

Lady K Nursery

Breakfast and After School Club

Policies

Admissions	Please refer to our School Admissions Policy.
Aims and Objectives Statement	<p>Our aim is to provide outstanding childcare. We want our children to feel happy and secure in a relaxed and anti-discriminatory atmosphere, where they can establish good relationships, learn practical skills, and build their self-esteem.</p> <p>Our EYFS Vision:</p> <ul style="list-style-type: none">• Confident, Joyful and Global Learners• Safe and Happy Learners• Emotionally Able and Empathetic Learners• Motivate, Independent, Active Learners• Articulate Communicators
Arrival and Departure of Children	<p>It is our policy to give a warm welcome to each child on arrival at any of the sessions offered. Time of arrival and departure will be marked onto the appropriate register. Anyone collecting a child must be 18 years or older.</p> <p><u>General</u></p> <p>Parents/carers must complete the appropriate forms if their child is to be given medicine whilst at Nursery, Breakfast or After School Club.</p> <p>Please ensure you are prompt to arrive at the end of a session.</p> <p>New session times, <u>effective September 2023</u>, are as follows:</p> <p>Breakfast Club: 7.45 am, until the start of the school day</p> <p>Nursery (morning): 8.45 am until 11.45 am Nursery (lunch): 11.45 am until 12.15 pm Nursery (afternoon): 12.15 pm until 3.15 pm</p> <p>After School Club: end of school day until 4.30 pm, 5.30 pm or 6.00 pm</p> <p>If, due to unforeseen circumstances, you are delayed, please contact:</p> <p style="text-align: center;">01564 772 020 or 01564 772 374</p> <p>Please refer to the Terms and Conditions regarding late collection charges.</p>

	<p>A child will not be allowed to leave a session with anyone other than the expected person, without written permission. In extenuating circumstances, a phone call to school will be accepted as notification. This call will be noted on the Register and kept on record. <u>A password will be required.</u></p> <p>Breakfast Club: A member of the team will take children attending Breakfast Club to their respective class teacher, who will be waiting on the playground, at the start of the school day.</p> <p>After School Club: Children attending After School Club will be collected from their teacher by a member of the team at the end of the school day.</p>
Behaviour	In line with our School Behaviour policy.
Complaints	In line with our School Complaints policy.
Confidentiality	<p>It is a legal requirement for Lady K Nursery, Breakfast and After School Club to hold information about the children. The information is used for registers, invoices, and emergency contacts. This information is kept in a locked cabinet when not in use and only accessed by the Nursery, Breakfast and After School Club staff.</p> <p>The staff, through their close relationship with the children, will inevitably learn about the children's families. This information is confidential and parental permission will be sought before it is released. Likewise, everyday incidents and conversations that occur during our sessions are also considered confidential. However, there may on occasion be the need to share with other staff e.g., Head Teacher or Deputy Head.</p> <p>If a child is considered at risk, the Child Protection Policy will override confidentiality.</p>
Educational Walks/Activities	To enrich the children's outdoor learning experience, and to take advantage of our beautiful, historical and interesting surroundings, the children will partake in walks and will often visit the church, woodland, stream, school field and immediate surrounding area.
Equal opportunities	In line with our School Accessibility policy.
Fire/Fire Drill	<p>Fire drills are held regularly.</p> <p><u>Procedures agreed in the event of a fire or fire drill (continuous ring)</u></p> <p>Muster point: Playground.</p> <p>Manager of the session will lead all children onto the playground.</p> <p>Assistant of the session will check all areas for children and then join the Session Manager on the playground.</p> <p>Once the register has been taken, and all staff and children are accounted for, a red card or the register will be held up to indicate all are present.</p>

	<p><u>Bomb Threat (continuous series of short rings)</u> Assemble at the meeting point on the playground and then walk to the Arkwright Field</p> <p><u>Lock Down (three short rings, break, three short rings etc.)</u> On hearing the alarm, stay indoors and go immediately and quietly to the designated 'safe space'. Stay in the 'safe space' until advised otherwise by phone.</p>
First Aid provisions	First Aid provisions are kept and maintained in the school Office. In addition, Nursery, Breakfast and After School Club have their own First Aid box containing essential items.
Healthy Eating	We promote healthy eating and an active lifestyle.
Health and Safety	In line with our School Health and Safety policy.
Mobile Phone and Camera use	In line with our School Mobile Phone policy.
Nappy Changing	Please refer to our Intimate Care, Nappy Changing and Toileting Policy.
Oral Health	Children in Lady K Nursery will be invited to take part in a supervised tooth-brushing programme.
Parents' Consultations	Parents' consultations will be held for children in Lady K Nursery and provide the opportunity for a relaxed discussion about your child's progress to date and next steps in learning.
Partnership with Parents/Carers	<p>We value our relationship with Parents/Carers and are committed to working in partnership with them to provide outstanding care for the children.</p> <p>We undertake to:-</p> <ul style="list-style-type: none"> • Welcome Parents/Carers to discuss our work, have a chat or take part in our activities. • Keep Parents/Carers informed of our opening times, fees and charges, programme of activities, procedures. • Be consistent and reliable, allowing Parents/Carers to plan their time with confidence and peace of mind. • Share and discuss the children's achievements, experiences, progress, and friendships. • Listen to the views and concerns of Parents/Carers to ensure that we continue to consider and react to their needs.
Progress Check Reports	Progress check reports are compiled for children attending Lady K Nursery.
Safeguarding Children/Child Protection	In line with our School Safeguarding and Child Protection policies. If there is not a DSL on site, please contact by calling the mobile telephone numbers that are displayed in the Lady K Nursery, Breakfast and After School Club session file.

<p>Sickness and Medication</p>	<p>In line with Public Health Agency Guidance on infection control in schools and other childcare settings.</p>
<p>Staff/Child Ratios</p>	<p>Staff/child ratios are as follows:-</p> <p>Age 2: 1 to 4 ratio of staff to children Age 3: 1 to 8 ratio of staff to children Age 3: 1 to 13 ratio of staff to children (Level 6)</p> <p>Practitioners must be aged 17 or over to be included in staff/child ratios.</p>
<p>Terms and Conditions</p>	<ul style="list-style-type: none"> • All fees are payable monthly, in advance. • The invoice must be paid by the date stated on it. • A £10.00 surcharge will be made for late payment of invoices and will be added to the next invoice. • Failure to pay the invoice will result in the exclusion of the child until full payment is made. If payment is not made within two weeks, the place may be withdrawn and offered to another child. • No child will be accepted at Lady K Nursery, Breakfast or After School Club without prior completion of the Admission forms. • Full fees are charged for absence and early collection of a booked session. • We are registered to accept childcare vouchers. • Fees are charged on a "per child, per session" basis. • Period of notice is one month, in writing. • Ad hoc bookings are possible at a minimum of 24 hours' notice, subject to places being available. • Alterations to bookings are subject to availability and a minimum of 24 hours' notice. • Children must be collected at the agreed time or extra charges will be applied (<u>£5 for every five minutes that a child is late being collected</u>). <p>If your child is due to attend Lady K Nursery, Breakfast or After School Club and is unable to do so for any reason, we request that you notify us as early as possible so that we can amend the register. Telephone numbers: 01564 772 020 or 01564 772 374.</p> <p>If your child is to be collected by anyone other than the usual person, written consent must be given, whether this is a regular occurrence or ad hoc. In extenuating circumstances, a phone call will be accepted as notification. A password will be required.</p>
<p>Uncollected Child</p>	<p>Our children's safety and well-being are of the highest importance whilst children are in our care.</p> <p>Each session booked ends at a specific time. Children become increasingly more concerned when their Parent/Carer is later than expected.</p> <p>All children should be collected at latest by the time specified on your agreement sheet.</p>

	<p>If you are delayed, please call 01564 772 020 or 01564 772 374 as soon as possible, so that we may reassure your child that you are on the way.</p> <p>In the event of an uncollected child at the end of a session, and no communication has been made by the parent within a reasonable time delay, the following actions will be taken:</p> <ul style="list-style-type: none"> • Every effort will be made to contact all the named persons on the child’s contact list to arrange collection of the child. • The child will then be cared for until they arrive. Additional charges will be incurred in line with our current fees. • If we are unable to contact any of the named contacts (including the Parents) or the contact person being unable to collect the child, it is our duty to inform Social Services and/or the Police and liaise with them concerning the care and well-being of the child. <p>Following the incident, and as soon as is practical, the session Manager will write a report for the Head Teacher, gathering as much pertinent information as possible from those people involved.</p>
<p>Uniform</p>	<p>School uniform is not compulsory in Lady K Nursery; however, children are welcome to wear and follow our Schools uniform policy.</p>

<p>Ratified under the Chair’s power to act</p>
<p>Next Review Date: April 2024</p>