

**BLACKSHAW NURSERY**  
**PARENT'S INFORMATION BOOK**

## **Introduction**

The purpose-built Blackshaw Nursery was opened in January 1982. It was the first nursery of its kind in the country designed specifically to cater for the childcare needs of parents who worked shifts or unsocial hours. The building, which is on the St. George's Hospital site, was originally funded by a GLC Urban Aid grant.

The nursery is an independent non profit-making charitable limited company which is managed by a voluntary management committee. The management committee and nursery management team (Administrator and Childcare Co-ordinator) meet approximately four times a year.

The nursery is inspected and registered by Ofsted under the regulations of the Children Act 1989. Our registration number is 123091.

## **Finance**

The nursery is partially grant aided by our sponsor, St Georges University Hospitals NHS Foundation Trust. We also welcome applications from individuals for private places.

## **Government Free Childcare Offer for 1 to 4 year olds**

Blackshaw Nursery is offering the universal 15 hours of childcare and the additional 15 hours (30 hour offer) for eligible working families for children aged between 1 and 4. Your package at Blackshaw allows you to use a maximum of 45 hours per week and this will not alter with the entitlement to the free hours. If you are only eligible for the funding the hours will be stretched over the year equating to 11.18 free hours per week or 22.34 hours depending on your eligibility. The amount charged to parents varies according to their entitlement from the Government. It is the parents responsibility to claim the funding from the HMRC and to reconfirm their eligibility with the HMRC as required.

If eligible the parent will be given a code which they must provide to the nursery along with their national insurance number and date of birth.

Fees are payable monthly in advance (at the beginning of the month) by standing order or tax free childcare. It is the parent's responsibility to settle their account in full prior to their child leaving the nursery.

## **Deposit**

A deposit is required of one month's fees upon acceptance of the place. This will be refunded when your child leaves nursery, or offset against your final account.

## **Childcare vouchers**

If your employer offers any voucher schemes for staff we would be happy to accept your voucher as part payment for your nursery fees. Please ask in the office.

### **Billing / Money Laundering / Vouchers**

An invoice will be issued each calendar month for your child's nursery fees. Late payment of invoices will be referred to the Management Committee. We will not accept payment in advance for fees which exceed a two month period.

### **Place sharing**

Place sharing is available to parents who work part-time, subject to the terms contained in our place-share policy.

### **Fee increases**

Fees will be subject to an increase as necessary. Advance notification will be given to all our parents of this.

File update forms are sent to each parent on an annual basis by email for completion and early return. The information requested assists the nursery in ensuring we are up to date with all important information about your child.

### **Late payment of fees / Unpaid accounts**

If for any reason parents experience difficulty in paying their fees, they must discuss the details and reasons for this with the nursery Administrator who will decide, in conjunction with the management committee, what further action is necessary. In the event of the arrears on the account becoming too high (normally two months fees outstanding), or if an unpaid balance is left on the account when the child has left the nursery, the nursery will instruct a debt collector, who will collect the debt on the nursery's behalf. Commission charged by the debt collector will be added to the parental debt.

### **Structure of the Nursery**

The nursery can care for a total of 58 children in the following rooms and age groups:

- 12 Tiny Tots aged 1 to 2 years (approx)
- 12 Tweenies aged 1 to 2 years (approx)
- 13 Toddlers aged 2 to 3 years (approx)
- 21 School Room children aged 3 to 5 years (approx)

The staff to child ratios are in line with the EYFS framework. The age ranges in each room are approximate as children of the appropriate age can only move up to the next room when places are available.

The welcoming environment of the nursery and friendly staff gives parents / carers the opportunity of becoming fully involved in nursery life.

## **Aims**

Our aims are to provide a caring and stimulating environment whilst maintaining the highest possible standards for the children during their important pre-school years, freeing their parents to continue with their careers with peace of mind in the knowledge that their child is safe and happy.

## **Settling-in period**

Each child starting at the nursery has a settling-in period of one week for which no fees are charged. This gives the child and parent an opportunity to get to know their keyperson and other staff, the nursery environment and routines on a gradually increasing scale.

As a guide, your child should attend as follows during his/her settling in week as follows:

Monday 9.30am to 11.30am a parent should stay the whole time.

Tuesday 9.30am to 11.30 am parent should disappear for about 20 minutes.

Wednesday 9.30am to 11.30pm parent disappear for an hour and return at 11.30am and stay for lunch

Thursday 10am to 1pm drop and pick up.

Friday 10am to 3pm drop and pick up.

However, all children are different and may like you to stay longer with him/her or he/she may be happy for you to leave him/her earlier. The staff will observe how he/she is every day, and let you know on a daily basis the exact times to be here.

## **Keyperson System / All About Me Book**

Each Nursery Officer / Assistant (with the exception of the Floaters) is allocated a group of children (the number contained in the group varies according to age group). Each keyperson is directly responsible for the children in their group, including the settling-in period, lunchtime supervision, toilet training etc. The parent will be introduced to the keyperson and problems/progress of their child can be informally discussed on a regular basis. A keyperson sheet is completed each day, with the details of your child's day (i.e. how much lunch your child ate / how much sleep / any accidents). This is kept in your child's folder for confidentiality reasons.

## **Developmental Starting Points**

This is required to enable us to plan for your child's development. You will find this form on our website and would be grateful if you could complete it and return to us before your child starts at the nursery.

The keyperson is responsible for completing an All About Me scrapbook, this is issued to each child when they start at nursery and will contain basic information about the child, observations, artwork, photos and developmental milestones. This book is transferred from room to room as the child moves up within the nursery and is given to the parent when the child leaves us.

### **Opening hours/Nursery Usage**

The nursery is open every weekday throughout the year excluding bank holidays and two staff training days. Our opening hours are as follows:

Monday to Friday                      7.00 am                      -                      6.00pm

Whilst at work, parents are permitted to use the nursery for a maximum of 9 hours per day (45 hours per week) unless prior consent has been given. If an emergency/unforeseen circumstances occur, please contact us immediately.

### **Nursery access**

Your child can be dropped off via the Blackshaw Road (front) entrance or via the back entrance which is accessible via St. George's Hospital. Buggies can only be stored at the front entrance, please bring your own padlock.

### **Collecting your child from Nursery**

If your child is to be collected by someone unknown to staff, we must be notified in advance, otherwise - for safety reasons - we will be unable to let your child leave the nursery before contact with a parent can be made.

### **Late collection of children**

Parents arriving late to collect their child (after closing time) will be charged. Rates are as follows:

£20 for the first 15 minutes  
A further £20 for 15 – 30 minutes

£20 for every 15 minute period thereafter  
(e.g. 35 minutes late will be charged at £60/50 minutes late will be charged at £80).

### **Notification required for early shift**

Parents must complete the early shift sheet at least 48 hours in advance if they require a place before 9am.

### **Use of nursery when parent is on annual leave/sick leave or maternity leave**

If a parent is not working due to any of the above reasons, you may bring your child to the nursery, but only between 9.00am and 5.30pm.

## **Activities/Play**

All children are provided with age and developmental related activities and equipment incorporating and enhancing the seven main areas of learning which are:

1. Understanding the world
2. Physical development
3. Expressive arts & design
4. Mathematics
5. Communication & language
6. Personal, emotional & social development
7. Literacy

No 'formal' teaching is given to the children.

Each day the children aged between one and five years have access to many of the following activities such as:

Water  
Sand  
Playdough  
Clay  
Cooking  
Creative play (dressing-up/home corner/hairdressing etc)  
Painting in many forms (splash/butterfly/potato)  
Cutting & sticking  
Junk modelling  
Singing  
Storytime  
Music & movement

All toys, activities and themes provided by the nursery cater for the children's multi-cultural needs and understanding.

We have many items of large play equipment, e.g. climbing frames, and tricycles, enabling the children to experience large manipulative play.

The nursery has a large outdoor play area which has a slide, a playhouse and grassed area. The children have daily use of the garden (weather permitting).

## **Outings**

The nursery arranges outings occasionally for the children. A notice is displayed in advance in your child's room to inform you of any outing and requesting your agreement. A small fee may be charged for refreshments or entrance charges.

## **Discipline**

Please refer to the Behaviour Management policy which is available on our website.

## **Changing rooms**

When a child is ready to be transferred from one room to another, every effort will be made to ensure that their transition is made as smoothly as possible as it can be an anxious time for both the child and the parents. To help ease these anxieties, the following steps are taken:

1. A letter will be issued to all parents with information about their child's settling in and starting dates in their new room. It will have details of his/her new keyperson.
2. The settling-in period will be stretched over a 3 week period if necessary. Throughout this time your child will visit his/her new room for short intervals, and will be introduced to his/her new keyperson and new surroundings. If you would like to be involved with this settling-in process please feel welcome to do so. You may like to join your child for lunch or stay with him/her whilst he/she is participating in activities or story time. Please talk to the staff and check that this will be of help to your child.

## **Food preparations/Kitchen**

The nursery employs a full-time Cook and Kitchen Assistant, hence all food preparations take place on nursery premises. The nursery offers a wide variety of fresh foods and caters for medical dietary requirements and vegetarians. A food allergen list is available on request. A weekly menu is displayed on the parent's noticeboard. Children arriving before 8.00am will be given breakfast consisting of cereal, toast and water or milk. Children have a mid-morning drink of water and a snack consisting of vegetables/fruit. Lunch is served at 11.45am, and teatime is at 3.30pm.

Parents are not permitted in the kitchen at any time – this is both for safety and infection control purposes.

## **Nuts**

With regard to nuts, whilst the nursery makes every effort not to serve nuts, it is becoming increasingly difficult to implement this as more and more products carry warnings that they may contain nuts, or are prepared in an area where there may be nuts.

We would therefore like to point out that, although we do not intentionally serve nuts to the children, we cannot be held responsible if a nut particle inadvertently gets into the food.

Please inform us if your child is or becomes allergic to nuts – we also need to be aware of the reaction shown.

### **Items parents must supply for their child**

Spare clothes (please ensure that all items are clearly marked with your child's name as the nursery cannot take responsibility for items lost).

Pants/knickers (if your child is being toilet trained)

Hat, gloves, scarf and coat (in cold weather)

### **Items not permitted on nursery premises**

Please **do not allow your child** to bring toys or sweets into the nursery. Please do not allow children to bring any food onto the premises, i.e. cereal bars / toast etc, in case another child attending has an allergy. If your child must have something on the journey to nursery, please check your child's hands and pockets before entering the building to ensure they do not have any food. Please wash your child's hands on entering the building.

Children are not permitted to wear earrings or any jewellery on nursery premises.

### **Items permitted in the nursery**

If you have a suitable storybook which you would like to 'share' for the day, you are welcome to bring it into the nursery. However, please ensure that your child's name is printed clearly on the item – no responsibility can be taken if the item is lost or damaged.

### **Clothing**

Please label all of your child's clothes and dress him / her in clothes that you don't mind getting dirty. Many of our 'messy' activities, i.e. painting or cooking, get very messy indeed! We do provide aprons but accidents do happen. Please note that if your child soils their underwear we have been advised to dispose of it.

We have a lovely garden which we like to use both in the summer and winter, so please ensure that you provide us with wellies, coat, hat and scarf during the winter months and protective clothing in the summer – we provide a sun hat and we apply sun cream when appropriate.

### **Ill children in the nursery**

It may not be appropriate to bring an ill child into the nursery for the following reasons:

He / she may have an illness that would spread to other children.

He / she may feel unwell and in need of individual care and attention of someone close to them. Unfortunately this care cannot always be provided by staff.

To minimise the risk of transmission of infection to children, staff and parents, please notify the nursery if your child is suffering from any infectious illness.

It is difficult to lay down absolute rules for when a child should not be brought to the nursery, but some guidelines can be suggested:

### **Rashes and skin infections**

### **Recommended exclusion from nursery**

Athletes foot	None
Chicken pox	Until all vesicles have crusted over
Cold sores (Herpes simplex virus)	None
German measles (Rubella)	4 days from onset of rash
Hand foot & mouth disease	None
Impetigo	Until lesions crusted and healed, or 48 hrs after commencing anti biotic treatment
Measles	4 days from onset of rash
Molluscum contagiosum	None
Ringworm (Tinea)	None
Roseola	None
Scabies	Child can return after first treatment
Scarlet fever	Child can return 24 hrs after commencing appropriate antibiotic treatment
Slapped cheek/Fifth disease	None once rash has developed
Shingles	Exclude only if rash is weeping and cannot be covered
Warts/Verrucae	None

### **Diarrhoea & vomiting illness**

Diarrhoea and/or vomiting	48 hours after last episode of diarrhoea or vomiting should be excluded for 48 hrs from the last episode of diarrhoea
E. Coli O157 VTEC	
Typhoid (and paratyphoid) [enteric fever]	Further exclusion may be required for some children until they are no longer excreting

Cryptosporidiosis	Exclude for 48 hours from the last episode Of diarrhoea
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### **Respiratory infections**

Flu (influenza)	Until recovered
Tuberculosis	Health protection will advise
Whooping cough (Pertussis)	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no anti biotic treatment

### **Other infections**

Conjunctivitis	None
Glandular fever (infectious mononucleosis)	None
Headlice	None
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptoms onset if no jaundice)
Hepatitis B, C, HIV/AIDS	None
Meningococcal meningitis/ Septicaemia	Until recovered
Meningitis due to other bacteria	Until recovered
Meningitis viral	None
MRSA	None
Mumps	5 after onset of swelling
Threadworms	None
Tonsillitis	None

## **Health & Safety**

A copy of the nursery's Health & Safety Policy & Rules is on our website. Please ensure that you read these during the settling-in week and comply with them at all times whilst on nursery premises.

## **Accident Book/Procedure**

All accidents, however minor, are reported to the parents. If basic first aid is carried out, an 'Accident / Incident' sheet will be completed and put in your child's tray/drawer to be signed by a parent/carer. Minor accidents are dealt with on site but more serious accidents are referred to St. Georges A&E department, and the parent is informed immediately. Parents should sign the appropriate section of the accident/incident sheet to say that they have read about the accident.

## **Fire register**

You must sign your child in and out of the fire registers on your arrival and departure, and state the estimated pick-up time. Please notify us if this time is going to be exceeded. This is for the safety and protection of your child as it enables us to allocate the correct number of staff at the end of the day and is therefore a nursery rule.

## **Medicine sheet**

All children have a medication sheet (in their drawer/tray), which must be completed if your child requires medication during the day. Only medication prescribed by a GP and with the pharmacy label attached, may be given at nursery. Calpol can be given for control of temperature only unless prescribed by a GP.

## **Door opening/Security**

For security purposes the nursery has both fingerprint scanners and a video entry system at both the front and back entrances. Parents must not open the door to strangers. If in doubt please call a member of staff. Parents must ensure that gates and doors are securely closed at all times.

## **Birthdays**

We would love to celebrate your child's birthday and would be happy to have a party at teatime on the day. If you would like our Cook to bake a cake please let staff know in advance. A nominal charge of £4 will be made for this. We do not permit parents to bring in party bags for the children.

If you want to take photographs at your child's birthday party, Sports Day, or at any nursery function, please try to photograph your child only. If you happen to take a picture with another child in the background, then this photograph must not be shared with other family members or put on Flickr or any social networking sites. Please refer to our policy on use of mobile phones and digital photography policy statement for full details.

### **Staff training**

To keep staff up to date with current childcare initiatives the nursery will close for 2 days per annum for staff training. No reduction in fees will be given for these closures, but parents will be notified at least 2 months in advance.

### **Parents visiting the nursery**

We welcome parents if they wish to visit their child during the day. We ask parents not to wear their uniforms whilst at the nursery, or request that they are covered whilst on nursery premises.

### **Lost property**

If you cannot find something belonging to your child, please ask a member of staff to check the lost property box for you.

### **Buggies**

Parents can leave buggies outside the front entrance provided they are folded. You will need to buy a bicycle chain padlock in order to secure the buggy to the rails provided. Please note that any buggy not folded may be 'clamped' and a £5 release fee charged. **Please do not lock buggies to the front gate as this will obstruct the entrance and is therefore a fire risk.**

### **Notice period**

Parents are required to give **6 weeks written notice** (for which fees are payable) if they intend to take their child out of the nursery.

### **Insurance**

The nursery is fully insured, with both public liability and employer's liability insurance. The certificate is displayed on both the parents' noticeboard and the office noticeboard.

### **Out of hours babysitting**

Please refer to our babysitting policy.

### **Use of social networking sites**

Please refer to our policy.

### **Medical conditions**

If your child develops a medical condition of which the nursery is unaware, please ensure that you notify the management team in writing of the full details and treatment (if applicable) as soon as possible.

### **Nursery Policies**

All the nursery policies are available on our website under the Nursery Documentation Section. Please ensure that you read through them all before your child starts at the nursery.

### **Finally**

Please ensure that you complete and send back to us all the forms under the Nursery Document Section of our website which are highlighted in purple.