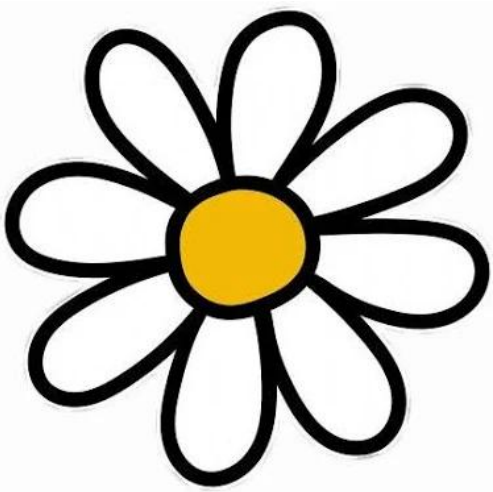
Daisies:
Information Booklet for parents





Welcome to the Monkleigh Family

Welcome to our Nursery at Monkleigh Primary. We are a small unit catering for children from 0 to 5 years of age. We pride ourselves in providing a very nurturing and supportive environment and developing and celebrating each child's unique interests and abilities.

We are very passionate about working with children and their families and cannot wait to develop a positive partnership with your family. We have an open-door policy. Our friendly staff are always approachable and accessible if you need to speak to them.

We have four groups of children within our Nursery. Our Butterflies are our Reception aged children who attend school full time. Our Caterpillars are our Nursery aged children who attend for selected sessions during the week – they are aged 3 and 4. Our Sunflowers are our children who are two years old, like the Caterpillars, they too attend selected sessions over the week. Our Daisies are our youngest children. They are 9 months to two years old and have their own dedicated room. They attend selected sessions over the week.

Our Fantastic Team:

Jodie	**Nikki**	**Julie**	**Emily**
Nursery Lead	Key worker for Daisies	Key worker for Daisies and Nursery	Key worker for Daisies and Nursery
Trained to work in Daisies Room	Trained to work in Daisies Room	Level 2 Early Years Educator Apprentice	Level 3 Early Years Educator and SEN Apprentice -Trained to work in Daisies Room
Level 6 BA Hons foundation degree in Early Childhood Studies.	Level 3 diploma in Early years.	Business and Finance Diploma and experience working in the private sector.	Experience as an Early Years Teaching Assistant and Parent Volunteer
PGCE with QTS in Early Years	Paediatric First Aid Certificate	Experience as a 1:1 Teaching Assistant and an Early Years Teaching Assistant.	Paediatric First Aid Certificate
Level 3 safeguarding officer.	Lullaby Trust Safer Sleep Training and Certificate	Paediatric First Aid Certificate	Lullaby Trust Safer Sleep Training and Certificate
Paediatric First Aid Certificate	Early Years Online Safety Training and Certificate	Early Years Online Safety Training and Certificate	Early Years Online Safety Training and Certificate
Early Years Online Safety Training and Certificate	Food Preparation and Hygiene Certificate	Food Preparation and Hygiene Certificate	Food Preparation and Hygiene Certificate
Food Preparation and Hygiene Certificate	Inspirational Baby Room Training and Certificate	Allergy Awareness Certificate	Inspirational Baby Room Training and Certificate
Allergy Awareness Certificate	Allergy Awareness Certificate		Allergy Awareness Certificate

Monkleigh Safeguarding Statement

Monkleigh Primary School is committed to safeguarding and promoting the welfare of children and young people. We recognise that all adults including temporary staff, volunteers, parents and Governors have a full and active part to play in the protection of our pupils. We believe that Monkleigh Primary School should provide a caring, positive, safe and stimulating learning environment that promotes the fair and just principles of British values to support the social, emotional, physical and moral development of each child.

People to contact at Monkleigh regarding Child Protection and Safeguarding:

Designated Safeguarding Lead (DSL) Mrs Karen Reeves

Deputy Designated Safeguarding Leads (DDSL)

Designated Safeguarding Governor Mrs Amy Callebaut

Mrs Jodie Baker

Ms Helen Beasley

Mrs Tracey Wilson

Mrs Bethany O'Donoghue

Our Ethos

We are committed to developing the 'Whole Unique Child' through a challenging, engaging and inspiring and ambitious curriculum and environment.

We play, learn and form positive relationships alongside the children. It is essential that we provide the children with excellent learning role models. Developing, supporting and encouraging children to ensure that they are strong, independent, confident and immersed in their learning drives us.

Communication and Language is a real priority for all of the children in our setting. During every experience, interaction and conversation we introduce and develop challenging vocabulary and develop and foster a love for language, books, stories, songs and rhymes.

We use each child's next steps to shape learning experiences and to challenge and extend their thinking. We listen to what the children want to learn and provide experiences and opportunities for this. It is our number one goal that our children feel safe and valued as this will enable them to become confident and curious learners. It is our intent that the children who enter our EYFS develop physically, verbally, cognitively and emotionally whilst embedding a positive attitude to school and learning. We believe that all children deserve to be valued as an individual and we are passionate in supporting all children to develop their resilience, capabilities, confidence and self-esteem to enable them to achieve their full, unique potential.

At Monkleigh Primary School, we strongly believe that the beginning of our children's educational journey ignites the flame for learning and is imperative in "transforming lives, transforming communities".

Parent Feedback

"My Child has loved the Nursery right from her very first day. She has settled really well and made lots of new friends. The staff are friendly, helpful and communication is great. I enjoy seeing photos of all the children's different activities that they have been doing. My child's learning is coming along brilliantly and I am confident that her individual needs are being supported"

'The children love all the teachers! They are so caring and nurturing whilst being honest with any issues we can help with at home'

'Everything is working well! Superb friendly team of staff that genuinely care about children's welfare and progress. The learning opportunities are of a high standard and the learning environment has been developed well.'

"My little boy is a new child since starting at Monkleigh, he runs in without even saying goodbye. It is amazing! Communication is great and all staff do their very best to make sure my child's needs are met."

"Monkleigh Nusery is so wonderful. Our daughter has been attending for a year now and her development within that time has been incredible. The nursery really focuses on all the senses and she often has experiences at school we simply couldn't do at home. Planting and gardening, cookery, exploring, P.E., den-building and sand and so much more! They manage to make learning so much fun and each topic has well thought-through activities that she absolutely loves. Regular updates and informal meetings, including reports have been unexpected but so appreciated. Our daughter loves all her friends, being outside so much, and of course, the amazing staff that make it all possible. Nothing is too much trouble and the environment is simply magical! I'd highly recommend Monkleigh Nursery'

My son used to be absolutely terrified of other children so I was really apprehensive about him starting nursery, but all of his teachers have done such a wonderful job helping him to settle in and he loves it! The whole school has such a lovely family feel to it and the teachers are all so amazing at ensuring every child's needs are met. We're so grateful to have found Monkleigh and can't recommend them enough. Thank you! 💙

I would really recommend the Nursery, it has a lovely feel - just like one big family which is just what I wanted for my little girl starting her school journey 😊

Fantastic school, x loves it and the staff have been very helpful and supportive. Would definitely recommend!

Our Curriculum

We have a strong and ambitious curriculum based on curriculum goals for all areas of learning. Our curriculum clearly outlines what we want the children to know and do by the end of their Nursery journey and Reception year. It is progressive and builds carefully on prior learning. This enables the children to make links between their learning and to build on their prior knowledge and understanding. Our curriculum is ambitious and carefully planned with the next step to Year 1 in mind. This ensures our children's readiness for starting in Year 1.

Please refer to the Monkleigh Curriculum Goals for Daisies. Our early years setting follows the curriculum as outlined in the latest version of the EYFS statutory framework that applies from September 2021.

The EYFS framework includes 7 areas of learning and development that are equally important and inter-connected. However, 3 areas known as the prime areas are seen as particularly important for igniting curiosity and enthusiasm for learning, and for building children's capacity to learn, form relationships and thrive.

The prime areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

The prime areas are strengthened and applied through 4 specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Delivering the Curriculum

Children in our setting will experience whole group, small group and individual teaching.

Each area of learning and development is implemented through planned, purposeful play, and through a mix of adult-led and child-initiated activities. Staff respond to each child's emerging needs and interests, guiding their development through warm, positive interaction.

Staff play and learn alongside the children. They provide the children with excellent learning role models. Developing, supporting and encouraging to ensure that they are confident and engaged in their learning drives everyone in the unit. Staff use each child's next steps to shape learning experiences and to challenge and extend their thinking. Staff listen to what the children want to learn and provide experiences and opportunities for this. The number one goal is that our children feel safe and valued as this will enable them to become confident and curious learners.

For more information regarding the curriculum, please read the 'What to expect when a parent's guide to the EYFS' which can be found on the Devon.gov.uk website.

Characteristics of Effective Learning

This is a key element to the Foundation Stage for our provision and finding and providing ways in which our children learn best. The three areas for this are:

- Active learning- The way children engage with their activity. Are they persistent? Are they evaluating and problem solving their ideas? Are they concentrating?
- Playing and exploring- This is about the way children take control of their learning, are they willing to have a go? What activities are they drawn to? What materials and resources do they access to extend their learning.
- Creating and thinking critically- This is focused on the way a child chooses to do things and the way they solve problems and put their ideas to the test.

This is all considered within the provision we provide for all of our children.

Our Planning

Our planning is based around children's interests whilst skilfully linking this with our ambitious and challenging curriculum. We strongly promote a child's confidence and independence to engage in their own activities to enable them to learn through their play. Our provision is set up to encourage exploration and provides challenge for all of our learners. Our topic webs outline the main learning for Daisies. We then create a half termly overview which includes our words of the week and the key texts that we will be reading - this is all available on the website.

A Typical day for Daisies

Children will access Forest School and the Outside Areas on a daily basis.

	Daisies
9:00	Arrive and settle with the adults. Explore and Learn
9:05 - 10:00	Story of the Week Early Language, Communication and Language Activities and Opportunities and Explore and Learn – Indoors and Outdoors
10:00 - 10:10	Snack and Chat

10:10 - 11:20	Explore and Learn in the Continuous Provision (Indoors and Outdoors) Communication and Language Time
11:20 - 11:30	Collect and Return tidy time
11:30 - 11:45	Song time/Song of the Week/handwashing
11:45 - 12:00	Story
12:00 - 1:00	Lunchtime in FSU
1:00 - 1:30	Early Maths Explorations
1:30 - 2:45	Afternoon Snack and Chat Explore and Learn (Indoors and Outdoors, Music, PE, busy fingers, Forest School
2:45 - 3:00	Collect and Return
3:00 - 3:30	Home time at 3pm or Story and Home time at 3:30

Our SEND Offer

At Monkleigh Primary School we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities. All children are of equal value and deserve access to resources and opportunities to develop their full potential. At Monkleigh Primary School we work in collaboration with families and external agencies to ensure all pupils are given full opportunity to reach their potential and achieve success. We have disabled access to most of the school and run several inclusion programmes to support a child's individual learning to ensure we are able to cater for their needs. Please refer to our school SEND Policy on the school website for further information.

The Special Educational Needs & Disabilities Co-ordinator (SENDCO) is Mrs Karen Reeves (Phone: 01805 623269). The Lead Governor for SEND is Mrs Kate Slocombe.

We are in regular communication and have a robust assessment cycle which ensures early identification of any Special Educational Needs. Please do not hesitate to contact Mr Mrs Reeves if you have any questions or concerns.

DIAS gives information advice and support about special educational needs. You can contact us about any SEND issue, including those that are about health and social care needs. We give advice and support to children, young people and parent carers who have a child with SEN, with or without a diagnosis. DIAS can be contacted on: 01392 383080. Further details can be found on their website: https://devonias.org.uk/

The Devon Parent Forum who are working hard to make sure all families of children and young people with SEND in Devon have the best possible support can be contacted via https://parentcarerforumdevon.org/

Paediatric First Aid and Allergy Training, Plans and Support:

All staff in the Nursery at Monkleigh hold a Paediatric First Aid qualification. All staff have also completed statutory allergy awareness training. We have experience in providing care for children with severe allergies and will confidently ensure we are meeting the needs of all of the children in our care.

On registration to the Nursery you will be given a permissions and pupil information form to complete. Details of allergies and medical needs must be added to your child's form. You will be reminded to review this form annually. If there are any changes to your child's information throughout the year, it is the responsibility of the parent or carer to inform the School Administrator.

If your child has an allergy, you will be invited into school to complete an Individual Health Care Plan. All staff will be trained in the Healthcare Plan to ensure that they have a clear understanding of the needs of the child regarding food handling and preparation. All identified children have an allergy action plan which is regularly reviewed.

All food that is brought in by children from home will be checked for potential allergens so that the risk of cross contamination is reduced.

Food and Nutrition

In school, we follow the DfE early Years Foundation Stage Nutrition Guidance. Please refer to our Food and Nutrition Policy for further information.

PLEASE NOTE THAT WE ARE AN ALLERGY AWARE SCHOOL AND HAVE CHILDREN AND ADULTS WITH ALLERGIES TO: NUTS, MANGO, KIWI, MILK and EGGS

All food served to children must be prepared in a way to prevent choking. The Food Standards Agency and Department for Education has 3 posters on how to prepare food safely to avoid choking - please refer to and adhere to the posters when preparing food to send into school for your child.

Parents and/or carers are encouraged to:

• Ensure the food is suitable for their child's individual developmental needs and prepared in a way to prevent choking.

• For perishable items that should be kept cool, pack food in insulated sealed bags. If ice packs are unavailable, the '4-hour rule' can be applied. This rule allows food to be stored outside of chilled conditions for up to 4 hours, but this should only be done once during the entire storage.

• Clearly label their child's name on the lunch bag and detail the contents.

• Pack foods that can safely be kept at room temperature if there is no refrigerated area for storing food brought from home. The Food Standards Agency provides 28 advice on Listeria which has examples of ready-to-eat foods that should be eaten within 4 hours of removing them from the fridge.

All snacks and meals for children in Daisies need to be provided by parents and carers. Our staff have relevant food preparation and hygiene certificates and will be able to heat meals according to instructions provided.

Our curriculum overviews and curriculum webs show how we develop teaching and learning of food, nutrition and living healthy lifestyles during every child's Early Years journey.

Parent involvement

We are very passionate about working within a partnership with our parents. We want you to be involved with your child's learning as this is the best way for a child to thrive.

We have different members of staff in place to be your child's key worker. The role of a key worker is to be the main practitioner responsible for meeting your child's emotional needs and working closely with you to help aid their development. Communication in the first instance will be to your child's key worker however all staff are

always on hand to talk to you and help you with any questions. All of our staff are warm, approachable and friendly and are happy to discuss any queries or questions you have regarding our provision or your child.

Your child's Keyworker and contact details will be shared with you at the beginning of the term that they start in Nursery. Regular updates of children's learning is sent to their individual portfolios on Class Dojo.

Collaborative working with parents and carers is something that we consider as the highest importance. We provide a range of parent meetings – for information about learning and supporting your child's learning and open afternoons, in addition to the more formal Parent's Evenings.

Accessing information regarding Curriculum and Learning:

Joint working with parents and carers and providing support and guidance for every child's learning and development maximises happiness, development and learning. We publish our curriculum overviews and curriculum maps on our Class page of the website. Every Monday, we communicate the learning for the week, story of the week and song of the week to parents. On Friday we add to a weekly learning blog on the website. This gives parents a flavour of what the children have been doing that week.

Transition for Daisies take place over the year in conjunction with parents and carers.

Friends of Monkleigh School (FOMS)

Every parent or carer of a child at Monkleigh School is automatically a Friend of Monkleigh School. FOMS are a hard-working team who fundraise throughout the year to provide excellent resources and experiences for all of the children at Monkleigh. Please visit their page Friends of Monkleigh School on Facebook to become a member of the group.

Class Dojo

We use the Class Dojo app. This is a school communication platform that teachers, students and families have access to, to build a close-knit partnership by sharing what is happening at home and in the provision by sharing videos, photos and messages. This is a great way for parents to see what their child is learning about.

Admissions for Daisies:

It is our policy that all children attend at least 2 sessions per week over different days to ensure a successful and positive settling in experience.

Please see our Admissions Policy for further information. If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement, they can do this during any of our opening times. We sell 3-hour/6 hour long sessions at a normal hourly rate of £10 for all children in Daisies.

Although lots of our children in our Nursery Class move into our Reception Class, Children attending our Nursery Class at Monkleigh do not automatically qualify to attend the Reception Class. Admissions to Reception Classes are handled by Devon County Council Admissions and are based on a separate policy. We always warmly welcome applications to our Reception Class and visit.

Notice Period for Daisies:

We claim for a notice period of up to 4 weeks - this is for funded and chargeable hours. Prior to admission, all parents are required to sign a contract agreeing to this notice period.

Where a parent has decided to leave a funded place, we can claim up to a maximum of 4 weeks (28 days) funding from the last day of attendance or the date the parent gave notice (whichever is earlier). No distinction is made between times that are open or closed.

For example: a parent gives notice to a term time provider on the 31st March. The 4 week notice period would therefore end on the 28th April. The provider is closed for 2 weeks (Easter holidays) during the notice period and therefore only 2 weeks of funding can be claimed.

If the parent leaves Monkleigh School without giving notice, we may claim funding in accordance with the paragraphs above. Should the parent choose to attend another provider before the notice period ends, the parent will be responsible for any costs at the new provider for the remainder of the notice period.

Where a child claims funding from us and moves to another local authority, the notice period will be honoured.

Sessions:

For Caterpillars, Sunflowers and Daisies we run sessions every day, it is possible to choose from:

Start - 8am or 9am

Finish - 12pm, 1pm, 3pm, 3.30pm or 4.30pm

Mrs Hobbs/Mrs Manning coordinate the allocation of sessions and can be contacted by email at admin@monkleigh-primary.devon.sch.uk

MCAS – My Child At School:

This APP is used for a number of school communications and payments.

Installing and Using MCAS:

My Child At School [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's Attendance, Assessment and Behaviour whenever the parent/carer wishes.

As well as student performance data, the portal also provides general useful information about school such as the Academic Calendar and Announcements. In summary, My Child At School provides:

Access to real-time Attendance,

Assessment and Behavioural data

An insight to parents on their child's schoolwork (homework topics etc.)

Communication facilities to improve contact between parents and schools

Settling in

We offer settling in stay and play visits the term before a child is due to start with us. In addition to the stay and play session there will also be an information meeting for parents. We can be flexible with catering for your child's settling in needs and will work with you to find the best way for this to happen. We want every child's time at Monkleigh to be happy and positive. We arrange a time to discuss your child's One Page Profile with you and to create a detailed Individual Care Plan which helps us to outline and plan for your child's routines.

Nappy Changing

At Monkleigh Primary School Nursery we aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

Our procedures meet best practice identified by the Health Protection Agency (2011) in 'Best practice advice for nurseries and childcare settings'.

All Parents/Carers must give written permission for staff to carry out Intimate Care. This permission is sought during the registration process. Please refer to our Intimate Care Policy for further information.

We will enable a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that meets the child's needs. Parents will be engaged in the process of potty training and supported to continue potty training with their child at home to ensure their child is toilet trained when starting school. This information will be shared as a communication slip which is sent home to parents and carers or sent via Class Dojo.

We will use appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation and serving areas and children's play areas
- Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded. Disposable towels/roll are placed on top of the changing mat for added protection
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the bin. Bins are foot-pedal operated, regularly emptied and placed in an appropriate waste collection area.
- When applying creams for rashes, a gloved hand is used.

Parents must provide:

- Nappies
- Wipes
- Nappy bags
- Change of clothes x 2 (at least!)
- Sudocrem for nappy rash where appropriate
- If these are not provided, staff will make a phone call home.
- Parent to sign consent form.

Staff changing nappies will:

- Wash hands before and after each nappy change. Gloves and aprons are available.
- Clean disinfect and dry mats thoroughly after each nappy change; disposable towels/roll must be discarded after each nappy change
- Ensure they have all the equipment they need before each nappy change.

- We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm, as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:
- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works and who they will be working with
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks
- Training all staff in the appropriate methods for nappy changing
- Ensuring that no child is ever left unattended during the nappy changing time
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed
- and conducted; and that students only change nappies with the support and close supervision of a qualified member of staff

- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partner's policy. This is essential for any intimate care routines which may require specialist training or support. If a child requires specific support, the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the child protection policy
- Operating a whistleblowing policy to help staff raise any concerns relating to their peers or managers and helping staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery
- Balancing the right for privacy for the children with the need for safeguarding children and adults by making sure intimate care routines do not take place behind closed doors
- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines
- Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

- If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the manager at the earliest opportunity.

Use of Dummies in Nursery

At Monkleigh Primary School Nursery we recognise that a dummy can be a source of comfort for a child who is settling and/or upset, and that it may often form part of a child's sleep routine.

Please ensure that all dummies are named and sent into school in a named and resealable storage container.

We also recognise that overuse of dummies may affect a child's language development as it may restrict the mouth movements needed for speech. As babies get older they need to learn to move their mouths in different ways, to smile, to blow bubbles, to make sounds, to chew food and eventually to talk. As babies move their mouths and experiment with babbling sounds they are learning to make the quick mouth movements needed for speech. The more practice they get the better their awareness of their mouths and the better their speech will be.

Our Nursery will:

- Discuss the use of dummies with parents as part of babies' individual care plans
- Only allow dummies for comfort if a child is really upset (for example, if they are new to the setting or going through a transition) and/or as part of their sleep routine
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children
- Immediately clean or sterilise any dummy or bottle that falls on the floor or is picked up by another child.
- When discouraging the dummy staff will:
- Make each child aware of a designated place where the dummy is stored

- Comfort the child and, if age/stage appropriate, explain in a sensitive and appropriate manner why they do not need their dummy
- Distract the child with other activities and ensure they are settled before leaving them to play
- Offer other methods of comfort such as a toy, teddy or blanket
- Explain to the child they can have their dummy when they go home or at sleep time.

We will also offer support and advice to parents to discourage dummy use during waking hours at home and suggest ways which the child can be weaned off their dummy through books and stories (when appropriate).

Caring for Babies and Toddlers

At Monkleigh Primary School Nursery we care for children under the age of two and ensure their health, safety and well-being through the following:

- Children under the age of two have a separate base room and are cared for in small intimate groups. We ensure that younger children have opportunities to have contact with older children whilst at nursery
- All of the staff team caring for children under the age of two will have undertaken specific training for working with babies. This includes Safer Sleep training, Paediatric First Aid, Food Preparation, Allergy Awareness and Hygiene and Online Safety for EYFS training.
- Care is taken to ensure that babies and toddlers do not have access to activities containing small pieces, which may be swallowed or otherwise injure the child
- The environment and equipment are checked daily before the children access the area. This includes checking the stability of cots and areas around, low/highchairs and ensuring restraints on these, pushchairs and prams are intact and working
- Babies and toddlers have their nappies changed according to their individual needs and requirements by a familiar carer wherever possible
- Information will be shared between parents and the key person about nappy changing and toilet training in a way that suits the child
- Potties are washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after every nappy change
- Each baby must have his/her own bedding which is washed at least weekly and when necessary
- Cot mattresses meet safety standards
- Children under two years are not be given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation
- We follow all cot death prevention/safety guidelines and advise parents of this information. Babies are always laid to sleep on their back, with their feet touching the foot of the cot.
- Cots are checked before use to ensure no items are within reach i.e. hanging over or beside the cot (e.g. fly nets, cables, cord blinds)
- All low/highchairs used for feeding are fitted with restraints and these are used at all times. Children are never left unattended in high chairs. Restraints are removed and washed weekly or as needed
- No child is ever left unattended during nappy changing time
- Babies are never left propped up with bottles as it is both dangerous and inappropriate
- Babies sleeping outside have cat/fly nets over their prams and prams must lie flat so children are supported
- Sleeping children are supervised at all times and checked regularly, this may increase to five minutes for younger babies and or new babies. Checks are documented with the time and staff initials on the sleep check form
- Where food/milk is prepared for babies there is a separate area within the kitchen which is specifically designated for this preparation
- Bottles of formula milk are only made up as and when the child needs them. These should be cooled to body temperature, which means they should feel warm or cool, but not hot, and should be tested to ensure they are an appropriate temperature for the child to drink safely

- Following the Department of Health guidelines, we only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool).
- Bottles and teats are rinsed and placed into the child's bag to be taken home for parents to clean and sterilise
- A sterilising bucket is used to sterilise bottles in the event of something happening to a child's bottles within a session
- Contents of bottles are disposed of after two hours
- Labelled mothers' breast milk is stored in the fridge
- If dummies are used they will be cleaned and sterilised. This also applies to dummies which have been dropped (see separate dummy policy)
- All dummies are stored in separate labelled containers to ensure no cross-contamination occurs
- Children transfer to the older age group when assessed as appropriate for their age/stage following our agreed transition and settling procedures.

Sleep

At Monkleigh Primary School Nursery we aim to ensure that all children have enough sleep to support their development and natural sleeping rhythms in a safe environment.

- The safety of babies' sleeping is paramount. Our policy follows the advice provided by The Cot Death Society and Lullaby Trust to minimise the risk of Sudden Infant Death. We make sure that:
- Babies are placed on their backs to sleep, if a baby has rolled onto their tummy, you should turn them onto their back again, however once a baby can roll from back to front and back again, on their own, they can be left to find their own position
- Babies/toddlers are never put down to sleep with a bottle to self-feed
- Babies/toddlers are monitored visually when sleeping. Checks are recorded every 10 minutes and babies are never left in a separate sleep room without staff supervision at all times
- When monitoring, the staff member looks for the rise and fall of the chest and if the sleep position has changed We provide a safe sleeping environment by:
- Monitoring the room temperature
- Using clean, light bedding/blankets and ensuring babies are appropriately dressed for sleep to avoid overheating
- Only using safety-approved cots or other suitable sleeping equipment (i.e. pods or mats) that are compliant with British Standard regulations, and mattress covers are used in conjunction with a clean fitted sheet
- Not using cot bumpers or cluttering cots with soft toys, although comforters will be given where required
- Keeping all spaces around cots and beds clear from hanging objects i.e. hanging cords, blind cords, drawstring bags
- Ensuring every baby/toddler is provided with clean bedding
- Transferring any baby who falls asleep while being nursed by a practitioner to a safe sleeping surface to complete their rest
- Having a no smoking policy.

We ask parents to complete sheets on their child's sleeping routine with the child's key person when the child starts at nursery and these are reviewed and updated at timely intervals. If a baby has an unusual sleeping routine or a position that we do not use in the nursery i.e. babies sleeping on their tummies, we will explain our policy to the parents and not usually offer this unless the baby's doctor has advised the parent of a medical reason to do so.in which case we would ask them to sign to say they have requested we adopt a different position or pattern on the sleeping babies form.

We recognise parents' knowledge of their child with regard to sleep routines and will, where possible, work together to ensure each child's individual sleep routines and well-being continues to be met.

However, staff will not force a child to sleep or keep them awake against his or her will. They will also not usually wake children from their sleep.

Staff will discuss any changes in sleep routines at the end of the day and share observations and information about children's behaviour when they do not receive enough sleep.

School Uniform

Children in Daisies can attend in comfortable and suitable clothing. Please ensure that you provide lots of spare clothing!

What to bring

All children within our unit require the following things every day:

- Drinks bottle/cup
- All prepared snacks and meals – clearly named with storage and preparation instructions. Sealed ready-made formula – if required.
- Labelled mothers' breast milk
- Nappies
- Wipes
- Nappy bags
- Change of clothes x 2 (at least!)
- Sudocrem for nappy rash where appropriate
- Dummies and named storage containers
- Sterilised bottles
- Waterproof clothing
- Wellington boots
- Changes of clothing
- Weather appropriate clothing and accessories

We are very hands on with our learning and will be outside no matter the weather. Different weather brings new and exciting learning opportunities.

Attendance

Sessions are booked on a half termly basis; any changes in hours can only be made at the start of a new half term.

Missed sessions for Daisies will still be charged if parents are paying unless we are provided with 4 weeks written notice. Any time off from the school must ask for the Head teacher's permission in advance by completing the relevant Leave of Absence Request Form - available on the school website or from the School Office.

Payments must be made in advance. Failure to pay fees may result in your child's sessions being withdrawn.

Parents must notify the school if there are any change in their circumstances, particularly if this will affect funding or your child's attendance in any way.

Parents must inform the school office directly if their child is unable to attend their session by 8.30am of that day.

Collection

We give parents information about the procedures to follow if they expect to be late.

These include:

- Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent (designated adult)
- Calling the nursery as soon as possible to advise of their situation

- Asking a designated adult to collect their child wherever possible
- Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation
- If the designated person is not known to the nursery staff, the parent must provide a detailed description of this person. This designated person must know the password in order for the nursery to release the child into their care. This is the responsibility of the parent.
- If a child has not been collected from the nursery after a reasonable amount of time, at least ½ an
- hour has been allowed for lateness, we initiate the following procedure:
- The nursery manager will be informed that a child has not been collected
- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the manager will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails the manager will try the emergency contacts shown on the child's records
- The manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the nursery will plan to meet required staff ratios. If the parents have still not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority children's social services emergency duty team
- The nursery will inform Ofsted as soon as convenient
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process
- In order to provide this additional care a late fee of £10 for every 15 minutes or part thereof, will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Change of details:

Parents/carers are required to inform school immediately if any information given on the enrolment form changes. This includes a change of address, contact number, GP and importantly update of emergency contacts and who you authorise to collect your child.

Medical:

Parents are requested to inform the school of any food allergies or medical conditions. Please see previous information regarding permissions and forms in the Allergy Training Plans.

We also ask parents to provide school with copies of any medical correspondence or appointments.

Immediately the School Office if your child is suffering from any contagious disease. For the benefit of the other children in school, you must NOT allow your child to attend.

We do have a 'Am I well enough for school?' guideline which we request parents to follow to ensure the children are happy and healthy to learn.

If your child has been prescribed any antibiotics we ask them NOT to return to school 24 hours from commencement of their first dose in case of a reaction. Medication can then be administered after this period of time by a member of staff once a permission form has been filled out.

We ask that if a child has been sent home with a temperature of 38°C or above that they remain away from school for the next day to ensure that they are fully recovered. Please refer to the medical documents in this booklet.

Any incidents of choking, which have required intervention will be logged on our Choking Incident Record. Please see further information in this booklet regarding Choking Intervention Procedures. Any administration of abdominal thrusts required to be followed up with a visit to Accident and Emergency.

Infection Control

At Monkleigh Primary School Nursery we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread. We follow the Health protection in Children and Young People Setting Guidance which sets out when and how long children need to be excluded from settings, when treatment/medication is required and where to get further advice from.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/ face contact after touching a person or surface contaminated with viruses.

We follow the guidance below to prevent a virus or infection from moving around the nursery.

Our staff:

- Encourage all children to use tissues when coughing and sneezing to catch germs
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
- Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy
- Appropriate Personal Protective Equipment (PPE) is available when changing nappies, toileting children and dealing with any other bodily fluids. This must be worn when dealing with blood/vomit Staff are requested to dispose of these in the appropriate manner and wash hands immediately.
- Clean and sterilise all potties and changing mats before and after each use
- Clean toilets at least daily and check them throughout the day
- Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
- Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine
- Wash or clean all equipment used by babies and toddlers as and when needed including when the children have placed it in their mouth
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross- contamination with other children
- Immediately clean and sterilise (where necessary) any dummy or bottle that falls on the floor or is picked up by another child
- Provide labelled individual bedding for children that is not used by any other child and wash this at least once a week
- Ask parents and visitors to remove all outdoor footwear or use shoe covers when entering the nursery.
- Where applicable wear specific indoor shoes or slippers whilst inside the rooms and make sure that children wear them as well
- Follow the sickness and illness policy when children are ill to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are contagious.

Intimate Care:

At Monkleigh Primary School we understand that young children frequently require support with intimate care. This includes nappy changing, assistance with toilet training, changing soiled or wet clothes, and basic hygiene tasks. See our Intimate Care Policy for more information.

Our primary objective is to safeguard the child's welfare, respect their dignity, and promote independence, while strictly adhering to our Intimate Care Policy and Safeguarding Procedures.

Our Commitment to You

1. All intimate care is carried out by qualified, DBS-checked staff members.
2. Care will be delivered in a private, designated area using correct PPE (aprons and gloves).
3. Staff will preserve your child's dignity and use encouraging language throughout.
4. A confidential written record of all intimate care interventions will be maintained.
5. Parents/carers will always be informed on the day an intervention occurs.

As part of the Admissions Process, you will be sent an Intimate Care Permission Form. This will need to be completed and returned to school prior to your child's starting date.

Policies

All of our policies can be accessed from our school website.

Monkleigh Primary School Privacy Notice -We, Monkleigh Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs June Smart who can be contacted via email at dpo@monkleigh-primary.devon.sch.uk

The Privacy Notice can be found at https://www.monkleigh-primary.devon.sch.uk/page/?title=GDPR&pid=9

Any more questions or queries please email

admin@monkleigh-primary.devon.sch.uk

Or to speak to one of us please call: 01805 623269