

Dear Parents

Welcome to our Nursery Department, where we care for babies from 2 months to children of 2 ½ years.

We hope that you find this booklet helpful in introducing you to our routines and guiding you through various matters related to the Nursery and to our care of your child.

Those of you with babies under a year old should read the first pages in particular, which set out important points relating to the care of babies. The remaining pages of the booklet give additional information for children between aged 1 to 2 ½ years.

If you have questions at any time, please do not hesitate to come and see me.

Yours sincerely,

May Sturge,
Matron.

Babies under one year

We aim to make the transition from home into our nursery as happy and as easy as possible for both you and your baby. To help us to do this, please let us know various details about your baby, for example:

- Does your baby sleep on his/her front, back or side?
- Does your baby have any medical problem? If so, please make time to discuss this with us so that we can provide appropriate support and care.
- What is your baby's normal routine?
- If your baby has food from a jar or a tin, does he/she eat all or only part of it?

There are certain items which we ask you to supply:

- Disposable nappies. You may bring these in daily or in a large pack, which we will store for your baby.
- We use cotton wool and water when changing nappies. We can apply Sudocream or Zinc and Castor Oil cream as necessary, but if you wish us to use other creams, please provide them.
- A change of clothes.
- Any bottles and/or food which your baby will need during the day.
- A book in which we can record, on a daily basis, your baby's day with us. This will go home with you each evening and should come back again the following morning. We welcome any messages from you regarding your baby (perhaps he or she had a bad night's sleep or is teething) or any other information you wish to tell us.

Bottles, Food and Weaning

- Please clearly label all bottles or food, which you supply.
- Your baby's milk and/or juice should be provided in made-up bottles. We will store these in our refrigerator and use as required. Please note that we wash all bottles, but we ask you to do your own sterilising.
- All spoons, dishes and bibs are provided by us. Babies are fed in their rooms and when ready, sit in our feeding chairs to be fed. At an appropriate age we encourage children to feed themselves from a spoon.

- When you begin to wean your baby, please supply your own food. We ask you to do this because all parents have their own views about how they wish their baby to begin to eat solid food. Also please make sure your baby has had any such food at least **twice** at home before sending it to the nursery, so that we can be confident that there will be no allergic reaction.
- You may bring in jars or packets of food weekly, if you prefer. Homemade food should be supplied freshly each day, in a sealed, labelled and named container which we can store in the refrigerator.
- Once weaning is established, children may eat our Nursery food, which we can puree if need be. Please ask to see a copy of our menu.
- Vegetarian food is always available.
- Any dietary problems should be discussed with Matron.
- Any allergies should be disclosed and thoroughly discussed. Children with life-threatening reactions are not automatically accepted by us.

Sleep

- All babies have their own cot. Babies do not share cots.
- Babies sleep in their cots when they need to. They are not left to play there.

Illness and Medication

- The Nursery provides care for babies and children who are well. If your baby is unwell, please let him/her stay at home.
- We have a strict rule that babies and children who have sickness and/or diarrhoea must not return to the nursery until clear of symptoms for 48 hours. This is to protect the whole nursery community.
- Coughs, colds and teething troubles are common childhood ailments. If a baby or child is off colour with any of these ailments, he/she is allowed into the Nursery at Matron's or the school's discretion.
- Babies or children with conjunctivitis may not come into the Nursery.
- All medicines must be handed to a member of staff. You will be asked to complete and sign the Medicines Book. For safety reasons, medicines should not be left in your baby's bag.
- Medicines will be given by Matron or a senior member of staff.
- If any problem with your baby's health occurs, you will be contacted immediately. It is therefore essential that we have work and mobile telephone numbers (which should be updated if there are any

- Staff are first-aid trained.
- In case of medical emergency, we use Milton Keynes General Hospital.

Collection of your Baby at the end of the day

- If for any reason you are unable to collect your baby yourself and you ask someone else to do this for you, please inform us in advance. When that person arrives at the nursery, he/she will be required to show us proof of identity and if possible, a photograph.

Messages

- We welcome any messages from you regarding your baby – perhaps he or she had a disturbed night, or is teething – please give us any information which will help us care for your child.

Staffing

- We choose our staff with qualifications and experience in mind. We believe that the quality of our staff is all-important. You will find few very young staff with our youngest children. Small children and their parents need the comfort of older staff or those who are mothers themselves. The calibre of our staff is the key to your child's happiness, safety and security.

Finally, please remember that we want to provide the best care for your baby, so do not hesitate to ask if you have a query.

General Information and details for children aged 1 to 2 ½ years

Nursery Rooms

We have several rooms in our Nursery. There are 3 rooms for babies and toddlers from 2 months until approximately 1½ years of age and further rooms for little children from approximately 1½ to 2½ years. Each room is appropriately equipped for the age group in that room.

Play

- Babies and younger children are encouraged to play with a variety of toys, to develop different skills.
- Children will also be offered a variety of creative activities, for example sticking, painting and colouring and also they will play with such things as sand, water and playdough. Sometimes we send home items, which the children have made, for you to display.
- Staff talk constantly to our babies and young children, to encourage the development of language.
- We play outside as often as the weather permits. We endeavour to spend time outside daily. We have dedicated outdoor equipment and we also use sand, water and constructional toys outside.

Songs and Stories

- The songs we sing are well known nursery rhymes and we read and enjoy many stories with the children, both inside and out.

Sleep

- Children over a year old sleep after lunch on a mattress with their own linen and can rest on a beanbag at other times during the day if they are tired.

Equipment

- We provide equipment, which is safe and suitable for the relevant age group.
- Equipment is washed/sterilised weekly.

- We have secure, fenced garden areas for the babies and young children, which we use very regularly.
- Sometimes we like to take the children out for a short walk either in pushchairs or on foot. You will be asked to sign a consent form, when your child starts, to allow us to do this occasionally.

Meals and Drinks

- We provide a biscuit, or a piece of fruit, and a drink of milk mid-morning.
- A hot lunch is served at 12 noon.
- Tea is served at 3.30pm.

Allergies and Dietary Problems/Restrictions

- These should be discussed with Matron so that an appropriate diet can be arranged.
- Any allergies should be disclosed and thoroughly discussed. Children with life-threatening reactions are not automatically accepted by us.

Illness and Medication

- The Nursery provides care for babies and children who are well. If your child is unwell, please let him/her stay at home.
- We have a strict rule that babies and children who have sickness and/or diarrhoea must not return to the nursery until clear of symptoms for 48 hours. This is to protect the whole nursery community.
- Coughs, colds and teething troubles are common childhood ailments. If a baby or child is off colour with any of these ailments, he/she is allowed into the Nursery at Matron's or the school's discretion.
- Babies or children with conjunctivitis may not come into the Nursery.
- All medicines must be handed to a member of staff. You will be asked to complete and sign the Medicines Book. For safety reasons, medicines should not be left in your child's bag.
- Medicines will be given by Matron or a senior member of staff.
- If any problem with a child's health occurs, you will be contacted immediately. It is therefore essential that we have work and mobile telephone numbers (which should be updated if there is any change), plus an emergency number and your home telephone number. Please try to provide a number which will be answered and which does not transfer to voicemail.

- Staff are first-aid trained.
- In case of medical emergency, we use Milton Keynes General Hospital.

Nappy Changing and Potty Training

- Parents supply their own choice of disposable nappies, which may be brought in daily, or in a large pack, to be replaced as required.
- Nappies are changed at least 3 times a day and whenever needed.
- When changing nappies, cotton wool and water are used and Sudocream or Zinc and Castor Oil cream is applied, if necessary. Parents may provide different creams if they wish to do so.
- We have low-level toilets and potties for toilet training. These are sterilised after use. Please tell us when you start to potty train.
- If a child has an accident, we will rinse his/her clothes ready to be laundered at home.

Spare Clothes and other Items

- Please bring a **small** bag into the Nursery daily, containing a couple of spare changes of clothing for your child, in case of accidents. Nappies may also be placed in here.
- Sun hats and sun cream should be provided by parents during the warmer weather and coats and Wellington boots in colder weather.

Use of Television

- After tea the children and staff may sit down quietly together for a few minutes and watch television. This will either be a suitable short video or children's programmes. This is the only time of day that the children watch television. It may be your collecting time and the only activity you see, but do not worry.

Car Seats

- Car seats may be left here in emergencies only, as we have very limited storage space. Seats should be clearly named. They are stored in an outdoor shed.

Messages

- We welcome any messages from you regarding your child – perhaps he or she had a bad night's sleep or is teething – or any other information you wish to tell us.

Collection of your Child at the end of the day

- If for any reason you are unable to collect your child yourself and you ask someone else to do this for you, please inform us in advance. When that person arrives at the nursery, he/she will be required to show us proof of identity or give a pre-arranged password and where possible provide a photograph.

Staffing

- We choose our staff with qualifications and experience in mind. We believe that the quality of our staff is all-important. You will find few very young staff with our youngest children. Small children and their parents need the comfort of older staff or those who are mothers themselves. The calibre of our staff is the key to your child's happiness, safety and security.

Example of Daily Routine

- Breakfast – at home (or maybe at the nursery for babies under a year).
- Play and art and craft activities. If the weather is suitable, play in the garden.
- 10am – 10.30am - milk and biscuits
- Nappy change
- Play and story time. If the weather is suitable, play in the garden.
- 12 noon – lunch. A menu is always posted for parents to view.
- Nappy change
- Sleep time
- 2pm approximately – children wake up after their sleep
- Nappy change
- Play and story time. If the weather is suitable, play in the garden.
- 3pm – 3.30pm – tea time
- Nappy change
- Play – if the weather is suitable, in the garden
- Home time