

Behaviour Policy

The nursery believes in promoting positive behaviour.

We aim to encourage self discipline, consideration for others, our surroundings and property.

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

.We encourage our children to follow 5 golden rules.

Parents will be informed if their child is persistently unkind to others, or if their child has been upset. In all cases inappropriate behaviour will be dealt with in the nursery at the time. Parents will be asked to meet with staff to discuss their child's behaviour, so that if there are any difficulties we can work together to ensure consistency between home and nursery. In some cases we may request additional assistance and support from other professionals, such as, Educational Psychologist or Child Guidance Counselor.

By positively promoting good behaviour, valuing co-operation and a caring attitude, we hope to ensure that children will develop as responsible members of society.

Illness Policy

For the safety and wellbeing of all the children and staff, the nursery operates an exclusion policy for infectious diseases.

The nursery will administer prescribed medication provided we have signed instructions from the parent or guardian. Only the Manager or designated staff are allowed to administer medicine to children.

If your child becomes ill during a session, we will contact you or the emergency contact

You must ensure we change in contact

number.

are informed of any numbers.



Happy Smiling Faces



The Parade Day Nursery is a well established nursery of 28 years in the Abington area. Since 2002 the nursery has come under new management and is continuing the high standards that have been one of its trademarks.

The nursery caters for children aged from 3 months until school age, in well equipped spacious rooms.

As a parent you will want to make sure the choices you make are the right one's for your child. The Parade Day Nursery provides a professionally planned environment, developing each child's character and nurturing their strengths allowing the children to grow not only in stature but also from within.

The Parade Day Nursery prides itself on the excellent partnership it has developed over many years, with its parents/ carers. In July 2010 the nursery was inspected by Ofsted. We scored a Grade 1 (**Outstanding**) for **every one** of the **17** assessment criteria. This is truly exceptional and demonstrates the quality of our work, our level of commitment and our professional standards. Outstanding is the highest rating Ofsted can award and is achieved by relatively few nurseries nationwide.)

The Nursery team are chosen for their ability to provide top quality care and dedication to each child. We have two Nursery managers and a Deputy Manager who all have a wealth of experience and knowledge. Emphasis is given to training students into the high quality requirements of the Nursery.

The highly qualified staff in the nursery provide the children in their care a happy, safe, clean and stimulating environment, planning daily activities using 'Early Years 'Foundation Stage' curriculum to meet the diverse needs of all children and above all to HAVE FUN.



The area's that we promote learning and development are *Communication, Language and Literacy, Problem solving, reasoning and numeracy. Creative and Physical Development, Knowledge and Understanding of the World and most importantly, Personal, Social & Emotional Development.*

Language and Literacy - Children have access to books, role play, computers and materials to mark make with at all times throughout the day. Children share stories as individuals and as a group. When children show interest we encourage them to develop early literacy skills

Problem solving, reasoning and numeracy—Children have access to sand, construction and water play, which helps them learn important mathematical concepts about shape and space, problem solving, sort, match, order and sequence, pattern and numbers in a very relaxed and fun way. We sing number songs, number recognition, talking about numbers, we try to explore all avenues.





Knowledge and Understanding of the World - We use a number of activities for learning, such as going to our local park to observe the environment, talking about ourselves and families observing the animals around us, similarities, differences and change.

Creative Development - The children have daily access to craft materials as well as art activity, whether

it is a free expression painting /drawing session, music and movement, dance or helping to put together any parts to make up a wall display, giving opportunities to use skills such as cutting, joining, folding, building and technology,.

Physical Development - The Parade recognises the importance of physical play both indoor and outdoor. We have a range of small and large equipment for outside play and indoors we have role play, construction, threading activities.

Personal and Social and Emotional Development - The Parade encourage children to develop their self esteem and build up confidence by creating an environment where children feel safe and secure. Children are encouraged to become independent. We celebrate various festivals throughout the year, and encourage children to show respect and understanding of people from other cultures and with different beliefs.

A Quality Curriculum

- An education focused ‘Early Years Foundation Stage’ curriculum, is designed by highly qualified and experienced early years practitioners and delivered so that the children have fun whilst learning . (0 to 5 yrs)
- Individual, written child development records, observations and portfolios.
- Quality, planned activities and rotas
- Key worker systems
- Age appropriate grouping and resources, including computers
- Children with special educational needs are included in our setting and we adapt our routines and activities to make it an inclusive practice.
- Swimming lessons
- French lessons
- Offering planned and unplanned activities.



Pippins Rooms (2 rooms) (3 - 18 MONTHS)

The 3 - 18 months rooms holds 14 babies, one room is a play room the other is used for play and as a sleep room. The sleep room has both cots and sleep mats with storage facilities for their clothes etc.

They are stimulated with mobiles, colourful toys, rattles and blocks etc. and creative activities are gently

referred to one of the Officers- in- Charge, who are **Ann O’Grady or Nicola Dann**

The complaint will then be taken up by the Manager who should listen to the concern and take a non-judgmental approach. Time and privacy will be given dealing with a complaint/concern. All complaints are taken seriously and an appropriate solution to the complaint or concern will hopefully be reached.

When appropriate, a record of the main points of the complaint and the action will be kept in a complaints/incident book which is kept in the manager’s office.

The staff at The Parade are always open to suggestions, and will do our best to answer any concerns or suggestions.

Non-Smoking Policy

The Parade Day Nursery operates no smoking policy and parents are asked not to smoke in or around the immediate building, following 2007 legislation.

Change of circumstances

It is very important to keep the records of your child up to date. If any details you gave the Nursery upon registration change at any time please pass details onto a member of staff who will ask you to complete a ‘change of details ‘ form.

Equality, inclusion &diversity Policy Statement

The Parade Day Nursery aims to provide equal opportunities in a positive manner to ensure that all the staff value and respect the different religions, racial origins, cultures and languages The Nursery and our staff are committed to,:-

1. Encourage positive role model, displayed through toys, imaginary play etc., that promote non-stereotyped images. Books will also be selected to promote such images of both men and women, boys and girls.
2. All children will be encouraged to join in all activities, i.e. dressing up, shop, home corner, dolls, climbing on large apparatus, bikes etc.
3. Regular review of child care practices, to remove those practices, which discriminate unfairly on the grounds of gender.
4. We acknowledge that pre-conceptions relating to race, gender and sexism are abundant within language, and behavior and we will challenge.

We will liaise with other bodies when necessary; Ofsted, Local safeguarding Children Board, Children and Young Peoples Service.

Staff and volunteers are CRB checked and references are obtained to ensure that no disqualified person works at our setting or has access to the children.

Staff are aware of how to respond to suspicions of abuse and training is offered.

If you wish to see the complete **Safeguarding children policy**, please ask one of our managers.



Late Collection Policy

The nursery obviously has an obligation to stay with any uncollected child at the end of the day, until that child is collected.

The nursery must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the officer in charge

should check this description before permitting the child to leave.

There will be a charge of £5 per 10minutes for late collection after 6.00pm

In the event that a child is not collected by the due time on three occasions in one term the parent could be required to withdraw their child/children from the Nursery.

Complaints Procedure

The Parade Day Nursery aims to provide the highest quality of education and care for all our children. We aim to offer each individual child a warm and caring environment within which they can learn and develop through play.

The **Complaints Procedure** aims to enable parents to have a constructive say in the provision of the service provided, allowing many parents concerns to be sorted out before they turn into complaints and enable complaints to be dealt with in a formal way if necessary.

It is important that all concerns/complaints are dealt with in a professional and sensitive manner.

If a parent/carer has a concern/complaint:

They should initially be referred to the senior member of staff; however, if still dissatisfied after the discussion/action has been taken, they should then be

introduced at about six months old. Individual observations are used in this room to monitor each child's progress.

The first floor which has both Pippins rooms also has the babies dining / kitchen area and also a separate nappy changing room. On this floor the emphasis is on



social development and physical skills. Feeding skills and walking are established in the first two years of a child's life. These skills are encouraged by the aid of a play frame and push and pull toys. They learn to participate and share games stories and music etc. Most children will leave this room capable of standing or walking and sitting socially at a table to eat and able to feed themselves.

Little Fishes Room (18 MONTHS - 2 YEARS)

Children in this room are introduced to potty/toilet training in conjunction with the wishes of the parents as well as being taught bathroom hygiene.

They are encouraged to share and develop their hand-eye co-ordination with the aid of first jigsaws and easy board games. They begin to learn their colours, to count and to enjoy stories and nursery rhymes and play musical instruments, thus fostering a love of books and aiding language development and listening skills.

Tooting Owls Room (2-3 YEARS)

This room is for the 2 - 3 year old children. These rooms are bright and colourful and here children are introduced to more detailed activities. They learn to play with each other and to share their toys. Potty training is continued and most children leave these rooms fully competent to attend to their own needs. Children in this age group are taught about life through the Planned / Unplanned activities. weekly themes and their development is monitored using observation methods. They are introduced to the world of Information Technology

Playful Mice Room (3-5 YEARS)

The Parade Day Nursery is Ofsted registered and approved. The preschool children are taught in themes appropriate to the learning intentions set out in the Early Years Foundation Stage required by Ofsted. High priority is given to language, mathematics and social development, as well as creative activities.

Each child is treated as an individual and is assessed as to his/her own capabilities and encouraged to develop at their own pace to reach their true potential. They continue to use Information Technology and quickly become skilled at finding there way around the computer.



External Advisors

We have regular meetings with Early Years advisors which is an essential part of our progress to be advised on new ideas and issues.

Network Meetings

Regular interaction with other settings at Network meetings ensure our staff meet, discuss ideas and keep up to date with staff from other local settings

Swimming

The Parade Day Nursery provides weekly Swimming lessons at the local swimming baths for small groups of children (usually 12 children) under the guidance of a qualified swimming instructor and with high child to staff ratios

Outdoor Facilities

There is a playground area where the children can develop their large motor skills and enjoy a range of balancing equipment and also learn to compete and interact by joining in organised games. The garden incorporates a messy play area where children can explore a variety of supervised activities. The garden has been developed to cover all aspects of the curriculum. We are also fortunate to be located opposite the very popular Abington park when on occasions staff take children for games, picnics, to feed the ducks, nature trails, to view the outdoor aviary and also visit the Museum which is located in the park grounds.

As well as having a high staff to children ratio, there are a number of state of the art security features built into the nursery. These include 15 cameras linked to a CCTV system, which are recording 24 hours a day, seven days a week, to ensure your child's safety from the outside, and also enable their activities to be monitored from the office.

The entrance has a separate CCTV camera with the monitor inside the second door to allow staff to view who is at the front door before opening it. The second inside door has a buzzer to alert staff if the door is opened and just inside this door is a safety gate before entering the nursery itself.

*Finger shields and anti slam fittings are fitted to appropriate doors to prevent finger trapping

*Separate nappy changing rooms, toilet training rooms and children's toilets

*Safe and hygienic floor and work surfaces

We recognise the importance of a well balanced diet for young children, and we therefore provide a varied menu of healthy, nutritious meals, attractively presented and prepared in our own kitchen by our qualified cook.

All individual needs, including religious, cultural, or medicinal dietary requirements are catered for. A snack is provided mid-morning and a light tea is served mid-afternoon.

In January 2006, The Parade Day Nursery Ltd achieved **level 3** in the Quality Counts Assurance scheme with the National Day Nurseries Association (NDNA). ***This is the highest level that can be achieved.***

The practicalities of maintaining quality are complex. It requires sufficient resources and personal expertise with a strong commitment to ongoing training and development. We will continue to make this commitment



Roy and Maureen Townsend welcome you to their nursery and rest assured your child will receive the best possible start we can give.

Settling In Policy

We want children to feel safe and happy in the absence of their parents/carers, to recognize other adults as a source of authority, help and friendship and to be able to share with their parents/carers afterwards the new learning experiences enjoyed in the nursery.

In order to accomplish this, we will:

- Encourage the parents/carers to visit the nursery with their children during the weeks before an admission is planned.
- Introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- Make clear to families from the outset that they will be supported in the nursery for as long as it takes to settle their children there.
- Offer free 2 hours sessions for 2 days for the child to be introduced to the staff and routines.

Encourage parents/carers, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

We have an open door policy allowing parents access at any time.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to assist parents/carers to help their children to feel comfortable in the nursery, to benefit from what it has to offer, and to be confident that their parents/carers will return at the end of the day/session.

Safeguarding children policy

The Parade Day Nursery Ltd. is committed to the welfare and safeguarding of all children in our care and will work with children, parents/carers and the community to ensure they are given the very best start in life.

Our aims are to:

Promote children's rights to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self image, regardless of race, language, religion, culture or home background.

Promote children's rights to be strong and resilient and listened to by encouraging children to develop a sense of autonomy and independence, and enabling them to have the self-confidence and vocabulary to resist inappropriate approaches.

Help children to establish and sustain relationships within their families, with peers and with other adults; and work with parents to build their understanding of and commitment to the principles of safeguarding all our children.