

BLACKSHAW NURSERY

PARENT'S INFORMATION BOOK

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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 comprising of nominees from the sponsoring trust, various childcare representatives and parent volunteers. 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/unsponsored places.

Fees

Fees for both sponsored and private places @ 1.4.2017 are £230.53 per week. Part-time places are calculated on a pro-rata basis, plus a supplement of £2.75 per week.

Fees are payable monthly in advance (at the beginning of the month) by standing order. Proof is required that the standing order has been set up on your child's first day at 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.

Nursery Education Grant

Children aged 3 and 4 years are entitled to a 'free' session of 3 hours per day (payable from the term following the child's third birthday). The nursery claims a grant which is offset against your account on a monthly basis when received from the local authority. To enable the nursery to claim this each parent needs to provide evidence of their child's birth date and will need to sign a declaration form.

Billing/Money Laundering/Vouchers

An invoice will be issued each calendar month for your child's nursery fees. Fees are payable in advance by standing order on a monthly basis. The monthly amount will be calculated as follows: weekly amount x 52 - 12 = amount payable each month. 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. We are not allowed to accept cash payments, for any reason, over £9000 (13,000 euros).

Unpaid cheques

Bank charges incurred by the nursery because of bounced cheques will be debited to the fee account of the parent concerned.

Place sharing

Place sharing is available to parents who work part-time, subject to the terms contained in our place-share policy. Fees are worked out on a pro-rata basis based on full-time salaries. A further £2.75 per week is added to cover extra administration costs.

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 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

It is a requirement that parents set up a standing order to cover the charges made for childcare fees to individual 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, currently Daniels Silverman, who will collect the debt on the nursery's behalf. Daniels Silverman add 20% commission to the account as their charge - i.e. if the debt referred is £1000 they will add a further £200 to the account.

Structure of the Nursery

The nursery cares 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 Children Act 1989 recommendations. 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/guardians 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 (pro-rata for place-sharers) 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. We would normally expect the first visit to last about an hour, the second visit to last longer and so on until the child can be left

by the parent between 10.00am and 3.00pm on the Friday. The child's keyperson will finalise this arrangement in conjunction with the parent on the first day of the settling-in week.

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, teeth cleaning, 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 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:

Tuesday, Wednesday and Friday	7.00 am	-	6.30pm
Monday, Thursday	7.00am	-	10.00pm

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.

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.

Late collection of children

Parents arriving late to collect their child (after closing time) will be charged.

Rates 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/late shift facilities

It is very helpful to us if shiftworking parents give us their rota in advance so that we can arrange our staffing levels in each room. If this is not possible, then 48 hours (2 working days) notice is required if you are leaving your child at the nursery after 6.00pm (Monday & Thursday only). Supper will only be provided if 48 hours notice is given. Parents are also required to give us 48 hours notice if their child requires the nursery before 9.00am.

When late shift can be used

Parents may leave their child here for a late shift (after 6.00pm) on Mondays & Thursdays providing that they have given the appropriate notice and **only** if they are working a late shift at their workplace. Your child cannot be left for any other reason.

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

If you are not working 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, hidey holes and bicycles, 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 (at back of pack).

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 with his/her 'old' keyperson, 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 storytime.

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 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. The older children have a mid-morning drink of water and a snack consisting of vegetables. Lunch is served at midday, teatime is at 3.30pm and supper at 7.30pm for children on late shift.

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).

Toothbrush

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

Sunhat/cream (in hot weather)

Hat, 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.

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

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.

Items permitted in the nursery

If you have a suitable storybook or DVD 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 sunhat and protective clothing in the summer - we do 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/Skin

Period off from nursery once child is well

Athletes foot	None
Chicken pox	5 days from onset of rash
Cold sores (Herpes simplex virus)	None
German measles (Rubella)	5 days from onset of rash
Hand foot & mouth disease	None
Impetigo	Until lesions crusted or healed
Measles	5 days from onset of rash
Molluscum contagiosum	None
Ringworm (Tinea)	None
Roseola	None
Scabies	Until treated
Scarlet fever	5 days from starting antibiotics
Slapped cheek/Fifth disease (Parvovirus)	None
Warts/Verrucae	None

Diarrhoea & vomiting illness

Diarrhoea and/or vomiting (with or without a specified diagnosis)	Until D&V has settled (48 hrs after passing normal stool)
E. Coli & Haemolytic Uraemic syndrome	Depends on type of E. Coli - seek further advice from the CCDC
Giardiasis	Until diarrhoea has settled (48 hrs after passing normal stool)
Salmonella	Until D&V has settled (48 hrs after passing normal stool)
Shigella (Bacillary dysentery)	Until diarrhoea has settled (48 hours after passing normal stool)

Respiratory

Influenza (flu)	None
Tuberculosis	CCDC will advise on action
Whooping cough (Pertussis)	5 days from commencing antibiotics

Others

Conjunctivitis	None, as long child is being treated
Glandular fever (infectious mononucleosis)	None
Headlice (nits)	None
Hepatitis A	There is no justification for exclusion of well

older children with good hygiene who will have been much more infectious prior to diagnosis. Exclusion is justified for 5 days from onset of jaundice or stools going pale for the under fives, or where hygiene is poor.

Meningococcal meningitis/
Septicaemia

The CDDC will give specific advice on any action needed.

Meningitis not due to
Meningococcal infection

None

Mumps
Threadworms
Tonsillitis

5 days from onset of swollen glands

None

None

HIV/Aids

HIV is not infectious through casual contact. There has been no record of spread within a school or nursery.

Hepatitis B & C

Although more infectious than HIV, Hepatitis B & C have only rarely spread within a school setting. Universal precautions will minimise any possible danger of spread of both Hepatitis B & C.

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 on the keyworker sheets. If basic first aid is carried out, a more detailed account will be available for your information in the Accident Book which is kept in the office. 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 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 and is therefore a nursery rule.

Medicine book

Each room has its own medicine book. If your child needs medication at any time please ensure that the book is correctly completed and signed, and discuss this fully with your keyperson. You must also notify us of the time the medicine was last given.

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 him 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, 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 attached policy on use of mobile phones and digital photography policy statement for full details.

Photographs

With your permission, we arrange for photos of your child to be taken twice a year (usually May and November). The photos are then put onto a disk and you can choose whether or not you wish to purchase this. The proceeds raised from this goes to our fundraising account and is used to purchase extra toys/equipment for the children.

Staffing

Blackshaw Nursery has the following staff:

Office: Administrator, Secretary

Childcare: Childcare Co-ordinator, Deputy Childcare Co-ordinator, Supervisor

Tiny Tots Room: (1 - 2 years approx) 2 Nursery Officers, 2 Nursery Assistants

Tweenie Room: (1 - 2 years approx) 2 Nursery Officers, 2 Nursery Assistants

Toddler Room: (2 - 3 years approx) 2 Nursery Officers, 2 Nursery Assistants

School Room: (3 - 5 years approx) 2 Nursery Officers, 2 Nursery Assistants

Floaters: 2 Nursery Assistants

Kitchen: Cook, Kitchen Assistant

Maintenance : Handyman (p/t)

Domestic staff: 1 - employed by Enterprise

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, however we ask parents to wash their hands thoroughly using anti-bacterial soap and to wear an apron if their child is in either the Baby or Tweenie Room. We also ask parents not to wear their uniforms whilst at the nursery, or request that they are covered whilst on nursery premises.

Parent's Suggestion Book

We welcome parents' views and any recommendations which may help improve our service provision. Each room therefore has a booklet for this purpose - please ask a member of staff for details.

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 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.