

Overview

This pack is designed to give parents information about the services offered by Buxton Nursery, as well as setting out nursery practices.

We take childcare very seriously and understand the trust parents place with us when we are asked to look after and educate their child.

- Buxton Nursery is based at Buxton Infant School. We are a private nursery working in partnership with a state school.
- We have facilities for children aged three months to five years.
- We are open from 8am – 6pm all year (except over the Christmas and New Year period)
- Children can attend nursery on a term-time only basis, or all year round.
- Before school, after school and during school holidays we can also care for the older brothers and sisters of nursery children (up to 7 years of age).
- Government funding is available for Preschool children from the term after their 3rd birthday (and for some children, from the term after their 2nd birthday). This funds a child's nursery place for up to 15 hours per week during the school term (38 weeks per year). The equivalent funding can also be stretched over 50 weeks a year. Parents can pay for additional nursery care if required as well. An additional 15 hours funding is available for parents who are both working.
- Our philosophy is to provide a warm, friendly and secure environment where all children in our care - and their parents - feel welcome and happy. It is the aim of the nursery to provide the best for children, staff and parents.

All information in this document is correct to the best of our knowledge at March 2020. Please consult our website www.buxton-nursery.co.uk for more up to date information.

Buxton Nursery Parent Pack

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About the nursery

1) Structure

Buxton Nursery was established by Jane Wallis in 2002 on the premises of Buxton Infant School. We are able to offer care to children from the age of 3 months to 5 years.

The nursery is split into two groups: one for children aged under about 2½ years old (the “Nursery” Room); and one for older children (the “Preschool” Room) with two sub-groups – the Rising Threes and the Over Threes. The groups are based in adjacent rooms, with a connecting door between. Each room has activities and routines suitable for the age group – although activities may also be undertaken with a smaller group of children, or sometimes with everybody. We also have a third room (“The Snug”) available to both groups of children, which is used for small group work or one-to-one additional support.

We are a private nursery working in partnership with a state school. We have access to all school facilities and encourage our children to take an interest in school activities, and to participate where appropriate. However, we have individual use of the facilities and schedule our day to fit around the school timetable – for example, nursery outside playtimes are different to the schools.

We run standard nursery sessions which coincide with the school day as much as possible. The morning session runs from 9am to 12pm, and the afternoon session runs from 1pm to 4pm. You must book your child in for a minimum of three hours. However, nursery is open from 8am until 6pm and we can accommodate children for any period between those times. Wrap around care is therefore 8-9am, 12-1pm and 4-6pm. We can provide Breakfast, Lunch and Tea.

We are open for 50 weeks a year, the only closures being over the Christmas and New Year period, and bank holidays. Before school, after school and during school holidays we can also care for the older brothers and sisters of nursery children (up to 7 years of age).

2) Philosophy

Our philosophy is to provide a warm, friendly and secure environment where all children in our care - and their parents - feel welcome and happy. It is the aim of the nursery to provide the best for children, staff and parents.

We use the principles of the Early Years Foundation Stage to underpin the care, development and learning of all the children in our nursery.

The four principles are:

A Unique Child - Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive Relationships - Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a Key Person.

Enabling Environments - The environment plays a key role in supporting children and extending children’s development and learning.

Learning and Development - Children develop and learn in different ways and at different rates, and all areas of learning and development are equally important and interconnected.

Our ethos is simple for the children in our care. We believe that attitudes cannot be taught: they have to be learnt by example. Rules are simple and introduced at an early age. Enthusiasm, acceptance of change, persistence, sharing, caring for others, courtesy and respect are all positively encouraged.

- We offer high quality care and education for all.
- We provide a safe indoor & outdoor environment that delivers a broad, balanced curriculum.
- We have high standards and aim to surpass Ofsted requirements.
- We provide fun, excitement and adventure for our children.
- Our aim is for all children to develop to their full potential.

In order to meet the individual needs of a child the nursery may work with and seek advice from a number of external professionals such as a speech and language therapist or health colleagues to support the child. The nursery will use its knowledge of The Local Offer in order to find the best possible support for a child.

We take childcare very seriously and understand the trust parents place with us when we are asked to look after and educate their child.

Children in our nursery thrive in an atmosphere where they feel secure and happy and trust the adults that care for and educate them. Home and nursery work together to offer opportunities and life experiences, so the child can grow and develop as an individual.

3) Staff

The nursery is owned by Jane Wallis. Jane has been working in childcare and education since 1985. Originally working in schools in Leicester, a move to Buxton in 1992 meant a change to the private sector. Jane has owned and/or managed 3 successful nursery schools, a holiday club and after-school club. Courses in business, management and further child-care qualifications have broadened and improved her skills.

Laura Bowers has been managing the nursery since 2019 but has worked within the nursery since 2003, having previously been in the role of Assistant Manager and Supervisor. She is qualified to a Level 5 Foundation Degree in Children and young people's services and has recently signed up to a Professional Development Program which is a government initiative aimed to improve outcomes in relation to Communication and Language and Math's for the most disadvantaged.

We are very lucky to have a highly qualified and driven team of practitioners including a qualified teacher, 5 Level 5 practitioners and 9 practitioners with Level 3 qualifications, 1 with a Level 2 and 5 additional support staff (who are non-qualified). Our SENCO (Special Educational Needs Coordinator) has a Level 3 SENCO qualification. ALL staff have up to date paediatric first aid training and complete regular Safeguarding training.

We are committed to updating our training and ensure that practitioners refresh their knowledge and understanding of topics including First Aid, Safeguarding, Health and Safety and Food Hygiene to name a few.

Photographs of our staff are outside the classrooms.

4) Communication with parents

Each child has a wallet and peg on the wall at nursery. All day-to-day information regarding your child will be put into their wallet: this includes newsletters, party invitations, invoices etc. We send a lot of communication via email so please supply us with an email address that you check on a regular basis.

We use an online learning journey called Tapestry where we add observations of your child carrying out different activities and we link them to the Early Years Foundation Stage and the Characteristics of Effective Learning. You can access this securely at home and

add your own pictures, videos and comments. We will invite you to attend a parents evening to chat your child's Key Person. Buxton Nursery believes in providing the best service it can; we encourage feedback from both parents and staff because we recognise that this is the best way we can improve further. If you have any feedback, queries or concerns then please speak to any member of staff at drop-off or pick-up times – or make an appointment to speak to them more privately.

5) The Curriculum

We follow the 'Early Years Foundation Stage' curriculum throughout the nursery. Each week a copy of the week's plan is displayed on the board outside both rooms. This curriculum will be continued during your child's Reception year at school. We aim to equip your child with the skills to begin Reception with confidence.

- **In the Nursery Room (3 months – 2½/3 years)**

The nursery room is a calm and tranquil environment where babies and toddlers thrive with the caring and loving approach provided by key people. The room has a maximum number of 12 children which gives a family friendly feel and is suitable for babies from 3 months to toddlers and children aged up to 2 ½ to 3 years. Snacks and meals take place around the table where everyone babies, toddlers and practitioners sit together to enjoy the routine together. The routines are flexible to allow staff to support all children's individual needs and we have safe and suitable areas for sleeping, nappy changing and playing and learning.

We provide a wide range of activities designed to interest and stimulate, including: sticking, messy painting sessions, other creative activities, sand and water play, and story sessions. There is also lots of individual learning in the form of role play and free play, which staff support sensitively. We go outside every session (weather permitting), either to play in the school playground and/or for a walk.

- **In the Preschool Room (2½/3 – 4 years)**

The pre-school room is a busy and vibrant environment for children aged between 2 1/2 – 5 years. The room has a maximum number of up to 28 children per session.

In the classroom, we provide a wide range of activities: there are lots of creative activities (including our 'Creative Corner' where children can make junk models as they wish), construction activities, storytelling, number games and lots of opportunities to practise mark-making and writing skills. We go outside every session (weather permitting) to play in the school playground. We are increasingly using the outdoor environment . We also take our older Preschoolers on a series of trips to Poole's Cavern for woodland adventures during the summer term before they leave us to go to school. We use the school hall most mornings for activities such as singing, dancing, ball games and obstacle courses. Swimming sessions are also available, at an additional cost.

6) What you can expect from us

- We aim to provide you with a quality service.
- We aim to provide your child(ren) with a stimulating and caring environment.
- We will supply high-quality staff who are trained above national requirements, and who are positive role models for children.
- We will provide a varied, exciting and challenging activity programme/ curriculum to aid the development of your child(ren).
- We will keep you informed of your child's development.
- We will always treat you and your child(ren) with respect, fairly and without prejudice.

- We will always listen to your comments and concerns and deal with any issues promptly.
- Rules will be consistent and simple, helping to endorse a positive approach to children's behaviour.
- We will discuss any issues with parents to try and form a joint approach to any problem.
- We will treat information about your family confidentially.
- We will inform you of any childhood illnesses etc. that your child may have come into contact with at nursery.

7) What we ask of you

- Inform us of any change in circumstances, for example addresses and telephone numbers.
- Support us with regard to behavioural concerns, so that situations can be improved.
- Inform us in writing of the names of people who will be collecting your child.
- Do not smoke or swear whilst on our premises.
- Pick children up at the agreed times and try not to disturb activities that are taking place.
- Inform us of any changes in hours or cancellations as soon as possible. We will do our best to accommodate changes.
- Pay your bill on time.
- Always treat staff with respect and direct any comments/complaints to the appropriate people i.e. Supervisors or Managers.
- Inform us of any illnesses etc that your child contracts.
- Apply sun cream to your child before they come to nursery in sunny weather.

8) Admissions procedure

• **Getting a feel for nursery**

We will make an appointment for parents to meet with nursery staff, who will show them around the nursery premises and answer any questions they may have.

• **Booking a place for your child**

Parents need to complete the registration and booking form found at the back of this parent pack in order to book their child into nursery. The registration form lays down the terms of the agreement so that there are no misunderstandings. It is important that you read this carefully and ensure all consents are signed where applicable. We are happy to answer any questions you may have before you sign it.

We cannot accept a booking until we have a complete set of forms. We will confirm whether there is space available in the preferred sessions. If we are unable to offer your preferred sessions, we will offer alternatives or put your child's name on a waiting list until a place becomes available at the preferred time. Spaces usually become available in September, as this is when other children leave the nursery to go to school. Sometimes a space may become available if a child leaves mid-year, and this space will then be offered to the child at the top of the waiting list. Once sessions have been agreed we will send you confirmation forms to sign and return. At this point we will request a £50 booking fee to secure your place. This should be returned with your signed confirmation forms. £25 will be refunded against your first month's invoice.

• **Accompanied child visits**

We offer some free settling-in sessions during the half-term before a child joins us. These can be in the morning or the afternoon for approximately two hours. The number of sessions and the times and days will depend on space in the nursery. We ask parents to accompany the child on the first visit. This short timescale is often easier

for a new child to deal with, but also means that the child leaves wanting to come back. A child may need more visits accompanied by parents, or families may prefer a “home link” visit from nursery staff. Both can be arranged.

- **Leaving your child for the first time**

This usually happens at a point when everyone feels that the child is happy to be left at nursery for a full session without a parent. The child will be familiar with the nursery and we will allocate a specific member of staff to support the child during the session.

If the child becomes distressed, their Key Person will comfort and distract the child for a while. If they still remain distressed, parents will be contacted and asked to return and stay for the remainder of the visit. The process will then be taken at a slower pace for this particular child until they are fully settled.

9) Safety

Children are their parent’s responsibility when the parents are on the premises; staff only become responsible once the parents have left the building. We ask parents to be extremely cautious when dropping off and picking up their children. On arrival and departure, please ensure that you close all doors and gates behind you and do not let anyone you do not know into the building. Always ensure that the appropriate staff know when you are taking your child. **Please do not let any other children out of the building as you arrive or leave.**

Please inform us who will be collecting your child in advance; if the person who will be collecting your child is not the named person on the registration form, you will need to add them to the child collection register.

10) Time-keeping

Spaces are booked on an on-going basis. We arrange staffing levels according to these booked times, so early drop-offs and late pick-ups mean that we will have to arrange emergency staffing cover. Please make all efforts to drop-off and pick-up your child at the arranged times. In an emergency, please let us know if you are going to be early or late so that we can arrange appropriate staffing. All early drop-offs and late pick-ups will be invoiced at full rate.

11) Term-time or all year care

You can opt for your child to attend nursery during term-time only, or you can choose all year care. Please indicate your choice on the Parental Agreement Forms.

“**Term-time only**” means that your child will attend nursery for approximately 38 weeks a year, coinciding with the school terms of Buxton Infant School. You (or the government if your child is funded) will be charged for the whole term, whether your child attends or not (ie there is no provision for holidays). We will not expect your child at nursery during the school holidays, although you can book them in (at our normal hourly rates). We will accommodate holiday requests as far as we can.

“**All year care**” means that your child will attend nursery throughout the year, regardless of the school terms. The only exceptions are during the Christmas and New Year break (when we are closed for 2 weeks) and on bank holidays. Over the course of the year, you are allowed 2 weeks holiday (pro rata) when you do not pay for your child’s place. Funded children are expected to attend 50 weeks of the year. Holidays can be taken but we will record these for Derbyshire County Council.

12) Sickness and Medicines

All of our Nursery Assistants, Supervisors and Managers are trained first-aiders. However, we do not have the facilities to nurse sick children. If your child becomes ill during the day,

we will call you and request that you collect them. If a consent form has been signed, we can administer non-prescription medicines (eg Calpol) and most prescription medicines **(please see our Medication Policy)** However, we can only administer medicines containing Aspirin if prescribed. Please do not send your child to nursery if they are already ill. Specifically, the Health Protection Agency requires us not to accept a child who has had sickness &/or diarrhoea for 48 hours after their last episode. We rigorously enforce this rule to protect other children and staff. If you are not sure about an illness, please phone the nursery in advance and discuss their condition with a member of staff. If a child is not attending nursery because of illness, we ask that parents phone us as soon as possible so that we can re-plan nursery activities.

13) Student placements

We provide placements for students enrolled on childcare-related courses at local colleges. Students will be involved in the care and education of the children but will be supervised at all times. The majority of students will also carry out observations on the children as part of their course-work.

14) Invoices

Invoices are sent out at the beginning of the month and we request payment within 7 days of receipt. Prompt payment allows us to pay the people that look after your child. **We accept cash, bank transfers, cheques (over £20 in value) and childcare vouchers, which are a tax efficient payment method offered by many employers. If your employer uses this system please speak to the Office staff. Tax-Free Childcare is a new government initiative and will replace the existing Childcare Voucher Scheme in April 2018. For eligible families, Tax-Free Childcare offers to cover 20% of childcare costs (up to £2.000 per child, per year), for children up to the age of 12.**

If you have any difficulty paying your invoice, please speak to us immediately so that we can arrange re-payments over a longer period of time. If we do not receive payment in 7 days and have not heard from you, then a second letter will be sent requesting full payment. At this stage we will also reserve the right to no longer provide childcare for your child(ren). If payment is still not received then your account will be passed onto a debt recovery agency who may add their fee onto the amount due.

15) Notice period

One month's notice in writing is required by parents of nursery children. Nursery can also give notice, usually one month. Failure to comply with certain aspects of the parental agreement (e.g. if payment has not been received) may result in immediate notice.

16) What to bring to nursery

- It is helpful to provide a change of clothes for nursery children, in case theirs get wet or dirty during our activities. Children who are potty-training may require more spare clothes – especially underwear. We have spare nursery clothes for emergencies, but children often prefer to wear their own. Parents usually bring a “nursery bag” and hang it on the child's peg in the hall.

- On sunny days, children should wear appropriate sun protection – eg a sunhat and sun cream. We expect sun cream to be applied to children at home before a nursery session. We will reapply sun cream in the afternoon only to those children who have been with us all day. We use Boots own-brand sun cream. On cold / wet days, children should have suitable outdoor clothes and footwear – including waterproof coat, hat, gloves and wellies as necessary. This ensures that they are able to enjoy the outdoor activities fully.

- We also ask that parents supply their preferred brand of nappies and creams. Again, these can be left in the child's nursery bag, on the peg in the hall.

Children may bring a packed lunch, rather than having a hot meal provided by nursery. In this case, we ask parents to bring the meal in an insulated bag with a freezer pack inside (to keep the contents cold) which is hung on the child's peg until required. We also ask that packed lunches provide a balance of food groups so that all children have a healthy meal in the middle of the day. Also, because some children have a severe nut allergy, we ask that nuts are excluded from packed lunches. We can warm up your own baby food brought from home (for children under 12 months). Packed lunches need to be provided in the school holidays (although we can provide these at a cost)

17) Trips off-site

From time to time, we will take groups of children from nursery on trips – for example, we might take a group to swimming lessons or to the park. Children are transported in one of the following ways:

- In a minibus with a 3 point seat belt, with a suitable child seat or booster seat.
- In a staff car with 3 point seat belt, with a suitable child seat or booster seat.
- Public transport
- By foot

Some trips will incur an additional charge, which parents will be notified about in advance. Parents can inform us if they do not want their child to participate in a particular trip.

18) Safe Sleep

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

We ask parents to share details on their child's sleeping routines with the child's key person when the child starts at nursery and these are reviewed and updated at timely intervals.

The safety of babies sleeping is paramount. Our policy attached follows the advice provided by the Cot Death Society and Lullaby Trust.

19) Nursery Inspections

Ofsted, Derbyshire County Council and The Health and Safety Executive - who collectively look at every aspect of the business - will inspect the nursery regularly. We have a positive outlook to these inspections and regard them as an opportunity to improve. We also try to set our day-to-day standards higher than necessary, not just when the inspectors come.

Ofsted reports are available for parents to read and print via the website at www.Ofsted.gov.uk/reports. Our registration number is EY302318 and our Department for Education number is 8346.

19) Contact details

Our website address is: www.buxton-nursery.co.uk

Our email address is: nursery@buxton-inf.derbyshire.sch.uk

We can be contacted by post at the following address:

Buxton Nursery
At Buxton Infant School
Hardwick Square South
Buxton
SK17 6QB

We can be contacted by phone on the following numbers: 01298 26660
07976 977 559

Nursery policies and other information

a) Equal Opportunity Policy

We believe that our nursery should be open to all children, and families and all adults committed to their welfare. We aim to ensure that all who wish to work in our nursery or help out on a voluntary basis have an equal chance to do so. (Please see child protection policy and procedures in section b). Government guidelines require us to take into account the Disabled Persons Act (1958, 1986), The Race Relations Act (1976), The Sex Discrimination Act (1986), The Children Act (2004) and The Disability Act (2003).

Our aim is to show respectful awareness of all the major events in the lives of the children, staff and families in our care (and in our society as a whole) and to welcome the diversity of backgrounds from which people come. Without indoctrination of any specific faith children will be aware of the festivals that are being celebrated in their own families and others.

Children and staff will be encouraged to welcome a range of different festivals together with the stories, celebrations, food and clothing they involve, as part of the diversity of life.

All children and staff will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities between themselves and others.

Challenging discrimination

It is the policy of Buxton Nursery to challenge negative, abusive comments whether they are to do with Special Needs, race, gender or other areas. Sometimes young children need support and guidance to accept those who are different from themselves as equal. It is our role as practitioners to challenge comments made and to offer the child positive views of all people. By ignoring comments that are made we are allowing discrimination to happen. If there is enough evidence of need we will speak to the parents of the child involved to find out whether what is being said is the reaction of a child faced with a new situation that they are not comfortable with and need support, or reflects views that the child has been exposed to.

Discriminatory comments or attitudes by staff will not be tolerated and are grounds for gross misconduct leading to dismissal.

- **Additional Needs Statement**

At Buxton Nursery we want to make all children and parents feel welcome and happy. All children will be respected and their individuality and potential recognised, valued and nurtured.

We aim to support children with additional needs and work with parents, health care professionals and other agencies. Our inclusion policy ensures that all children can develop and thrive in all areas within the nursery setting.

Children with additional needs will be fully integrated into the nursery setting and also the daily nursery routine. Contact with parents will be daily and discussion will take place at the end of each session.

b) Inclusion Policy

Buxton Nursery is registered with the Derbyshire Early Years And Childcare Partnership, the code of practice to ensure that all children with additional needs and disabilities are encouraged and supported to reach their full potential.

We aim wherever possible to include all children in all activities. We provide activities and experiences that are appropriate to the age and ability of the child so that individual needs are met. We aim to do all we can to access relevant resources and equipment and also adapt the environment so each child can have full access to all activities and learning experiences. We will work closely with parents/carers and also other professionals and agencies that support the child, parents and nursery.

There is a special educational needs co-ordinator (SENCO) at nursery who liaises with staff, parents, carers and other agencies and organisations.

We ensure the policy is co-ordinated and implemented. The policy will be reviewed and updated when necessary. Having an inclusion policy and SENCO ensures that we are up to date with current guidelines and legislation and that we have regard for the Code of Practice.

c) Safe Sleeping Policy

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....

- d) 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
- e) Babies/toddlers are never put down to sleep with a bottle to self-feed
- f) Babies/toddlers are monitored visually when sleeping. Checks are recorded every 15 minutes and babies are never left in a separate room without staff supervision at all times
- g) When monitoring, the staff member looks for the rise and fall of the chest and if the sleep position has changed.
- h) As good practice we monitor babies under six months or a new baby sleeping during the first few weeks every five minutes until we are familiar with the child and their sleeping routines, to offer reassurance to them and families

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 (mats) that are compliant with British Standards regulations, and mattress covers are used in conjunction with a clean fitted sheet
- Only letting babies sleep in pram/pushchair if they lie flat and we have parent's written permission
- 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 – hanging cords, blind chords, draw string bags
- Ensuring every baby/toddler is provided with clean bedding

- Transferring any baby who falls asleep while being nursed by a practitioners to a safe sleeping surface to complete their rest
- Having a no smoking policy
- Blankets are not placed over cots or prams to ensure that we can see the child at all times and to ensure the blanket cannot fall on the child

We ask parents to share details on their child's sleeping routines 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 nursery (babies sleeping on their tummies, we will explain our policy to 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.

We recognise parents' knowledge of their child with regard to sleep routine 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 changed 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.

Sleeping twins

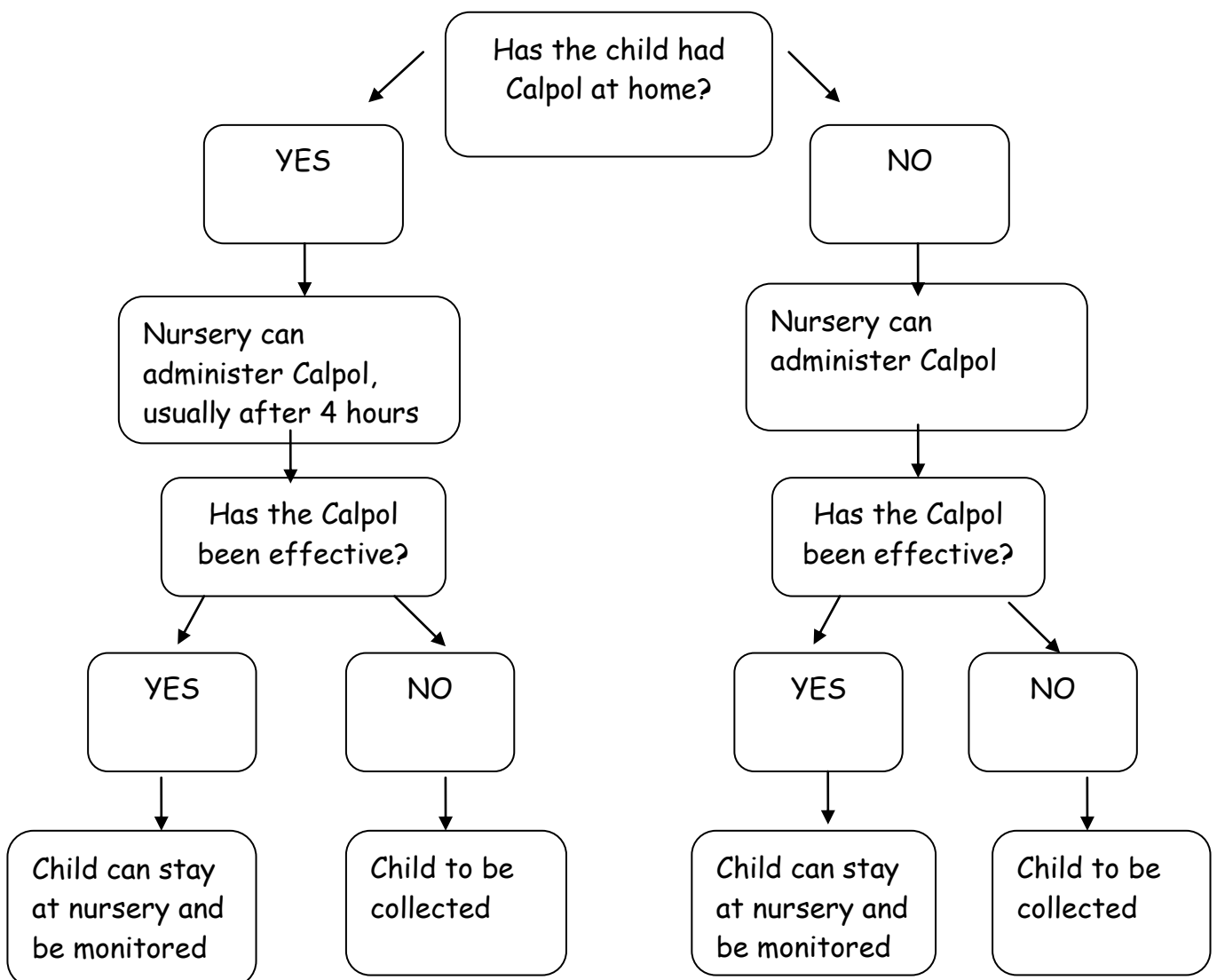
We follow the advice from The Lullaby Trust regarding sleeping twins and will not put them together in the same cot to sleep.

Further information can be found at: www.lullabytrust.org.uk

d) Medication Procedure

1. With the exception of Calpol and Piriton, only medicine prescribed by your child's doctor or with a letter from your child's doctor will be administered.
2. Medicines can be prescribed by;
 - Doctor, Dentist, Nurse Prescriber, Pharmacist Prescriber
3. **Antibiotics** – if a child is given a new prescription for antibiotics they will need to stay at home for 24 hours after the first dose in case they have a reaction .
4. **Non-Prescription Medicine (e.g Calpol/Ibuprofen)** – Nursery will only administer Calpol or Ibuprofen in response to a child having symptoms. We will not administer it at regularly intervals. If a child needs multiple does of non-prescription medication the likely hood is that they are not well enough to attend nursery. Nursery will only administer one non-prescribed medication per day (either calpol or ibuprofen). Calpol must not be given to a child for more than 3 consecutive days. Please see the flow chart on the following page.
5. **Piriton** – this may be administered in an emergency (with verbal parental consent before administration when possible). Staff will monitor the child and contact parents accordingly.
6. Medicines **MUST** be in original containers with instructions so that they can be administered correctly.
7. Medicines will be stored in a high cupboard or the fridge away from children.

8. If a syringe is supplied with a child's medication the syringe must be used. If a syringe is not provided and the dosage is not 2.5mls or 5mls then nursery will not administer the medication.
9. Ask parents if it is possible to give medicines before or after sessions.
10. NEVER force a child to take medicines if they refuse. Inform parents on the day that you have been unable to administer the medicine.
11. Staff must fill in the 'record of administration of medication' and write down the medication, doses and times to be given, also the time of the last dose given by the parent. Staff must write down the exact times the medication was administered and the dose.
12. When the parent comes to collect the medication they must sign the administration record to say what times their child has had their medication.
13. Cream e.g. nappy cream, can be administered without filling in a consent form if it is in the child's changing bag.
14. Teething – with the exception of Ashtons or Nelsons powders which contain no drugs, all teething gels must be prescribed or accompanied with a letter from the GP.
15. Children under 16 should never be given aspirin unless prescribed.



Day 1, if the child requires further calpol, then they need to be collected
Day 2, same process as above
Day 3, child to be seen by GP. Nursery to discuss return date with parents

Long term medical needs. A HEALTH CARE PLAN will be drawn up for those children with a long term medical need, if we have information about the child's condition and a consent form has been filled in by the parent any medicines can then be administered. Training will be accessed for staff where the administration of medicine requires medical or technical knowledge.

A child who has a temperature of 39 C or above will need to be collected immediately

- **Record keeping**

We are required to keep development records for each child, which are updated each term. These are linked to the Early Years Foundation Stage (EYFS) curriculum. You are entitled to see these records at any time. If you want a member of staff to talk through the records with you, please make an appointment. We record information on an online learning journey called 'Tapestry'. More information can be found in the leaflet included in this pack.

Please see the privacy notice section on data protection for further information about the data held about your child.

- **Confidentiality**

Information on an individual child will be kept in the child's folder. The Key Person will share information with the parent and then appropriate information with childcare professionals and staff as necessary.

In an extreme case (e.g. child protection) the Key Person can share information with an appropriate agency or childcare professional. These matters will not be discussed outside nursery and only amongst staff if absolutely necessary. Private lives of parents and staff should be kept private.

e) Child Protection Policy

Working in partnership with the Derbyshire Safeguarding Children Board, we have created an environment where children are safe. We will take every step to build trusting and supportive relationships between families and staff, including:

- All staff and volunteers have an enhanced Disclosure and Barring check (DBS). No-one is left alone / unsupervised with children until their DBS check has returned clear.
- All qualified staff have completed a child protection module as part of their training.
- Social Care and Ofsted have strict guidelines, which we follow.
- Changes in children's behaviour and appearance will be monitored, with parents normally being the first point of reference.

- **Child collection**

It is a requirement that a parent gives written permission if anyone other than either parent is going to collect a child; we can only release a child to a named adult.

Buxton Nursery keeps a record of all adults who will be collecting each child on a regular basis. This information can be given initially on your registration form. If someone other than a named person is collecting your child you must notify us in

writing. It is the responsibility of parents to keep staff informed of all adults who will be collecting their child.

In the event of unforeseen circumstances or an emergency (you require someone to collect your child who isn't named and you haven't informed us in writing) you must speak to the Manager who can authorise a collection.

Parents living apart

Sometimes parents do not live together, or relationships change whilst children attend nursery. Buxton Nursery will try its best to support both parents to amicably arrange drop offs and pick-ups for the child(ren).

When the relationship between parents is not amicable, one parent may want to request that only they can pick the child up. However, we have no legal right to prevent either parent from collecting their child unless there is a court order in place, or the child is the subject of child protection procedures. In these two specific circumstances, if the parent who is not allowed to collect the child attempts to do so, we are required to phone the responsible parent and the police before releasing the child from our care.

If there is no court order or child protection proceedings, we must advise the parent making the restrictive request that we cannot prevent the child being collected by either parent but that we can inform them immediately should the situation arise. If there is an abusive/dangerous situation or confrontation, we will call the police.

• Child protection

The Designated Lead for child protection is Laura Bowers, who ensures that the guidelines and procedures set out by the Derbyshire Safeguarding Children Board are followed. Early Help may be sort from Derbyshire Starting Point on 01629 535353 or in a more urgent case Social Care on 01629533190

All staff have a responsibility for the children in their care. If they have any concerns about a child, they will raise them with a nursery Supervisor and record them in the child's folder. Examples of concerns include:

- Any significant changes in a child's behaviour or development - for example if a child who is usually confident and eager becomes withdrawn and does not appear to be progressing.
- Any unexplained marks. These must also be noted on an incident sheet.
- Any comments made by a child, which gives cause for concern.
- Any deterioration of a child's general well-being.

Please note: Any bruises to the child caused non-accidentally must be discussed with SOCIAL CARE.

Most issues can be sorted out at the initial stage between Supervisor and parent. If there are still concerns a meeting will take place where the Supervisor, Manager and the parent can discuss concerns and issues. The outcome of the meeting will be recorded in the child's folder. If the concern is of a serious nature then a second member of staff will be present as witness.

Parents will always be the first point of reference, unless it is considered the child is at serious risk, the protection of the child is our first priority. If the parent does not agree to discuss the issue, then the nursery will report the matter to the Child Protection Unit at Social Care.

- **Staff responsibilities**

Staff are responsible for ensuring that they keep their child protection training up-to-date by reading the information that Buxton Nursery provides from sources including: Ofsted; the local Child Protection Unit and Social Care; support groups e.g. NSPCC. Staff will carry out the policies and procedures of Buxton Nursery, and take the opportunity to go on the courses that are made available to them. It is the responsibility of the staff to discuss with Social Care any non-accidental bruises on children, putting the safety of the child first at all times.

It is important that staff avoid putting themselves in situations that may lead to allegations being made against them. They will ensure that there is a witness if they have to deal with a sensitive situation (e.g. if they have to restrain a child to avoid injury to the child, other children or themselves) and will document any incident or accident.

- **Allegations against staff**

If an allegation is made against a member of staff then the matter will be investigated fully by the Supervisor. Confidentiality will be respected at all times. Most situations can be cleared up at the initial stage. If a situation is not resolved after an initial investigation by the Supervisor then a meeting will take place between the member of staff and Laura Bowers.

A plan of action will be put in place. Buxton Nursery will consult with the local Child Protection Unit and Ofsted, and a joint procedure will be agreed. The member of staff will be informed of the procedure. Buxton Nursery may also follow with disciplinary procedure if necessary. The procedure will be documented fully from the initial investigation to the conclusion and copies will be kept confidentially in the staff folder and will be made available to the local Child Protection Unit, Ofsted and, in extreme cases, to the police.

- **Parental responsibilities**

We ask that parents support our child protection policy by informing the staff of any accidents (cuts, bruises, grazes etc), incidents or events which have happened outside nursery that may affect the child whilst at nursery or may lead to unexplained behaviour or comments. The member of staff will then log this on a Pre existing injury form.

e) Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everybody knows what is expected of them and we ask the parents support us in this. Children are then free to develop their play and learning, feeling that they are secure and safe. We will work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Ways of encouraging positive behaviour include:

- Praising and reinforcing good behaviour.
- Encouraging sharing and negotiation.
- Setting a good example.
- Consulting with children about rules.
- Helping children to understand the effects of their behaviour on others.
- Helping children to challenge bullying, harassment and name-calling.
- Encouraging responsibility, for example, help with tidying up and helping to care for pets.
- Reassuring children that they are always valued as individuals even if their behaviour may sometimes be unacceptable.

Our staff consistently show good examples of behaviour and self-discipline. They are aware that they are positive role models for the children and that they must set the

standards at all times. Training is available to them via Derbyshire County Council and the management team review training termly. No form of physical punishment will be used or threatened towards children. We expect the same from parents whilst on nursery property.

Any behavioural issues will be discussed with parents and a joint approach to tackling any problem will be developed. As a very last resort you may be asked to find alternative care for your child(ren) if you will not address a problem which has been identified.

g) Complaints Procedure

Ofsted would like all parents to know how to make a complaint, if they need to.

There are three procedures, depending on the nature of the complaint:

- A general complaint against the nursery.
- A complaint of a serious nature or a written complaint.
- A complaint regarding a child protection issue.

General complaints

- Discuss your complaint with the immediate Room Supervisor or Nursery Manager.
 - Through discussion, investigation and an understanding of the problem most issues can be resolved at this stage and appropriate action will be taken.
 - Complaints will be taken seriously and will be dealt with fairly, thoroughly and effectively, therefore results will not be immediate.
 - You will be informed of the outcomes of the complaint.
 - If you are still not happy the complaint should be put in writing to nursery.
- **Complaints of a serious nature and written complaints**
 - Go directly to the Nursery Manager, who will arrange a private meeting
 - Your complaint may need to be put into writing
 - Nursery will investigate the complaint fully within 28 days and will arrange another meeting with you to discuss outcomes
 - If your complaint was in writing you will be given a written report
 - If you are still not happy then you should write to Ofsted at
Early Years Ofsted
Piccadilly Gate
Store Street
Manchester, M1 2WD
 - You can also phone them on 0300 123 1231 or go to their website at www.ofsted.gov.uk/early-years-and-childcare to view their complaints procedure
 - Ofsted will refer back to nursery and ask for any evidence eg records
 - If Ofsted are not happy with the way the complaint has been handled they will then carry out their own investigation
 - Ofsted will inform parents and nursery of their outcomes
 - All written complaints will be logged confidentially and kept on file for parents or Ofsted to see at any time
- **Complaints regarding a child protection issue**
 - If you are concerned about the safety of children looked after by nursery - that they may be at risk or neglected - you should report your concerns immediately to the Early Years Complaints Line on 0300 1231231
 - You should also inform the local Child Protection Unit on 01629533190

h) Anti-bullying policy

Bullying is deliberately unkind behaviour that is repeated, deliberate and unequal, in that it involves one person or group having some sort of power over the person experiencing the bullying. It can be:

- Physical- hurting, kicking, punching etc
- Indirect- e.g. persistently being excluded from friendships and games
- Verbal- threatening words, name calling etc

Bullying in any form is unacceptable and will be taken seriously and will be challenged. We ask parents to listen to their child and report any repeated instances to the Room Supervisor and/or the Nursery Manager.

• Procedures

1. We will listen to whoever is reporting the bullying: child, parent or staff.
2. Each child/person involved should be allowed to give an account of the incident and should be interviewed separately.
3. We will use circle/group learning time to share children's worries and fears.
4. Staff should communicate any concerns with each other and the Nursery Manager
5. Victim and bully (or their parents if relevant) should be informed of outcome.
6. Written reports will be made and kept.

What to do if you think your child is being bullied:

- Listen to them, let them take their time using their own words. Try not to prompt and put feelings or words there that weren't there initially.
- Reassure them that it is not their fault; they have been brave to tell you.
- Talk to the staff at nursery giving as much information as possible. There will not be an instant solution - staff will talk to each other, to other children and try to establish a full picture
- Your child will instantly be protected by staff and the situation will be very closely observed.
- Usually at this age the appropriate response is to talk to all children and then the perpetrator; let them know what effect their behaviour is having on other children; to see how they feel; and to explain that it is unacceptable to hurt anybody else or to make them feel sad. We would then monitor the child and give them lots of praise and encouragement for kind, acceptable behaviours.

For further information, please see the following websites:

www.bullying.co.uk

www.kidscape.org.uk

www.childline.org.uk

i) Government Funding for three and four year olds

From the term after your child's 3rd birthday they are entitled to a contribution from the government towards nursery sessions. You will need to complete an FE1 Form and return it to nursery so we can claim on your behalf. Funding is claimed at the beginning of each term on headcount day, based on the sessions your child is actually attending. DCC don't allow us to make mid-term changes to funded hours. You can choose to increase your hours but you would have to pay for extra sessions until the following term.

Please note that Buxton Nursery requires one month notice to reduce children's sessions.

Your child can attend two settings and claim funding at both. If your child is attending more than one setting though, you must make sure that you not double-claiming. We are also

required to verify your child's entitlement to government funding by keeping a copy of your child's birth certificate on file.

An additional 15 hours of funding may be available to 3 & 4 years olds of parents who meet specific Please note this is not 'free' funding. There are charges for meals, consumables and additional services.

- **Term-time funding**

Derbyshire County Council contributes towards a maximum of 15 hours a week of nursery care. These hours can be arranged to suit you, but must be spread over a minimum of 2 days per week. The minimum length of time a child can attend is 3 hours. Children on term-time only funding are not entitled to a refund of government funding for days missed through illness or holiday.

During the year there are 38 funded weeks, matching the Derbyshire County Council school terms. We match our dates as much as possible to those of Buxton Infant School. Please see out "term dates" for detailed information. No funding is available during school holidays or other 'unfunded' periods although the nursery is open. During these times, you may book your child in to nursery, but you will have to pay for nursery care at our standard rates.

- **Stretched funding**

Funding can also be stretched over 50 weeks. You will receive less funding per week over a longer period – 11.4 hours per week or 22.8 hours if you are entitled to 30 hours funding.

- **Pupil Premium**

We can claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. We can use this extra funding in any way we choose to improve the quality of early years education that we provide for the child. For example, additional training for our staff on early language, investing in partnership working with our colleagues in the area and additional staff for 1-1 support. To ensure that your child receives the correct amount of funding please complete the Pupil Premium form attached to the registration form in this parent pack.

j) Government funding for Eligible two year olds

Derbyshire County Council will fund some children from the term following their 2nd birthday. Families are required to meet one or more of the following eligibility criteria;

- 1) In receipt of one or more of the following:
 - Income support
 - Income based Job Seekers Allowance
 - Income related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - Guarantee element of the State Pension Credit
 - Child Tax Credit and/or Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190
- 2) Children in Care
- 3) Children with a current Statement of Special Educational Needs or an Education, Health & Care Plan
- 3) Children who have Left Care through Special Guardianship or an Adoption or Residence Order
- 4) Children in receipt of Disability Living Allowance
- 5) Children of Care Leavers
- 6) Children from Traveller Communities

7) Teenage Parents

8) Children who are the subject of a Child Protection Plan (“Section 47”)

9) Children in Need (“Section 17”)

If you think your child may be eligible please contact the Childcare Improvement Service on 01629 539319 for the initial eligibility check. We cannot allocate places until you have received an eligibility confirmation letter from DCC.

k) Tax credits

As part of Working Tax Credit you may qualify for extra help towards the costs of childcare. If you do qualify, the total amount of help you receive will depend on your income.

Working Tax Credit is for people who are employed or self-employed, who:

- usually work 16 hours or more a week
- are paid for that work, and
- expect to work for at least 4 weeks

and who are :

- aged 16 or over and responsible for at least one child, or
- aged 16 or over and disabled, or
- aged 25 or over and usually work at least 30 hours a week

Log onto www.taxcredits.inlandrevenue.gov.uk for more details. Buxton Nursery may be contacted to give details of your child’s hours and costs to the Inland Revenue. You receive the childcare element of the payment which you use to part pay your fees.

Funded Children in Early Years Settings

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Buxton Nursery collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use

Information collected by us

In the course of providing education and care we collect the following personal information when you provide it to us:

- Personal information (such as name, date of birth, gender, home address and postcode)
- Special category characteristics (such as special educational needs (SEN) information, ethnicity, relevant medical information)
- Parents/Carers Information (such as name, date of birth, National Insurance or National Asylum Support Service Number)
- Financial eligibility information (such as 30 hours codes)
- Attendance information (such as sessions attended, number of absences and absence reasons)

We also obtain personal information from other sources as follows:

- Derbyshire County Council, SEN, Health Visitors

How we use your personal information

We use your personal information to:

- Check and calculate free entitlement
- Provide appropriate pastoral care and support services to children
- Provide funding
- Provide advice, support and guidance to the setting
- Enable financial and policy compliance checks of the setting
- Assess and improve the quality of our services
- Comply with the law regarding data sharing
- Safeguard children

How long your personal data will be kept

We will hold financial information securely and retain it for 7 years, after which the information is archived or securely destroyed. We will hold your personal information securely and retain it from the child /young person's date of birth until they reach the age of 25, after which the information is archived or securely destroyed.

Reasons we can collect and use your personal information

We collect and use personal information to comply with our legal obligations under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Who we share your personal information with

- Department for Education (DfE) (statutory for early years funding and policy monitoring)
- Derbyshire County Council Finance Team (to provide funding)
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
- Derbyshire County Council services working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Local multi-agency forums which provide SEND advice, support and guidance
- Schools that you attend after leaving us
- Partner organisations signed up to the Derbyshire Partnership Forum Information Sharing Protocol, where necessary, which may include, school nurses, doctors and mental health workers and hospital trusts
- Contracted providers of services (such as external photographers and catering providers) where consent has been given

We will share personal information with law enforcement or other authorities if required by applicable law.

The National Pupil Database (NPD)

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Laura Bowers on 0129826660

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact Laura Bowers to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

For more information about services for young children, please go to Derbyshire County Council's website at www.derbyshire.gov.uk or visit the website www.derbyshiresendlocaloffer.org to find the the support available for children with special educational needs or disabilities.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information on how Derbyshire County Council uses your information visit www.derbyshire.gov.uk/privacynotices

For further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/guidance/early-years-census>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Nursery Fees

Childcare sessions 0-3years	
<p>Early Bird 8am-9am £6.30</p> <p>Full Day 9am-4pm £44 Morning 9am-12am £20 Afternoon 1pm-4pm £20</p> <p>Lunch time 12pm-1pm £6.30 Tea Time 4pm-5pm £6.30 Late Session 4pm-6pm £12.00</p>	<p style="text-align: center;">Meals</p> <p style="text-align: center;">Lunch £3.50 Breakfast £1.00 Tea £2.00</p> <hr/> <p style="text-align: center;">Late Pick up charges</p> <p style="text-align: center;">£3.15 for up to 30 minutes £6.30 for up to one hour</p>
Childcare sessions for funded children (3 & 4 year olds)	
<p>Option 1: Annual/Stretched funding (11.4 or 22.8 hours)</p> <p style="text-align: center;">Between 9am – 4pm</p> <p style="text-align: center;">Full Day 9am-4pm Morning 9am-12am Afternoon 1pm-4pm</p> <p style="text-align: center;">Wrap around care £6.30 per hour</p>	<p>Option 2: Term time only (15 or 30 hours)</p> <p style="text-align: center;">Between 9am – 3pm</p> <p style="text-align: center;">Full Day 9am-3 pm Morning 9am-12am Afternoon 1pm-4pm</p> <p style="text-align: center;">Wrap around care £6.30 per hour</p>
<p>Annual Administration Fee: We charge an annual administration fee of £15 per family. This will be included on your September invoice every 12 months.</p>	
<p>Late Fees; Buxton Nursery closes at 6pm. Parents arriving after 6pm we will charge £10 for each quarter of an hour until 6.30pm. After 6.30pm we will charge £15 for each quarter of an hour. This will be paid to the 2 members of staff who have to stay.</p>	
<p>Additional Services & Quality Premium (charged monthly) This includes consumables such as baby wipes, nappy liners, disposable gloves, Sudocream, cleaning products, Calpol, suncream, soap, anti-bacterial gel, tissues, toilet paper, first aid, craft supplies, baking ingredients. This also includes fresh fruit and drinks throughout the day.</p> <p>Quality Premium Parent evenings Reports & Summary Observations Bank Staff to ensure higher ratios on nursery trips Use of minibus which includes Trips to the Argyle, Library, Park, Museum and Sensory Room. Termly Visits/Trips e.g police, Fire Station, Dental Box, Animal Magic, Projects that occur additional costs such as purchasing Caterpillars.</p> <p>£3.00 per session (am or pm. One full day is 2 sessions therefore £6). These will be charged monthly on your invoice For fully funded children, this cost is voluntary, however you will need to bring in consumables each day.</p>	

Other costs that may arise (information and prices given at the time of the trip)

School trips

Swimming lessons

Woodland Adventures

Nappies should be supplied by parents but if you have forgotten they cost £0.50 per nappy

Tapestry journal on a memory stick at the end of your child's time with us.

Packed lunches can be purchased during the holidays at £2

Registration Fee and Settling in Sessions.

A registration fee of £50 reserves a place for your child at nursery. This is for items including, but not exclusively, administration costs and settling a family and child into the nursery (6 settling in sessions). £25 is refunded on your first invoice. If you are fully funded and not using any additional hours the whole registration fee can be refunded however you will only be eligible for 3 settling in sessions and you won't be able to make any mid-term changes to your child's sessions.

Sessions

- Sessions cannot be straight swapped when a child is ill (unless in exceptional circumstances)
- The minimum regular session that can be booked is 3 hours and a minimum of 2 sessions per week. All sessions will be invoiced by rounding up to the nearest 15 minutes

Funding

Funding is available in two ways:

- **During school terms.** At Buxton Nursery, we match the term dates to the published Derbyshire school terms. Unlike schools though, we do not have Inset days (in setting training days) and so nursery is open on every day of the school term. Please note that school terms are slightly longer than the funded 38 weeks. To compensate for this, *we have certain days which are "unfunded"*; nursery is open but there is no funding available. Your child can still attend, but you will be charged for the time that they are with us. You can, of course, choose to keep your child at home during the unfunded period, incurring no additional charge. Please see our calendar for details of the unfunded period for this calendar year.
- **Stretched funding.** This allows you to receive the same amount of funding over a longer time (i.e. during school holidays and the unfunded period too). You can use 11.4 hours a week over the year (rather than 15) or 22.8 (rather than 30). This is especially useful for children who attend nursery on an annual basis. If you choose this option, please contact the office to discuss how stretched funding works. This option is stretched over 50 weeks of the year

Invoices:

We invoice on the 1st of each month in advance. Any extra hours during the month will be added to the following months invoice. Fees are due within 7 days of receipt of the invoice. There is a late payment fee of £20 for invoices paid after the 7 days. I understand that the nursery may refuse to provide childcare if I do not settle my account within a reasonable time. If I have any difficulty paying the invoice I will notify the nursery and arrange re-payments over a period of time. We may choose to invoice weekly to prevent further debt or instruct you to set up a weekly standing order. Invoices are emailed through our online system, Parenta. Our preferred method of payment is an online transfer.

Outstanding debts:

I understand that Buxton Nursery may (at the discretion of the manager) pass any debts which have been outstanding for more than 3 months to a debt collection agency. In this case I understand that an additional charge of 20% of the total debt will be added to the bill, to cover agency fees.

All about me

My name is:

My date of birth is:

Dates that are important to me

January	February	March	April
May	June	July	August
September	October	November	December

Please remind us throughout the year of any other important dates

My home language is:

My cultural identity:

Who lives in my house?

Please include people, pets etc (as they are referred to by the child)

Comforting your child

How can we comfort your child? Is your child comforted by a special dummy, blanket or cuddly toy? Does he/she have a special person, pet, friend or toy we could talk about if your child feels sad? Is there a rhyme or song your child likes? Does your child have any special words that he/she uses?

Your child's individual needs

Does your child have additional needs that might affect his/her play and learning? For example, does s/he dislike getting his/her hands dirty? Does s/he find it difficult to concentrate on an activity for more than a few moments? Does s/he sometimes find it difficult to communicate clearly?

Your child's interests

Tell us some of your child's interests. Favourite toys, TV programme, books. Does s/he like to be outside or inside? Is s/he fascinated by buttons, batteries, trains or water for example

Thank you for this information. It will help us to look after your child well. Please make an appointment to talk to your child's key person if you wish to discuss your child's individually.