

# Parent Information Pack

Greenwich



## Opening Hours and Safe Collection

The nursery is open Monday to Friday, from 7.30am until 6.00pm, 52 weeks per year. We are closed on Bank Holidays and also close early on Christmas Eve. Morning sessions are 7.30am – 1.00pm and afternoon sessions are 1.00pm – 6.00pm. Please note that a late collection fee of £1 per minute is levied for late collections. If for any reason a child has not been collected by 7pm and the staff are unable to contact anyone on the emergency contact list, the nursery has a duty of care to alert Social Services who will arrange to collect the child from the nursery. The responsibility of the child then is transferred to Social Services.

## Settling In and the Key Carer Role

For new children we offer a complimentary settling in sessions. The process takes anything from 1-4 weeks prior to your child start date. The settling-in period is a time BEFORE your child joins the nursery, when they can visit with their parents and stay for a while in order to get to know the staff, the children and the routines. It is important that a child has spent some time in the nursery before the actual starting day, in order to get to know their keyworker, the children and other staff. This will allow your child to feel confident within their new environment.



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## What to bring to the nursery

- 2 full spare sets of clothes or more (vests, trousers/skirts, tops, underwear and socks)
- Comforter – muslin, teddy, dummy etc. (If your child uses one at home)
- Nappies, nappy cream and wipes to be brought in upon request from your child's key carer.
- If your child is over 1 year old and is still using formula then parents need to provide this (The nursery provides cows/soya milk only when the child reaches 1 year)
- Sun cream and hat for the summer period
- Outdoor wear to compliment current weather at all times.
- Supply shoes when your child starts walking
- If you are planning to store your buggy in our buggy shed, we ask for you to bring foldable buggies so that we can accommodate as many as possible.

Please remember to label all of your child's belongings.

## Learning and Development

Little Elms Daycare set out to assist all children attending the setting to attain their maximum potential within their perceived capabilities. An individual record of each child's development is maintained, showing their abilities, progress rate and areas needing further staff assistance.

Currently Little Elms is using software called Learning Book that allows the staff to easily track children's progress. Staff can upload photos, videos, audio clips and written observations. Parents also have access to their child's book and can actively add observations from home.

Activities in all group rooms will be planned following the Early Years Foundation Stage (EYFS). This practice guidance is set out with 7 learning areas: Communication & Language, Physical Development, Personal, Social & Emotional Development, Literacy, Mathematics, Understanding the World, & Expressive Arts and Design.

For more information on learning opportunities please visit <https://www.littleelms-in-the-loop.co.uk/learning>

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## Nutrition and Meal Time

At Little Elms Daycare Nursery we believe that mealtimes should be a happy and social occasions for both the staff and children. Positive interactions should be shared at these times. We are committed to offering children with a healthy, nutritious and balanced meals and snacks which meet individual needs and requirements. We have a separate weaning menu for young babies.

Breakfast, lunch and tea are provided along with two snacks through the day. The menu includes 5 servings of fresh fruit and vegetables per day and fresh drinking water is constantly available. Individual dietary requirements and allergies that have been signed off by a doctor can be catered for at the nursery.

We ask that you do not bring food into the nursery for your child as this may cause allergic reactions to other children.

For full menu, please visit <https://www.littleelms-in-the-loop.co.uk/food>



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## Sickness, Illness and Medication

We understand the needs of working parents and do not aim to exclude children from the nursery unnecessarily. However, the decision of the Nursery Management is final when requesting the exclusion of a child for illness or infection. Decisions will take into account the needs of the child and those of the group.

Children with infectious or contagious diseases will be excluded for certain periods. If we suspect that a child has an infectious or contagious disease, we will request that parents consult a doctor before returning the child to the Nursery.

We ask that if a child is prescribed antibiotics by a doctor, the child be kept away from nursery for the first 24 hours; this is to ensure the child is well enough to return to nursery and also allows time for the medication to start working. Little Elms Daycare staff are able to administer medication that has been prescribed by a doctor or pharmacist. Parents must complete a medication form, providing the staff with the date, time and dosage to be given at nursery and also the last dose that was administered at home.

On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given Calpol in the case of a high temperature. This written permission will be used only if we cannot get a hold of the parents to gain consent over the telephone.

We will take measures to cool the child naturally without giving Calpol first, including removing the top layer of clothing, giving cool water and opening a window slightly to circulate fresh air around the room.

Calpol will only be given once a day for a maximum of 3 consecutive days.

**On all medical matters, the decision of the management is final.**

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## Safeguarding, Safer Recruitment and GDPR

We have a duty of care to protect the children in our care from harm. The setting has a Designated Safeguarding Lead (Emma, the Nursery Manager), who works alongside the Local Authority. Emma has a legal responsibility to report any suspicions around abuse and seek advice regarding child protection.

All staff, students and volunteers are carefully vetted through the DBS process. We require two years' worth of references from previous employers and all staff are subject to 6 months probationary period.

All staff are inducted in Safeguarding and Child Protection.

We follow the legal requirements set out in the EYFS 2017 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery.

## Mobile Phones and Photography

We politely ask that families and visitors do not use their mobile phones in the nursery. This is for the safety of the children and families. We ask that if you are on a call when arriving at the setting to end the call before passing through the reception. We also ask that families refrain from taking their own photos or videos of the children during nursery run events.

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## Fee Schedule (effective from May 2021)

Age Group	Half Day AM (7.30am-1pm)	Half Day PM (1pm-6pm)	Full Day (7.30am-6pm)	Full week (full day)
0-2 Years	£43.50	£43.00	£76.00	£364.00
2-3 Years	£42.50	£42.00	£73.50	£350.00
3-5 Years	£41.25	£40.75	£70.00	£333.50

### Monthly Fees

	1 Full Day	2 Full Day	3 Full Day	4 Full Day	5 Full Day
0-2 Years	£329.33	£658.67	£988.00	£1,317.33	£1,577.33
2-3 Years	£318.50	£637.00	£955.50	£1,274.00	£1,516.67
3-5 Years	£303.33	£606.67	£910.00	£1,213.33	£1,445.17

	1 Half Day	2 Half Day	3 Half Day	4 Half Day	5 Half Day
0-2 Years (AM)	£188.50	£377.00	£565.50	£754.00	£942.50
0-2 Years (PM)	£186.33	£372.67	£559.00	£745.33	£931.67
2-3 Years (AM)	£184.17	£368.33	£552.50	£736.67	£920.83
2-3 Years (PM)	£182.00	£364.00	£546.00	£728.00	£910.00
3-5 Years (AM)	£178.75	£357.50	£536.25	£715.00	£893.75
3-5 Years (PM)	£176.58	£353.17	£529.75	£706.33	£882.92

Please note the fees above DO NOT include funding

Fees include all meals, standard and extracurricular activities and formula milk for children under 1 year. We offer half days (7.30am-1.00pm or 1.00pm-6.00pm) and full days (7.30am-6.00pm). Our fees are calculated on average giving you the ability to budget accurately. Fees are payable in advance and due on the last working day of the month for the month ahead.

Charges are made for the number of sessions contracted for weekly. No refunds or reductions are applicable by virtue of the child's failure to attend for any reason, nor are any refunds or reductions given by virtue of a session falling on a bank holiday or because Little Elms has closed early on Christmas Eve, or by virtue of an inset day (specific to Lewisham Borough Nurseries) or for any reason beyond its control.

We offer 10% sibling discount which is applied to the oldest child's fees. Our preferred method of payment is Direct Debit. We accept all childcare vouchers, Tax Free Childcare payments as well as 2 and 3 year old funding.