**Important** **Information for nursery families**

In this letter you will find some key information summarised from the nursery’s core policies.

We have tried to lay it out so that you can use this as a reference for any questions you may have now or in the future.

# What should I provide for my child?

**![C:\Users\Michelle Reid\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SC02OLKK\MP900448451[1].jpg]()**

We ask parents/carers to provide the following items for their child:-

* **Nappies, wipes and a nappy cream** (if applicable) – please ensure you provide one more nappy than you think you’ll need just in case.
* **Comforter** – like a dummy, cuddly toy or blanket if your child has one
* **Pre measured Formula** or **made up milks** (if applicable)
* **Clothing:**

We like to get **messy** so **play clothes are a MUST.** Please do not send your child into nursery in clothing that you don’t mind getting muddy or a bit painted. Please also pack:-

* + **A change of clothes –** labelled please, if your child is potty training please include a good number of spare knickers/ pants.

We are outdoors at all times of year and in all weathers so:

* + **Wellyboots and rain coats/ water-proofs** – in wet weather
	+ **![C:\Users\Michelle Reid\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WUB4JZRZ\MP900430938[1].jpg]()Sun hats and a Sun cream** of SPF 50 or above – if possible a water resistant sun cream - and a sunhat that shades your child’s face, ears and neck is best
	+ **Warm coat, scarf and gloves** – in cold weather.

# Equality and Diversity

Denton Island Nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children, families, volunteers, students and staff. We believe in inclusion as a basic right for every child and their families.

For further information please see our Equality of opportunity, Inclusion and Diversity policy and our SEND Policy available on our website.

# C:\Users\Michelle Reid\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\NTVADHOR\MC900383644[1].wmfContacting the nursery

You can contact the nursery directly on 01273 515125.

# Food and Drink

At the nursery we intend to provide children with a relaxed social eating experience that promotes healthy food choices.

We offer healthy, balanced and nutritious breakfast, snacks and teas for your children to access during the day. We have drinks stations offering water throughout the day.

Juice and Squash drinks, Smoothies and fizzy drinks are not permitted at the nursery under our healthy lunch box policy.

If your child is at nursery for lunch please send a cold served packed lunch which follows our Healthy Lunch Box guidelines.

![8459976360_70664d497a_o-e1406846562295[1]]()Remember **we cannot re-heat any pre-prepared foods** and cannot accept hot foods left in a lunch box due to food safety regulations.

We ask all our nursery families **not to include any peanut or peanut based products** in their child’s lunchboxes as we have children with allergies.

For more information please see our Food and Drink policy and our Health and safety policy.

# What do I do if my child is unwell?

If your child has a temperature they MUST stay home in accordance with the latest government advice on COVID-19.

Our Sick Child Policy has two main rules that must be applied at all times:

1. A child **must not** be at risk of infecting others, and
2. The child must be **well enough** to take part in the normal daily routines of the nursery.

A list of the common childhood illnesses, their incubation periods and the minimum time children must be away from nursery for is included in this pack as a general guide but please let the nursery know if your child is unwell and unable to attend by calling reception on 515125.

Childhood is full of coughs and colds that can make children feel under the weather. While for the most part children are still well enough to attend nursery sometimes it is better for them to rest in the calm and familiar environment of home. We ask that children remain home for at least **24 hours** after **starting a course of medication** to give them a chance to rest in a calm environment and to lessen the chance of them being infectious to others.

When they are well enough to attend nursery it is still important for you to let us know if have been unwell, even if it is just from teething, so that we can monitor the child during their day and provide an appropriate level of care.

If your child becomes unwell at nursery we will make every effort to care for them in comfort while we contact you and arrange for their collection.

# Can my child attend nursery if their immunisations are not up to date?

We promote and support the uptake of immunisations for children under 5. We would prefer that all children’s immunisations are up to date when starting nursery to ensure all children are fully protected.

# Can my child attend nursery after having an immunisation?

We ask all parents/carers to keep their child at home for the first 12 hours after having an immunisation, which can make a child feel unwell and a bit sore and sensitive, allowing them time to rest and recuperate.

# Can the nursery give my child medication?

![C:\Users\Michelle Reid\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\NTVADHOR\MP900422286[1].jpg]()The nursery will not administer medications unless they are needed to manage a child’s on-going or recurrent health care need (for example Inhalers or eczema creams) and our Medicines policy and related procedures have been followed.

For **children requiring short term medications** for immediate health care, for example, antibiotics, cough medicine, ear drops, eye drops etc, **we require parents/carer to administer these medicines themselves** either before or after nursery sessions. If a dose is due whilst the child is at nursery we require parents/carers to return to nursery and administer such medications themselves.

Children must remain at home for 12 hours after starting any course of medication for their own health and wellbeing.

# What should I do if I’m running late to collect my child?

![C:\Users\Michelle Reid\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SC02OLKK\MC900368652[1].wmf]()Sometimes traffic or an unexpected delay can make any of us late. We ask all parents/carers to try their best to contact us and let us know if they are delayed, especially if you think you will be later than our closing time of 6 pm so we can reassure your child you are on your way.

If you are running very late and have organised for a friend or relative to collect your child it is especially important you let us know so we can follow our collection of children policy.

Lateness may result in a charge to cover the cost of staff working overtime and other additional costs the nursery may incur. Please refer to our Late Collection Policy

In the event a child is not collected from nursery on time and we have not heard from you staff will follow the non-collection of children procedure included with this pack.

# How can I get involved with the nursery?

There are lots of ways that we like to involve our nursery families in the life of the setting.

* Contribute towards your child’s online **Learning Journey** by adding your own observations, comments, thoughts and photographs.
* Check out our ‘Home Learning’ ideas shared via Tapestry, on our Facebook Page or dip into our physical resources. Ask your child’s key-person or our Parent Manager Sarah Wood if you are interested in more ideas.
* You can **have your say about our policies** come in and talk to a member of the management team about any part of our policies or procedures by making an appointment.
* You could get involved as a parent/carer **volunteer** to come in and read stories, help in the art or music area, read a story in your home language, take part in cookery session or even by helping out by preparing snack with the children.

Come in and speak to Sarah C if you are interested in volunteering in any capacity.

# Where can I get more information?

* Our staff team will always try to make time to greet you and give you some information on your child’s day at collection times but if you would like a more detailed chat you can book time to talk to your child’s key person or come and have a chat with Sarah Wood our parent manager or Sarah C the nursery manager at any time.
* Check out our Facebook page to for messages and updates.
	+ What the children have been doing at nursery this week,
	+ Upcoming courses in the local area you may like to access,
	+ Home learning activities for you to share,
	+ Local events or courses you and your child may like to go to,
	+ School open days and transition information.
* The nursery’s policies and ethos information can be accessed on our website at [Denton Island Nursery • SCDA (sussexcommunity.org.uk)](https://sussexcommunity.org.uk/our-services/denton-island-nursery/) or type Sussex Community into a search engine and follow the links to the website. You can then click on ‘Our Services’ and then find tab to the nursery’s page.
* We have a large variety of support information on all kinds of subjects from potty training tips, to tips on how to help your child to eat more healthily so if you would like information, advice or guidance on any parenting subject please don’t hesitate to ask ☺

# How can my child get the free nursery places for 3 years olds?

In the term after your child’s 3rd birthday we will give you the form you need to complete so your child can get their free nursery entitlement of 15 hours.

We also offer 30 hours of funded childcare to qualifying three year olds. If you have any other question please ask our nursery administrator Kerry.

# Can my child get the free nursery places for 2 years olds?

If you’d like to know if your family qualify for free nursery hours for two-year-olds please ask our nursery administrator Kerry for more information.

# Can I apply for extra money for the nursery?

Some of our nursery families are eligible for their child to have ‘top-up’ funding called EYPP – by completing a form for us you could secure the nursery extra money to purchase new toys, resources or pay for extra training for our team to support your child’s learning and development. If you are eligible you will receive Supermarket Food Vouchers too. Please ask our nursery administrator Kerry for more information.

# My child has additional needs – how do I get support?

If your child has any additional need or disability that affects their ability to learn we have lots of ways to help ensure they can still access all the nursery has to offer.

We have two trained SENCO staff and our lead SENCO Kathy Young will work with you and your child’s key-person to ensure your child has the best support with us.

We can also help you apply for extra funding or support you through referral processes so you have all the help you need to make sure your child can thrive in our setting.

If you have any questions our SEND Policy and Equality of opportunity, Inclusion and Diversity policy are available on our website or on request. If you’d prefer you can always make an appointment to speak to Kathy or Sarah C.

# What should I do when my child is about to start school?

Keep an eye-out on our Facebook Page in the winter and spring time as your child approaches their fourth birthday for information about local school open days, details on how the process all works, where to go to get advice, and to get ideas to support your child through the transition. If you have any worries or questions Sarah Wood our Parent manager can help you.

The nursery has a ‘pre-school’ lead, Tina Lowe, who supports children to be school ready in the nursery and we will send you lots of simple tips to help you prepare your child when the time comes.

# How can I get to see the other nursery policies?

Our core policies are available anytime via our website [Denton Island Nursery • SCDA (sussexcommunity.org.uk)](https://sussexcommunity.org.uk/our-services/denton-island-nursery/)

We have a number of other policies and procedures that are available on request at any time if you would like to read them.

If you would like to discuss any of our policies with us or be involved in reviewing them then please book an appointment with our Nursery manager Sarah C or Michelle Reid our EYP.

# Nursery newsletters

Look out for our regular newsletters for updates and current information, you will receive this via Tapestry helping to keep you up to date and involved in the nursery.

# Can we help?

Our nursery is part of the charity Sussex Community Development Association: SCDA. Their mission is to supporting all members of the local community to access services and aid in the regeneration of the local area.

SCDA run a number of other services that may be of help to you at some point in time;

* Access to green and open spaces,
* Advice and information,
* Befriending,
* Community food,
* Community gardens,
* Community health,
* Community hubs
* Counselling
* Diversity,
* Employment support,
* Families,
* Social enterprise,
* Victim support,
* Young people.

In addition to SCDA services the nursery can help guide you to access a number of other local support services to support you through those moments in life when we need a helping hand.

Check out the website for details on current community activities, projects and courses:

[Our Services • SCDA (sussexcommunity.org.uk)](https://sussexcommunity.org.uk/our-services/)

# C:\Users\Michelle Reid\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\NTVADHOR\MC900383366[1].wmfStudents and Volunteers

From time to time you may see new faces in the nursery; these are students and community volunteers seeking to gain experience of child care in order to gain a recognised qualification or who are looking to be involved with their local community.

All students and volunteers must have a full enhanced DBS check before they begin a placement at the nursery and they are fully supervised by our staff team at all times.

From time to time students may request to observe a child or take photographs for their course work. If this is the case then Denton Island Nursery will always seek your permission before any observation is made or photograph is taken. Students will never include any child’s name in their observation and if permission is given for photographs to be taken the nursery will use its camera and print the student a copy of the photograph for their evidence file.