after much renovation, having moved into the building in July 2001. I called it Rocking Horse because my abiding memory of my nursery was the lovely old Rocking Horse!

The aim from day one was to offer a home from home friendly environment where children could spend their days happily playing and interacting with other children and (without their knowledge) learning intellectual and life skills for their future but most of all to be sociable and independent. I have been a lifelong lover of being outdoors and wanted to offer all the children in our care the opportunity to walk, run, explore and shout (if they want to) without the risk of being frowned at or worse still shouted at!

Having spent the previous 13 years travelling the world and experiencing childcare in its various forms in three different countries and 6 different locations I had a good idea of which aspects of the various nurseries my children had attended I really liked and which I really didn't like!

My sincere hope is that we can look after, care and nurture your child as you would wish to yourself or at least be the next best thing.

Fiona Milner Owner/Manager

Our Mission Statement

"We strive to provide high quality care in a safe, stimulating and homely environment which is responsive to the children and their families. We form strong partnerships within the community and build professional relationships with other services to improve outcomes for children".

Our Aims

We promote positive behaviour by creating an atmosphere of trust and mutual respect where staff are role models in encouraging a sense of community.

We take a flexible approach to learning based on children's interests taking account of the voice of the child. These foundations help us to achieve our aim of sending the children off to school as confident, independent, enthusiastic and successful lifelong learners.

We pride ourselves on achieving good partnerships with parents and other agencies through informal discussions on a daily basis and more social events such as summer and Christmas parties. We encourage parents to become involved in their children's learning journey, giving

them more confidence to discuss their own observations within the home however big or small.

Our aim is to send children off to school as happy, life-long learners based on the value we place on individuality, equality and diversity, embraced within our daily routine and personalised learning approach.

Things you need to know

Opening hours:

8am until 6pm Monday to Friday. We close on bank holidays and between Christmas and New Year.

Year.	Fees	Weekly	Daily	Half Day	Hourly
	Up to 3 years	£220.00	£50.00	£26.50	£5.50
	3 +	£201.00	£45.00	£24.00	£5.00

For children using funded hours only and staying over the lunchtime period there is a small charge of £2.75.

If extra sessions are required and available they will be charged at the normal rates. All requests for change of days should be made in writing on a blue form found next to the bills in the Reception. Once booked we require 24 hours notice for cancellation otherwise you will still be charged. The cost of any additional sessions will be added to the following months bill.

We respectfully ask for all fees to be paid by the 25th of the month. We accept cash, cheque or BACS transfer in addition to childcare vouchers. Failure to do so will result in a reminder letter. If fees are still not settled after 10 days or a payment programme is not agreed, the management reserve the right to refuse entry to your child.

Gaining entry to the Nursery

Normally we would ask you to use the main buzzer however if it is a meal time please use the small white bell underneath the large buzzer.

Holiday entitlement

Children who attend all year round are entitled to two weeks holiday ie if your child attends three days a week they will have 6 days holiday 1 day a week 2 days holiday etc.

Funding

All three and four year olds (term after their third birthday) are able to access up to 15 hours of Free Entitlement per week term time only or stretch the entitlement over the whole year.

Fees increase annually from 1st April.

Late Collection of your child

If for reasons out of your control you are going to be late collecting your child then please notify us immediately. As we are sure you will understand our staff work very long hours so out of respect for them we would appreciate your co-operation in making every effort to pick up your child on time. If you are more than 15 minutes late we will have to charge an additional £10.00.

Policies

A copy of the nurseries policies is available in the Reception for your perusal. If you would prefer to read them at home we can lend you a disc. These policies and procedures are put in place to protect everybody involved in the setting including, children parents and staff. These policies are regularly updated and reviewed. You will be informed of any changes through notices in the reception area.

Clothing

We like to offer the children lots of opportunities to explore their surroundings and lead their own learning. Unfortunately this can get a little messy so we ask parents not to send children to nursery in their best clothes. Could you also ensure your child has appropriate clothing for the weather eg wellies, coats, sunhats our motto is "**there is no such thing as bad weather only bad clothing!**" To aid identification of these items please ensure they are all clearly named.

Learning Journeys

We follow the statutory guidance of the Early Years Foundation Stage to help us develop activities and observe children to extend and promote learning and development. We track this development through each child's Learning Journey which contains; spontaneous observations, individual learning stories, photographs, examples of the children's handy work and the parent's voice observations. These help us understand the areas we need to support children in whilst giving them the tools to achieve and reach their full potential.

Our Staff

We think our staff are great and hope that you will too. Sue Parkin is our Curriculum Lead and Day-to-day Manager. She is a graduate and an EYP (Early Year Professional) with years of experience. She is assisted by our Room Seniors and Nursery Assistants. All our staff except for our apprentices are Level 3 qualified. We age from 18 to and between us have a wealth of varied experience , 5 of us are mums too! Your child will be assigned a Key person who will be your first port of call with any concerns you may have regarding your child

or any aspect of their care. The room seniors are also always available as are Sue and I (if we had a door on our office it would always be open!).

Sickness Policy

It is our duty to protect the children in our care from infectious illnesses to the best of our ability. For this reason it is important that parents **do not bring children into the setting when ill. Please let us know of any illness so we can display appropriate notices and health warnings to vulnerable groups' i.e. pregnant women.**

FIVE GOLDEN RULES

1. A CHILD MUST NOT ATTEND NURSERY IF THEY ARE VOMITING OR HAVE DIARRHOEA. THEY SHOULD NOT BE IN A CHILDCARE SETTING UNTIL 48 HOURS AFTER DIARRHOEA AND/OR VOMITING HAS CEASED.
2. A CHILD KNOWN TO BE UNWELL AND WITH A TEMPERATURE MUST NOT ATTEND NURSERY. IF A CHILD BECOMES UNWELL DURING THE DAY THEY SHOULD BE COLLECTED BY THEIR PARENT OR CARER.
3. COLDS ARE INFECTIOUS. A MILD COLD WILL CAUSE LITTLE DISTRESS; HOWEVER A CHILD WITH A HEAVY COLD OR FLU WHO HAS A TEMPERATURE SHOULD BE NURSED AT HOME.
4. CHILDREN WITH OPEN SORES E.G. IMPETIGO MUST NOT ATTEND NURSERY UNTIL THE LESIONS ARE CRUSTED OR HEALED OR 48 HOURS AFTER STARTING ANTIBIOTIC TREATMENT. A CHILD WITH CHICKEN POX MUST BE KEPT HOME FOR 5 DAYS FROM THE ONSET OF A RASH.
5. A CHILD WITH CONJUNCTIVITIS MAY ATTEND NURSERY. GOOD HAND WASHING HYGIENE AND DISCOURAGING FACIAL CONTACT WILL PREVENT THE SPREAD OF INFECTION.

These rules have been adapted from the 'ASK' leaflet 'should I keep my child home' copies of these are available in reception.

- We also follow guidance from the health protection agency (HPA) you will find a poster in reception which gives guidance on exclusion times for illness.
- It is important that you inform us of all illnesses as we may need to display notices to warn vulnerable people of exposure to certain illness e.g. slapped cheek or 'Fifth Disease', German measles and Chicken pox, pregnant women will need to be aware of.
- The staff will administer any required medication, including; antibiotics, paracetamol and ibuprofen with written consent from parents, as long as the child is fit to attend nursery.
- Please refer to our administering medication, and managing children with allergies or who are sick or infectious (including reporting notifiable diseases) policies. These can be found in reception in our Policy file.

If you need to contact us by email please send to fionanursery@aol.co.uk