



Little Swans

Day Nursery

Parent Information

Booklet



How to contact us:

There are many different ways to contact the nursery:

- You can call us on our landline number where you will be given the option to be put through to each of the rooms or office directly, alternatively if the line is busy, please leave a message and someone will return your call as soon as possible.

Telephone: 0121 706 8889

- You can call, text message or leave a voicemail message on our nursery mobile. Staff also use the nursery mobile to keep parents informed about up coming events and reminders.

Nursery Mobile: 07716115457

- You can email Miss Tranter (Manager) and Mrs Boulton (Owner) directly.

Email addresses:

sam@littleswans.org.uk or elaine@littleswans.org.uk

- You can follow us on Twitter: swansnursery @swansyardley for daily information about what is happening in nursery.
- You can find lots of information about the nursery on our website: www.littleswans.org.uk which contains links to information on staff, the different areas within nursery, including weekly blogs, our Ofstead reports, nursery policies, nursery fees, the meals we provide, information on the EYFS and our monthly newsletters.
- We also have a Newsboard outside the main gate which is kept up to date with the latest information for parents.

What you need to know about nursery:-

Opening Times:

- Little Swans Day Nursery is open Monday to Friday between the hours of 7:30am until 6pm.
- We are closed on Bank Holidays.
- Nursery closes at 12:15pm on Christmas Eve and reopens after the Bank Holiday in the New Year.
- Nursery closes at 4:50pm on the last Thursday of every month for in-house staff training. The last Thursday in April and November, nursery closes at 4:45pm for Parents Evening.
- Our paid sessions run for the following times:-
 - Full day session – 7:30am-6pm
 - Morning session – 7:30am-12:30pm
 - Afternoon session – 1pm-6pm
- Children must be collected on time or late fees can be applied.
- Grant only sessions run for the following times:-
 - 5 Half day morning sessions – 9am-12pm
 - 5 Half day afternoon sessions – 1pm-4pm
 - 3 morning sessions – 7:30am-12:30pm
 - 3 afternoon sessions – 1pm-6pm
 - 2 Full day sessions – 9am-4:30pm
- Children must be collected on time or late fees can be applied.
- Grant only children are Term time only places.

Nursery Security:

- Little Swans has CCTV covering all areas of nursery.
- There is security codes on all entrances – parents / visitors must buzz and announce themselves to gain entry.
- There is press to release buttons on external doors to exit buildings and high locks on all gates.
- All children must be signed in and out of nursery everyday.
- Parents must inform staff if anyone new is collecting their child each day and use the password system in place.

Home Visits / Meet the Key Person session and Settling In procedures at Little Swans:-

At Little Swans we want to make the transition from home to nursery a positive experience that focuses on the individual needs of your child and family. We believe that this can be achieved through positive relationships between parent/careers and staff. Visiting parent/careers and children at home in an environment in which they feel confident and comfortable provides staff with the opportunity to discuss with parent/careers any concerns as well as answering questions and observing children. If a home visit is not possible then nursery will arrange a Meet the key person session in nursery, prior to settling in.

Staff use the information gathered during the visit to plan for each child's needs when they begin their settling in sessions at the nursery. All new parents/careers are asked to complete an 'All About Me' page with their child prior to starting at the setting. This provides staff with valuable information to support the transition. We will collect the All about me page during the home visit or meet the key person session.

We feel it is important for every child to become familiar with their new environment and staff when starting at Little Swans Day Nursery. Therefore along with a home visit we offer settling in sessions prior to your child starting, at no additional charge. These are as follows:

- **Jelly Babies and Jelly Tots:** 9am till 11am or 2pm till 4pm
Minimum of three sessions
Maximum of five sessions
 - **Smarties and Sweeties:** 9am till 11am or 2pm till 4pm
Minimum of two sessions
Maximum of five sessions
 - **Pre School (Heroes and Rolos):** 9am till 11am or 2pm till 4pm
Minimum of two sessions
Maximum of three sessions
 - Our Home visits and settling in policy and procedure can be found on our website under the Nursery Policies section and in the Home Visits section.
 - Your child's key person will plan a 6-8 week review with you where you can discuss how your child has been settling in.
- ** If you have any concerns after your child's settling in, please speak with their key person.**

What your child needs to bring with them when they start nursery:-

Here is a list of things your child should be bringing with them daily when they start nursery:-

- Suitable coat/ jacket, appropriate for the weather, with their name clearly labelled on the inside.
- Bag, with their name written on it, with a few sets of spare clothes.
- Water bottle to be brought into nursery each day they attend and taken home each night. Only water is allowed in their water bottles, no juices or flavoured waters. Where possible please write your child's name on their water bottle.
- If your child sleeps at nursery then you will need to provide them with a blanket for sleep times. This can be brought in at the beginning of the week and will be sent home on their last day each week to be washed.
- For all children in the Jelly Babies, Jelly Tots and Smarties room- parents are asked to provide cloth bibs for their child to wear at meal times. They need to bring in a minimum of 3 cloth bibs each day their child attends. Bibs need to be cloth bibs, not plastic and need to be full length bibs, not dribble bibs.
- If your child is not toilet trained then you will need to provide nappies, wipes and nappy cream for your child. You can either provide a pack of nappies or bring in nappies daily. If bringing them in daily then you must provide a minimum of 5 per day.
- We ask all parents to provide two packs of wipes and a large tub of nappy cream. When stock is running low, you will be informed by staff so more supplies can be brought in to nursery.

Arriving and Collecting:-

- When you bring your child into nursery in the morning, please can you take out anything they may need from their bags- such as their water bottle/ blanket/ bibs/ nappies/ wipes/ cream and give it to a member of staff in their room.
- Bags can then be placed on the bag trolleys in the main entrance.
- Please can parents hang their coats/ jackets on their child's named peg in the coat area for that room.
- Medication is not to be left in bags so can you please hand over any medicine from your child's bag. Medication forms must be filled out by parents before staff can administer any medication. All medications must have the Doctor's prescription label on, with the exception of Calpol.
- The signing in and out board is kept in the room and will be handed to you by a staff member. Please sign your child in and out each day.
- At the end of the day, your child's water bottle, bibs and other belongings will be put in their bag and the bags will be outside on the trolley. If not then belongings can also be found in their individual pockets which are located outside their base rooms. Coats may still be on their pegs. Please check you have everything before leaving. If you need something returning and it is not in their bag or pocket, please speak with a member of staff.
- If you bring your child into nursery in a pushchair can you please make sure that you fold it down and put it away correctly, by the staff lockers in the main entrance and please ensure that you are not blocking the fire exit.
- All daily information regarding your child – how much they have eaten, if they have slept, what they have been doing that day, can all be found on their daily diary section on our online journals.

Parents guide to the EYFS:-

All early years settings are required to follow the Early Years Foundation Stage curriculum. This identifies 7 different areas of learning for children between 3mths-5years. These areas are as follows:-

- **Personal, Emotional and Social Development (PSED)**

This area of learning and development looks at how your child:

- ❖ Is confident and self assured
- ❖ Manages their feelings and behaviours
- ❖ Makes friends
- ❖ Shares and takes turns

- **Communication and Language (CL)**

This area of learning and development looks at how your child:

- ❖ Listens and pays attention
- ❖ Understands what is being said
- ❖ Communicates with others
- ❖ Develops vocabulary and speech

- **Physical Development (PD)**

This area of learning and development looks at how your child:

- ❖ Moves and uses gross motor skills
- ❖ Develops fine motor skills
- ❖ Learns about healthy living
- ❖ Manages self care independently

- **Mathematics**

This area of learning and development looks at how your child:

- ❖ Learns about numbers and counting
- ❖ Recognises the passing of time
- ❖ Explores measures, capacity, space, shapes, opposites etc during play.

- **Literacy**

This area of learning and development looks at how your child:

- ❖ Enjoys reading books
- ❖ Likes making marks
- ❖ Learns to write
- ❖ Starts to explore phonics and letters sounds

- **Understanding of the World (UW)**

This area of learning and development looks at how your child:

- ❖ Finds out about nature and the world around them
- ❖ Talks about people and their local community and learns about similarities and differences
- ❖ Learns to confidently use ICT equipment

- **Expressive Arts and Design (EAD)**

This area of learning and development looks at how your child:

- ❖ Enjoys being creative
- ❖ Sings, dances and makes music
- ❖ Plays imaginatively
- ❖ Uses colour to express themselves

How you can help with your child's learning at home:

All the fun activities that you do with your child at home are important in supporting their learning and development and have a really long lasting effect on your child's learning as they progress.

- ❖ Use the environment to extend their vocabulary
- ❖ Talk about the numbers, colours, words and letters you see when you are out and about
- ❖ Allow your child to cut and stick pictures from magazines
- ❖ On trips to the shops, talk about the shapes of products
- ❖ Plant seeds or bulbs in the garden or a pot
- ❖ Share a book
- ❖ Talk to your child at every opportunity
- ❖ Sing nursery rhymes
- ❖ Cook/ bake together
- ❖ Explore your environments
- ❖ Be creative using different material
- ❖ Get messy together
- ❖ Go to stay and play sessions
- ❖

For more information on the EYFS and how it is implemented at Little Swans, including policies on our curriculum please see the Early Years Foundation Stage section on our website. You can also find links to our Termly Topics, information on Letters and Sounds, Jolly Phonics and our Extra Curricular Activities.

Appropriate footwear for nursery:-

We require that all children wear appropriate footwear while at nursery and have a policy in place which prohibits certain styles of shoes for the safety of the children.

Shoes not allowed at nursery:-

- Any shoes / trainers which have laces – this is due to the trip hazard of laces when children are running around in the playground
- Open toe shoes / Jelly shoes/ Crocs etc – these shoes do not offer good ankle support for young children, which is very important. They can also cause harm to the feet if the child was to fall in the garden area.
- Boots without a solid ankle support – these can cause children to slip as well as cause hazards when walking up and down stairs.
- Wellies – children can bring in a pair of wellies to wear in the garden if parents wish – however wellies can not be worn in the rooms – so parents would need to provide inside shoes for the day as well.
- Slippers – it is recommended that children wear shoes, not slippers during the day as slipper do not offer good support around the foot and can cause slip hazards due to the limited grip.



Appropriate shoes for nursery:-

- Velcro shoes / trainers
- Shoes with buckles



Jewellery at nursery:-

- Children are not allowed to wear any jewellery, with the exception of earrings, to nursery for their safety. Rings, bracelets, necklaces and anklets can get caught during play and can cause harm.
- Ear piercing:- children are allowed to wear stud earrings to nursery, but we do not allow hoops or dangly earrings for the safety of the child.
- If your child needs to wear a piece of jewellery for religious purposes, allowances can be made at nursery if parents sign a jewellery disclosure form.

Children's belongings from home:-

- With the exception of comforters we discourage children to bring in items from home such as toys due to the disruption this can cause in the rooms.
- Little Swans will not accept responsibility for lost or damaged items that children bring in. Parents are encouraged to put such items in the child's bag if they are brought in.

Sun creams, Sun hats and water play:-

- During the summer months we ask that all children bring in a sun hat which can be left at nursery. Please ensure hats have the child's name written on.
- It is nursery policy that staff do not apply sun cream to any child, other than the under two's in the Jelly Babies and Jelly Tots rooms.
- We request that parents apply the 24 hour protection sun cream prior to dropping their child into nursery.
- During extreme temperatures children will be kept indoors during peak times 11am-4pm.
- During the summer months we have paddling pools and lots of water play outdoors. Parents will be asked to bring in a swimming bag for their child on these occasions which needs to include the following:- towel, swimwear and if the child is still in nappies/ pull ups, then swimmers nappies must be provided. Please ensure all items are labelled with your child's name.

Meal and Menus at Little Swans: -

- We recognise the importance of a well balanced diet for our children, and we provide a varied menu of nutritious meals that are attractively presented and prepared in our kitchen by Julie and Karen, our nursery cooks.
- All individual needs, including religious, cultural or medical dietary requirements are catered for.
- Breakfast, lunch and afternoon tea is served, with a fresh fruit/vegetable snack mid-morning and late afternoon. Vegetarians and Halal meals are catered for daily.
- We are dedicated followers of Jamie Oliver's healthy school menus; with our own three-week rolling menu based on Oliver's 5 portions a day menu suggestions.
- Our menu and Healthy Eating policy can be found on our Menu section of our website.

Packed Lunches: -

- Some children who attend for the Government funded hours only choose to provide a packed lunch for their child. These packed lunches must be healthy lunches and not contain any of the following:
 - *Any foods that require re heating
 - *Crisps
 - *Chocolate bars
 - *Chocolate spread sandwiches
 - *Chocolate yogurts or mousse
 - *Sweets
 - *Chocolate covered biscuits
 - *Large iced cakes
 - *Drinks – water will be provided by the nursery.
- Recommended packed lunches:-
 - *Sandwiches – healthy idea can be found on our website
 - *Fresh Fruit
 - *Vegetable sticks
 - *Salad
 - *Pasta / rice
 - *Egg
 - *Cheese
 - *Yogurt or sugar free jelly

Little Swans Policies and Procedures: -

- The following parent/ carer policies and procedures can be found on our website for you information.
- If you require any further information about any of our policies then please speak with management in the office.

- Aims and Objectives
- Inclusion Policy
- Asthma Policy
- Behaviour Policy
- Late or Non Collection
- Behaviour Policy Two
- Claiming Tax Credits
- Code of Practice and Conduct
- Confidentiality Policy
- Data Protection
- E Safety
- Equal Opportunities
- Lateness or failure to arrive to pick up a child from nursery
- Little Swans Day Nursery Family Support Visit Procedures
- Missing Child Policy
- Intimate Care (safe care) and Toileting Policy
- Managing Sick Children Policy and Procedure
- Internet Access Policy
- Mission Statement
- Parent Partnership and Shared Care Policy
- Smoking, Drugs and Alcohol
- Special Educational Needs and Disability
- Transition Policy and Settling in policy and procedures
- Visitor Policy
- Whistle Blowing Policy
- Safeguarding Policy
- Mobile Phone and Camera Policy and Procedures
- Children's dress code policy at nursery
- Biting in the toddler years Policy
- Home Visit Policy

The Role of the Key Person: -

“A key person has special responsibilities for working with a small number of children, giving them the reassurance to feel safe and cared for and building relationships with their parents.”

- At Little Swans we have a key person system in place. However it is stressed to parents that children are cared for by all staff in the room and we ensure the child forms bonds with all staff in their base room. All staff will be aware of each child’s needs and development.

The Key Person:

- Makes regular observations of the children and analyses the information gathered to assess the child’s learning and development
- Plans learning and teaching based on observations of interests and needs
- Meets the needs of each child by responding sensitively to feelings and behaviour
- Works to improve language skills, social skills, physical and intellectual abilities
- Records progress and shares findings with parents/carers and other professionals
- The key person builds a trusting relationship with individual children and partnerships with parents/carers
- The key person ensures each child is made to feel individual and important, and that their feelings and needs are being looked after by a specific person.
- The key person does not have to be with their key children all the time. Children need, and benefit from, interactions with other adults and children.
- The key person approach does not mean that attachments with parents will be undermined; attachments at home and in the early years setting can support each other
- The key person approach does not mean that children are not allowed to make close relationships with other adults. Children often choose who they want to be attached to and these choices should be respected.

Creating a Happy Environment at Little

Swans: -

Children need set boundaries and clear guidance and it is important that we lead by example. Routine and consistency are very important in teaching children positive behaviour.

- It is important to remember to always promote and reward positive behaviour
- For children to co-operate with routines and expected behaviour we need to promote:
 - ✓ Being a good role model
 - ✓ Giving lots of praise
 - ✓ Being positive
 - ✓ Having clear and realistic boundaries
 - ✓ Have clear guidelines

Rewards should be given to children to encourage them to repeat the behaviour that we want. They should be- immediate, meaningful to the child, small and varied from time to time. Children respond to praise and social approval. Remember for children your attention is often the biggest reward and positive attention is so much more effective than negative. Achieving an environment in which all children can flourish is dependent upon warm, harmonious relationships. Good working relationships with colleagues, parents and children are fundamental to successfully managing children and their behaviour. It is important for both nursery and home to work together on teaching new behaviours.

Remember:

- Behaviour is learnt
- Behaviour can change
- Rewards work better than sanctions
- Practice makes perfect
- Consistency is the key

HI 5

- At Little Swans we use the Hi 5 approach to behaviour.
- This uses positive language such as Good Looking; Good Sitting; Good Listening; Lips Closed and Gentle Hands – which is also broken down into further points including: Share; Are Kind; Don’t Hurt.
- Staff use Hi 5 rewards throughout the day.
- This is also support through our Hi 5 sticker rewards in which when a child receives 5 stickers they get a Hi 5 certificate.