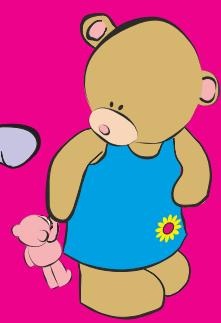
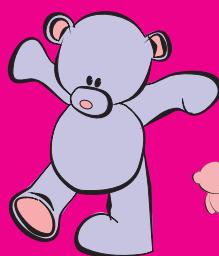




D a y      N o r s e r y

## Welcome Pack

A big warm welcome to our Nursery!  
At Little Bears Day Nursery we work in  
partnership with parents and carers to ensure the  
best care for you and your family



## SETTLING IN

Once you have registered your child you may book short settling in sessions during which a parent or carer will accompany the child. These sessions will introduce your child gently into Little Bears and to our early years practitioners. This opportunity also allows parents/carers to spend time getting to know their child's key workers. During your trial sessions, your child's keyworker will complete a child entry record-we ask you to provide us with as much information about your child's individual routine as possible. Your child will also have the opportunity to attend a half day trial session independently. We understand that this can often be a difficult time for parent/carers if they are leaving their child for the first time and so we endeavour to support you and your family in any way we can, even if it is just being on the end of the telephone so you can enquire how your child is settling in at nursery.



## KEY PERSON

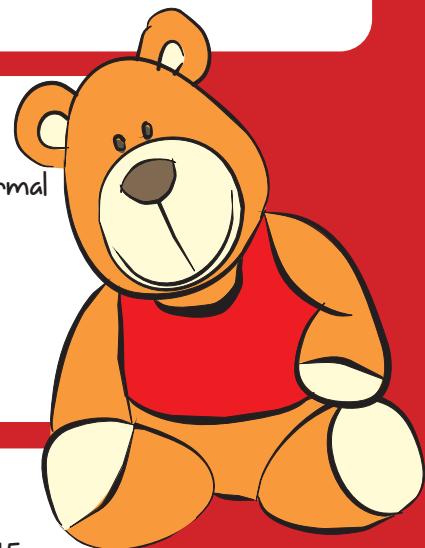
A Key person is someone who parents/carers and their child build that first initial bond with from their trials at nursery. They are the first point of contact within the rooms for the parents/carers and someone who offers support and advice when settling in a child/ren into nursery. A decision about who your child's Key person will be is usually made within their first couple of settling in sessions, based on who the child bonds with naturally. Depending on the days your child attends nursery sometime it may be more beneficial to your child to have another member of staff to be the keyworker as they may see your child more regularly- in this instance parents/carers will always remain fully involved in the decision. If for any reason your child's keyworker is not in nursery due to sickness or annual leave, this by no means that your child is less cared for and that their planning will not take place. We work very closely at Little Bears and each room has a strong solid team and every child has a backup keyworker. Communication is a must and whenever anyone is away from nursery a sufficient handover takes place and cover for activities, planning, etc.

# SESSION TIMES

It is very important that our session times are adhered to. If your children are collected after the end of their session it is likely that this could compromise our staffing ratios. If you ask someone else to collect your child from nursery, you must inform a member of the management team, you will then be asked for the persons name and a security password you choose for them to use to identify themselves- please do not give them the gate code. Our nursery has a finger print system on the main entrance and gate codes to ensure only authorised people can enter our premises. We request that all parents/carers ensure that doors and gates are securely closed behind them in order to maintain maximum security and do not let other parents/carers in.

## EXTRA SESSIONS

If you require additional sessions outside of your normal booking pattern we can often accommodate these requests. These sessions are charged at a discounted rate per day or per half day.  
If you extend a half day to a whole day- the difference will be charged.



## EARLY STARTS

We offer an early start from 7:30am or from 7:45am, these need to be requested in advance. There is a small charge for this.

## CHANGES TO ATTENDANCE & NOTICE TO LEAVE

If you need to alter your attendance on a permanent basis we request that you do this in writing. We require one month's notice to alter a booking pattern and fees. If you are giving written notice for your child leaving the nursery we also require one month's paid notice.



# THINGS TO BRING TO NURSERY

We ask that your child comes to nursery with a bag (not carrier bag), that they will keep on a named peg, containing a change of clothes, wellies, hats and gloves for the winter and a sun hat in the summer if applicable- nappies, milk bottles and a comforter if needed. All items that come in from home should be clearly labelled.

We would ask that you refrain from allowing your child to bring special things from home as they could be misplaced or damaged. During the summer we provide a nursery sun cream for a minimal charge. You will need to complete a permission letter at the start of the summer.

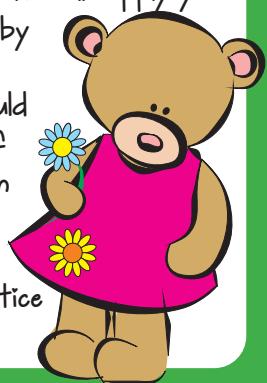
## MEALS

At Little Bears we have a cook who prepares the children's meals each day. We can cater for special dietary requirements and support with weaning requests. We rotate our menu on a four weekly basis and we change them seasonally. Please ask your keyworker if you wish to see the menu.

## MEDICATION ADMINISTRATION

Little Bears Day Nursery is committed to the health, safety and well-being of all the children within our care. We ask parents/carers to recognise that the nursery environment is not the best place for a poorly child and to adhere to the exclusion periods explained in the 'Childhood Illness policy', enclosed within this pack. Should your child require medication throughout the nursery day, please take it to the office and speak to a senior member of staff, who will supply you with a 'Medicine Administration Form' which must be signed by yourself. Please ensure no medicine is left in your child's bag whilst at nursery. Unless signed in permanently, medicines should be collected at the end of the day- this is the responsibility of the parent/carer and any medicines left behind maybe thrown away.

Our full medication policy can be found on the main parent notice board.





D a y      N o r s e r y

## POLICIES

### SAFEGUARDING CHILDREN

Their welfare, safety and protection are paramount. We have a responsibility to record all accidents and incidents that occur whilst at the nursery and in the home. We ask that you support us within this role, by sharing information as to how incidents/accidents may have occurred. All accidents and incidents are recorded on an accident/incident form. A staff member will complete the form, detailing the date, time, what happened and actions taken, a witness will also sign the form. The nursery manager will be informed of the incidents/accidents and will sign the form. When your child is collected from nursery you will be informed of the accident and will be asked to sign the form. In the case of an incident/accidents you will be asked to comment on the circumstances and sign the form.

Our full Safeguarding Children Policy can be found on the main parent board.

### ALCOHOL AND DRUGS POLICY

#### Parent/Carer

The nursery has a duty to safeguard the welfare of children at all times and we reserve the right to refuse the release of a child if we believe it would not be in the child's best interest to do so. Examples of this are if the parent/carer is obviously incapable due to the influence of drink or drugs.

If this situation arises staff will-

1. Refuse to release the child
2. Attempt to contact other people who are authorised to collect the child
3. If the above is not possible we will contact the Police and inform Social Services Duty Officer
4. The management and staff at Little Bears Day Nursery will offer support where possible to families who are experiencing difficulties, including those connected to the use of drugs and alcohol.

# BEHAVIOUR MANAGEMENT

At Little Bears Day Nursery we feel that children benefit most when adults adopt a consistent and positive approach to the management of their behaviour. We ask parents/carers to work closely with the nursery staff to establish clear boundaries according to your child's level of understanding and to discuss successful strategies used at home. A strong partnership with parents/carers assists within the implementation of behaviour management.

Our full Behaviour Management Policy can be found on the main parent notice board.

## BATHROOM SUPERVISION

At Little Bears Day Nursery we ensure and respect the privacy of the children. To obtain this, parents/carers are not to supervise or take any child, including their own to the bathroom. If a child needs to go to the toilet and their parent/carer is present, a member of staff will take the child, ensuring the parent/carer does not accompany them. Parental supervision is also discouraged if a child needs to wash their hands in the bathroom. The above procedure will be carried out to maintain the privacy of the child in our care.



## OUR POLICIES WHICH CAN BE FOUND ON OUR MAIN PARENT BOARD ARE

1. Inclusion
2. Health and Safety
3. Complaints Procedure
4. Admission Policy

To see any other policies please speak to a member of staff. You may be asked to complete a 'subject request form'.

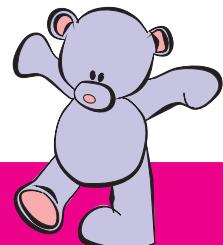
## FIRE SAFETY AND EVACUATION

Monthly fire drills are carried out at the nursery to ensure that all children know the sound of the fire bell and to practice our emergency exits and how we evacuate the whole nursery. By doing these regularly, the children will become familiar with our procedure so that in the unlikely event that we need to evacuate nursery in an emergency, it will be an already practised procedure and will be completed in the quickest time possible. Registers are taken from the rooms and all the children's names are called at our assembly point on the drive.

If Little Bears is required to evacuate the building, we have two potential evacuation sites we can use. Our first evacuation points are Hutton Moor Leisure Centre and our second is St Peters Church. Contact numbers are below-

Hutton Moor-01934 425900

St Peters Church-01934 624203



## NURSERY CURRICULUM AND PLANNING

### EARLY YEARS FOUNDATION STAGE

The nursery follows the early years foundation stage (EYFS) for children aged birth to five. The purpose of the EYFS is to provide support, information, guidance and challenges for all those with responsibility for the care and education of babies and children.

Every child deserves the best possible start in life to support and fulfil their potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right and it provides the foundation for children to make the most of their abilities and talents as they grow up.

The overreaching aim of the EYFS is to help young children achieve the 5 'Every Child Matters' outcomes which are-

1. Staying Safe
2. Being Healthy
3. Enjoying & Achieving
4. Making a Positive Contribution
5. Achieving Economic Well-being

These will be achieved by the following-

1. Setting the standards
2. Providing for equality of opportunity
3. Creating the framework for partnership working
4. Improving quality and consistency
5. Laying a secure foundation for future learning

The EYFS is intended to be used flexibly by practitioners individually and in groups. Principles which underpin the Framework Parents and families are central to the well-being of the children

1. Relationships with other people are of crucial importance in a child's life
2. A relationship with a key person at home and in the setting is essential to young children's well-being
3. Babies and young children are social beings, they are important learners from birth
4. Learning is a shared process and children learn most effectively when, with support of a knowledgeable and trusted adult, they are actively involved
5. Caring adults count more than resources and equipment
6. Schedules and routines must flow with the children's needs
7. Children learn when they are given appropriate responsibility, allowed to make errors and decisions, and are respected as autonomous and competent learners
8. Children learn by doing rather than being told
9. Young children are vulnerable. They learn to be independent by having someone they can depend upon



Our long term planning is information regarding our daily routine, our expectations of ourselves as staff, our expectations of the children and how we work together with parents/carers.

Our medium term planning is completed on a weekly basis. This document outlines learning experiences/ objectives and intentions for all children within the rooms based on the seven areas of learning.

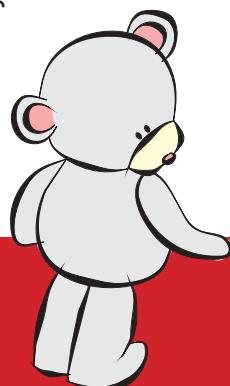
Our weekly planning can be found on the planning board within the rooms. The seven areas of learning are-

1. Three prime areas- Communication and language, Physical Development and Personal, Social & Emotional Development.
2. Four specific areas- Literacy, Mathematics, Understanding the World and Expressive Arts & Design.
3. Alongside the weekly planning sheets, activity plans are completed on a daily basis, these plans outline activities that will be taking place throughout the day and can be found on room doors.

All children have an online learning journal, where observations, photographs and children's work are kept. Your child's learning journal is accessible at all times if you wish to have a look the learning journal is called "Tapestry" and each parent has an individual password for access.

We also carry out parent's evening every three-four months where parents/ carers are more than welcome to book a meeting with their child's Keyworker to look through learning diaries and discuss your child's development.

If you wish for more information, regarding our planning or would like to see the EYFS paperwork, please speak to a member of staff within your child's room. There is also a large display situated in our main building's hallway by the Toddler Room which explains everything in more detail.



# NURSERY GRANT FUNDING

As you may know When your child turns Three, they will be eligible for 15 hours Educational Funding. As we are open all year round, we stretch the funding over 47.5 weeks of the year which is the maximum North Somerset will fund all year-round settings as long as your child does not exceed the number of hours per year that they can claim, which is 570 hours per year.

North Somerset Funding @ Little Bears.

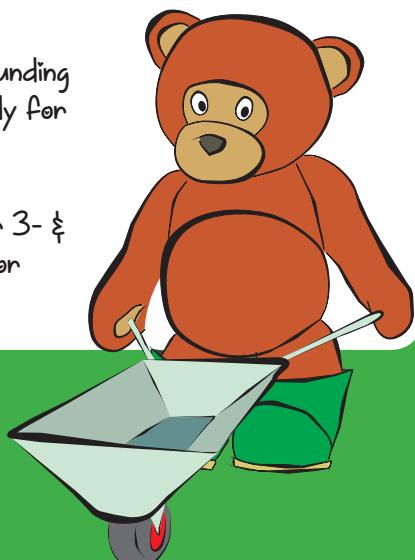
1. Can claim up to 12 hours per week when claiming 15-hour funding or 3½ year old funding
2. 47.5 weeks of the year; the remaining 4.5 weeks of the year will be charged at full rate but we spread this cost over 12 months.
3. Maximum 570 hours per funded year.

Your child's nursery funding is also affected if they attend more than one setting as the hours are shared between both settings. If your child does attend more than one setting, please come and let us know as soon as possible so that we can calculate your funding accordingly.

We accept 2-year-old funding which is calculated in the same way as 15 hours 3- & 4-year-old funding.

Children claiming 3- & 4-year-old Educational funding and Extended funding, Consumable charges apply for fully funded days.

If you are eligible to claim 30 hours funding for 3- & 4-year-olds then please speak to the Manager or Administrator for further information.





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