

# TEDDY BEARS NURSERY

## SETTLING IN PROCEDURES

At Teddy Bears our aim is to ensure a smooth transition into nursery which is pleasant and stress free for the child and parent/carer. Our settling in procedures involve the key worker and parent/carer exchanging information to establish the best approach for each individual child's initial experiences at nursery. All parents/carers are welcome into the nursery and supported during this time to allay any anxieties.

- All children are encouraged to do a minimum of 4-5 visits in the weeks prior to their start at nursery. These will begin with short visits of approximately 1 hour and build up to longer periods according to each individual's response to the nursery environment.
- The visits will be over various times of the day to ensure new children can experience lunch and rest times.
- Staff will work with parent/carers to establish the right amount of visits depending on the needs of the individuals.
- During the first visit parents will be introduced to their child's key worker and may spend time with their child in the nursery if they wish.
- During these initial visits the key person will spend time with the child and begin to build a relationship and ensure they are there to greet the child on each visit as much as possible.
- An information booklet will be provided on nursery procedures and the policy folder is available for parents to read if they wish.
- Parents are asked to read, sign and return our sickness and medication policies. Information concerning our toothbrush procedures is also provided.
- Key workers will provide an information sheet explaining how parents can support their child's development.
- Parents will be required to complete an information sheet in order to provide us with basic facts about their child's likes/dislikes, favourite toys etc...
- Parents are encouraged to telephone as often as they wish to check on their child's welfare.
- All staff will do their utmost to support parents/carers during this time and are there to relieve any anxieties. They will provide advice for the best approach to leaving a child and feedback of children's reactions.

DATE:

SIGNED:

REVIEWED:

# **TEDDYBEARS NURSERY**

## **ATTENDANCE POLICY**

Teddy bears nursery emphasis to parents the importance of regular attendance at nursery. We believe that if children are to reach their full potential then excellent attendance is essential. Any problems that impede regular attendance will be identified & addressed as quickly as possible.

### **OBJECTIVES OF POLICY:**

- \*To ensure the safety of all children by monitoring daily attendance.
- \*To identify long term absences
- \*To promote good attendance
- \*To implement strategies which guide staff on how to combat low/erratic attendance

### **IMPLEMENTATIONS:**

- \*Nursery staff will maintain class registers to show attendance of each child
- \*Nursery manager will monitor class registers to highlight poor attendance
- \*Parents of children identified with poor attendance will be supported to resolve any problems they may have.
- \*If a child is absent from nursery for 2 days (or x2 sessions) & the parent has not contacted the nursery the manager will phone parent/guardian to enquire as to the reason for the absence.
- \*If there is no contact with the parent & the child has a inter-agency referral the appropriate professional should be contacted immediately.

NAME :

SIGNATURE:

DATE:

REVIEWED:

# TEDDYBEARS NURSERY

## BEHAVIOUR MANAGEMENT POLICY

At Teddy bears we believe children progress best in a structured environment where adults provide a positive role model. Our aim is to create an atmosphere where children can develop self discipline and self esteem treating adults and their peers with mutual respect.

Teddy bears behaviour management is led by Sam Parker(Behaviour officer) and Kerry Morgan(Senco Officer).Their role is to support children, staff and parents with any behavioural issues which occur in the nursery. If necessary they will contact outside agencies for advice and involve parents in all matters, while maintaining confidentiality. They will also update their training regularly and feedback to the rest of the staff.

### OBJECTIVES

- \*To promote and encourage good behaviour amongst all children
- \*To ensure staff follow good behaviour procedures within the daily routine.
- \*To ensure all children are treated as individuals
- \*To ensure all parents are informed of incidents and liaised with on the actions needed.
- \*To ensure any incidents are recorded correctly and confidentially.
- \*To ensure all staff set a positive role model

### IMPLEMENTATIONS

- \*All staff will provide a positive role model for the children. Never shouting, always showing kindness and politeness.
- \*All staff will ensure rules are applied consistently within the daily routine so children are secure in knowing their boundaries.
- \*All staff will praise good behaviour using positive body language, verbal comments or reward stickers therefore actively encouraging this behaviour.
- \*Any child having behavioural problems will be treated as an individual and given support at their level of understanding.

\*If undesirable behaviour results in an injury to another child the incident will be recorded in the accident/incident book.

\*Parents will be kept informed of incidents by staff in a confidential manner.

\*Children who misbehave **will not be told they are NAUGHTY** and will be supported by an adult in order to be shown what was unacceptable and steered towards a better behaviour pattern.

\*Time out will be given as a last resort to children over the age of 2.5 yrs. The child will be removed from the situation and sat at the side of the room. This will be for 1 minute for every year of the child's life. Following this any necessary apologies will be encouraged and the event discussed at the appropriate level of understanding for the individual child. Younger children will be distracted from situations and encouraged not to repeat unacceptable behaviour.

\*We also have a 'Thinking Chair', which is for preschool children only. This is situated in the office and is used for incidents where children have really disrupted the class or particularly misbehaved. Here the child can have quite time to think about their actions and clam down.

\*Reoccurring behaviour problems will be tackled by one of our inclusion officers who will use objective observations to establish an understanding of the cause. Parents will be invited to a meeting and an appropriate action plan will be worked out together. If the situation persists outside agencies may be contacted to offer support and advice. Although in the event the situation remains unresolved the nursery may request for temporary suspension or termination of the child's attendance.

### **At Teddy bears goals are set for the children in all aspects of their development**

\*They should be courteous towards all their peers and adults

\*They should apologise if they cause any distress to others

\*Children should be aware of others feelings and offer comfort to anyone upset

\*Children will be encouraged to share and play together harmoniously

\*Table manners will be encouraged at snack and meal times

**Boundaries are set for social development**

\*Children must not hit or shout at each other

\*Children must not throw sand, toys etc.....

\*Children must not tease each other about disabilities, gender or racial origins

*The staff continually promote these goals and boundaries which are embedded within our daily routine*

Date:

Signed:

Reviewed:

# TEDDYBEARS NURSERY

## FOOD AND DRINK POLICY

At Teddy bears we aim to continually promote healthy eating, encouraging the children to experience new foods, educating them in the importance of a healthy balanced diet and healthy body.

### \*OBJECTIVES\*

- \*To educate the children in healthy eating
- \*To ensure all children's individual dietary needs are met
- \*To ensure fresh water is always available
- \*To provide a varied, healthy menu of snacks and meals
- \*To ensure staff are aware of allergies and special dietary requirements
- \*To promote social and independence skills at snack and meal times
- \*To ensure packed lunches are stored correctly

### \*IMPLEMENTATIONS\*

- \*We educate children in healthy eating through fun cooking activities, food tasting opportunities, books and role-play.
- \*Teddy bears treat all children as individuals and will cater for any dietary needs
- \*Fresh water is available for children to drink in their classrooms at all times in accordance with the early years Foundation stage legal requirement
- \*Our lunch menu provides a variety of nutritious fresh cooked meals (see menu) prepared by our cook which is served at 12.00pm .Our tea is served at 4.00pm
- \*Any children's allergies or specific dietary requirements are recorded and displayed in the kitchen and in the classrooms. Named placemats with the child's food allergy written on are used at mealtimes to reinforce the allergy to staff serving the meals. Named bowls are also used to reinforce allergy.
- \*We encourage the children to behave appropriately at snack and mealtimes which are promoted as social occasions and staff join in. We also support the children in their development of independence skills such as pouring, spreading and cutting.
- \*We ensure at snack times the children are provided with a choice of water or milk. Snacks are given on a rolling rota and include fresh fruits, vegetables, crackers and cheese, breadsticks or biscuits. On occasions (such as children's birthdays) the children may be offered cake or special treats.
- \*We ensure food provided by parents is stored safely in a fridge at the correct temperature in accordance with the food hygiene legislation.

DATE COMPLETED:

SIGNED:

REVIEWED:

# TEDDYBEARS NURSERY

## MEDICATION POLICY

Teddybear's understands the need to support individual children with medical requirements. We work together to support parents in meeting these requirements by administering prescribed medicines needed during the nursery day. Our view is that if a child is reliant on calpol, is not a prescribed medicine or a preventative, they are not well enough to be at nursery. (See our sickness policy)

### OBJECTIVES

- \*To store and administer prescribed medicines correctly and safely
- \*To keep accurate records of all medicines required and administered
- \*To ensure only necessary medicines are administered
- \*To meet the needs of individual children who require medication
- \*To guide, inform and support all staff and parents in the issues of children and medication

### IMPLEMENTATION

- \*Staff will only administer prescribed medicines by a doctor, dentist, nurse or pharmacist that have a label with the child's name and details of the dosage to be given.
- \*Medicines from a pharmacist must have clear dosage instructions and be appropriate to the child's age in order for staff to administer. It is also our policy not to administer any medication containing 'ASPRIN' unless prescribed by a doctor.
- \*Any medication will be administered by a qualified member of staff and witnessed by another staff member with both parties' signatures. This will be recorded in the medication sheets to ensure confidentiality.
- \*Staff will ensure the medication sheets are filled in when parents request medication to be administered. This should include the times to be given, date, dosage, Doctors name, and expiry date and parents and staff signatures.
- \*Staff will ensure all medicines are correctly stored according to directions i.e. refrigeration or in the first aid cupboard in the messy room.
- \*For ongoing treatments such as eczema or asthma parents must complete an ongoing consent form to be filed in the medication folder. Parents are responsible for informing Teddy Bears of any changes to dosage ect and asked to complete a new form annually, however these forms are checked regularly and their details confirmed with parents.
- \*Teddybears staff reserve the right to not to administer medication that they do not deem 'suitable' for any child i.e. if the prescription label does not correspond with the child's name.
- \*Teddybears staff will not routinely apply cream to open wounds and will strongly recommend that parents seek medical advice immediately to minimise the risk of infection.
- \*Teddy bears staff believe" a child reliant on Calpol should not be at nursery" (see sickness policy). Therefore Calpol will not be administered to a child unless they develop a high temperature. In this situation we will also attempt to communicate with parents to inform them.

SIGNED:

DATE:

REVIEWED:

TEDDYBEARS NURSERY SCHOOL  
SICKNESS POLICY

### TEDDYBEARS COMMITMENTS

Teddybears is committed to maintaining the good health of all children by taking the necessary steps to prevent the spread of infection, also carrying out the appropriate action when individual children are ill.

- Our definition of a well child is...  
"A well child is not reliant on calpol, does not have a high temperature, is well enough to participate in all nursery activities, has a normal appetite, is happy and sociable, does not require a greater staff ratio and has normal bowel functions."

### OBJECTIVES

- To ensure infectious and contagious children are indentified, their parents/carers are contacted and sent home as soon as possible with the view to minimize the spread of infection.
- To ensure an emergency procedure is in place for serious accidents and incidents.
- To guide and inform staff and parents on the issues of dealing with illnesses and infectious diseases.
- To ensure implementation of legal legislation regarding notification of infectious diseases.
- To ensure all staff are qualified first aiders and maintain regular training.
- To meet the needs (emotional and medical) of each individual sick child.

### IMPLEMENTATION

1. In the event of a child being unwell a senior member of staff will be informed immediately.
2. The condition of the child will be assessed according to our definition above and the parents/carers contacted and given information about their child's health.
3. If a child does become ill during their time at nursery a quiet area would be set aside and the child treated and cared for appropriately by the nursery staff.
4. If the nursery staff feels the child has a contagious or infectious illness, or is unable to manage with the nursery routine, parents/carers would be contacted and asked to collect their children as soon as possible.
5. If an acute emergency occurred a senior member of staff would take the child directly to the accident and emergency department at the local hospital, simultaneously parents would be informed and asked to meet there.
6. Children are not allowed to return to nursery until 48 hours after their last attack of sickness or diarrhoea. In cases of other contagious conditions e.g. Chicken pox or impetigo the child must not return to the nursery until they are no longer contagious.
7. In cases of confirmed potentially dangerous infectious diseases the senior person will notify Ofsted (within 24 hours) and the local health authority (see infectious diseases list). All parents of children attending the nursery would also be immediately informed by letter.
8. If any member of staff become ill during the nursery day and could not carry out their role or had an infectious illness they would be sent home.

Please read carefully and sign below to show you understand these procedures.

DATE COMPLETED:

SIGNATURE

Reviewed:

# **TEDDY BEARS NURSERY**

## **SUN PROTECTION POLICY**

Teddy bears is very aware of the damaging effects the sun can have on young skins. However we also realise the importance of vitamin D for children and want them to enjoy sunny days using our outdoor facilities to their full potential. Therefore we aim to protect all the children in our care using safety procedures embedded in our practice while promoting the children's knowledge of sun safety.

### **OBJECTIVES**

- \*Protect the children from the dangers of the sun
- \*Educate and ensure staff carry out procedures for sun safety
- \*Educate the children on the dangers of the sun and how to protect themselves
- \*Inform parents of our procedures and liaise with them if necessary
- \*Cater for children's individual needs

### **IMPLEMENTATIONS**

- \*The nursery will provide a high factor sun cream (30+) to be applied to all children on hot days unless requested by their parents.
- \* The nursery requests all children who require sun cream between 8.00 am - 10.00 am to apply sun cream before they arrive on hot days so they can go straight out in the garden with protection in place.
- \*The nursery requests all children who attend afternoon sessions apply sun cream before they arrive on hot days so they can go straight out in the garden with protection in place.
- \*Parents must have signed the application form to provide their permission for staff to apply sun cream.
- \*Any staff member applying sun cream must have had a DBS check.
- \*Staff cater for individual needs liaising with parents if a child requires something specific.
- \*The nursery encourages children to bring in hats from home but also supply hats to ensure the children always wear one.

\*The staff emphasis points such as 'You must keep your hat on in the sun 'or 'Let's sit in the shade its cooler!' Therefore educating the children in sun safety.

\*The nursery routine will be changed on extremely hot days so the children are not outside during the hottest part of the day.

\*Staff encourage the children to drink more in the heat to prevent dehydration. Water is accessible in the classrooms and outside.

\*If the children go outside between the hours of 8-10am sun cream will not be applied in accordance with advice that children need exposure to gain vitamin D. On extremely hot days sun cream will be applied to protect the children.