

Little Gems

NURSERY LTD

Parent's Guide:

April 2024



Opening Times:
Monday - Friday 8am to 3:30pm
(term time only)



020 305 10668



07957351048



lginurseries.co.uk



Welcome

We are delighted that you have chosen Little Gems Nursery for the care and education of your child. Little Gems Nursery aims to promote a caring environment through the highest standards of professional practice in which children can flourish physically, emotionally, socially and intellectually whilst maintaining a strong Islamic identity. We aim to encourage the development of each child to enable them to maximise their potential within a caring, stimulating and homely environment.

We hope that this handbook will be a useful guide to help you settle your child into the nursery and act as a reference document for the future. If you have any questions, queries or suggestion then please speak to the nursery manager or your child's key person. We are all here to help. We look forward to welcoming your child and building strong partnership with you.



Term dates for 2023/2024

Autumn Term	
11 th Sept 2023	Nursery opens for children (Please refer to your individual start dates)
23 rd Oct 2023-27 th Oct 2023	Half term holidays
30 th Oct 2023	Nursery re-opens for children
15 th Dec 2023	Parent review
18 th Dec 2023-29 th Dec 2023	End of term holidays
Spring Term	
4 & 5 th Jan 2024	Staff Inset
8 th Jan 2024	Nursery re-opens for children
12 th Feb 2024-16 th Feb 2024	Half term Holidays
19 th Feb 2024	Nursery re-opens for children
28 th March 2024	Parent review
29 th March-12 th April 2024	End of term holidays
Summer Term	
15 th April 2024	Nursery re-opens for children
27 th May 2024-31 st May 2024	Half term holidays
3 rd June 2024	Nursery re-opens for children
17 th June & 18 th June 2024	<u>Eid-ul Adha Holiday</u>
19 th July 2024	Parent review
22 nd July 2024	Summer holidays

Our safety measures

1

Drop off and Pick ups

Parents are welcome into the setting to pick up children however we will still keep our door drop off's in place as our children settle better and there is minimum disruption to their learning. Inshallah for new starters we will work with you to help settle your children and will be allowed to come into the setting for the initial period until we feel it is necessary.

Children will not be admitted earlier than their allocated time therefore please do not attempt to drop them off before their time!

2

Cleaning

The nursery will continue to undertake regular cleaning procedures throughout the day to minimise the risk of any germs spreading.



3

Outings

From time to time we take our children to the local park or library. We conduct risk assessments and also take into consideration government guidelines that are applicable at the time. We also plan annual trips towards the end of summer term for which you will be informed and your consent sought.

Our safety measures

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General illness and medication

Children who are ill should not attend the nursery until they are feeling better. If a child has had diarrhoea or vomiting then they should not return to the nursery for at least 48 hours from when the symptoms have ceased. If they have a temperature then they need to be temperature-free for 24 hours before returning.

Children that have prescribed medication that needs to be given during the time they are at nursery must be in its original packaging and clearly named before handing it to the child's key worker. All medication brought in by the parent/carer will be recorded on a medication form and signed by the parent/carer. Medication will be stored in a cupboard or fridge as appropriate and will be out of reach of children.

If medication is ongoing, a medical consent form will need to be signed and kept in the child's file. The principle will remain the same as described above, where each time a form will be completed that has to be signed by the child's parent/carer.

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Hand wash

Children will be encouraged to wash their hands for at least 20 seconds across the day, particularly:

- Arriving at nursery
- After sneezing or coughing
- Before and after handling or eating food
- After going to the toilet

We will also be placing hand sanitisers in all communal areas for the staff and parents to use.

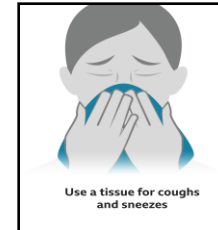


Our safety measures

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Promoting good hygiene

The nursery will continue to promote regular good hygiene materials to ensure staff and children are maintaining good hygiene at all times.



7

PPE - Personal Protective Equipment

We are no longer required to wear face masks however these are available in the setting for staff and parents to use if they wish to do so.



8

Visitors and Meeting

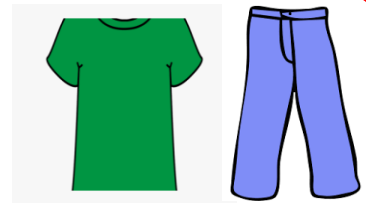
We have robust policy in place to safely allow essential visitors to the setting. This includes checking of I.D, signing in and adhering to our social media and mobile phone policy when on site.

Our safety measures

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Clothing

Please ensure hygiene is maintained and that children come in with fresh, clean clothes daily. We also have a **no animated** clothing policy at the nursery therefore kindly ensure that you send your children in wearing clothes that meet our policy.



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Buggies & Ride-Ons

Buggies and Ride-Ons will not be permitted to be left at nursery. Parents bringing children in buggies will need to take the buggies home after dropping them off.



11

Bags and Toys

Children will not be allowed to bring in toys from home unless it is for a planned show and tell session. All parents will be required to bring in and leave a clearly labelled bag with sufficient clean clothes at nursery. Any soiled or wet clothing will be returned to you at the end of the day.

Safety and Security

It is our policy to take all practicable steps to ensure the health and safety of all the children, employee's and other visitors.

Entrance to Little Gems is via video monitored intercom system. Children will only be sent home with their parents; however in instances where parents are unable to collect their children, they must inform the nursery office beforehand, so that a password system can be put in place to ensure that children are collected by the correct people. For additional safety of our children and staff, we have placed security cameras in and around the premises.



Fire Procedures

A planned evacuation procedure is in place in case of the fire. The Nursery Manager has the daily attendance registration system, which includes your child's details. Regular fire practice drills will also be carried out to ensure that the staff and children are familiar with the evacuation procedures in case of an emergency.

In the unlikely event of the nursery not being safe, the parent's will be notified as soon as possible.



Accidents and incidents:

As children develop physically, particularly in the early stage of walking, accidents can occasionally happen. In this event, the majority of staff have First Aid training. If your child has an accident at the nursery, you will be informed upon collection and asked to sign an accident form. In the event of an accident causing concern, you will be asked to collect your child and a visit to your GP will be recommended.

In the unlikely event of a child requiring further medical support, parents will be contacted immediately and any necessary action will be taken. In extreme cases, this could involve calling for the support of paramedics.

Immunisations & Health reviews



As a Healthy Early Years London setting we encourage parents to immunise children. Immunisation is the safest way of protecting children against serious diseases. Some diseases can kill children or cause lasting damage to their health. Immunisation prepares children's bodies to fight off diseases if they come into contact with them. It is never too late to have a child immunised even if a child has missed an immunisation and is older than the recommended ages. When a child is immunised it helps to protect the whole community, this is important because some children with medical conditions or allergies cannot have certain vaccines. We therefore strongly recommend that you immunise your children. For detailed policies please contact the nursery office.

27 month review:



Children are due to have a health review when they are around 27 months with a health professional which is documented in their red book. These can take place at the nursery for Hackney residents and is known as an 'Integrated' review. An Integrated health review is very useful in gaining an accurate understanding of the child's development and is completed with input from the nursery, parent and also the health professional. If your child is a Hackney resident, they will be offered an integrated health review at the nursery after they turn two. A 'progress check at two' report will be given to children outside of the borough to take along for their reviews.

Our Curriculum

At Little Gems, we work in accordance with the guidelines set out by the Early Years Foundation stage (EYFS) framework (www.foundationyears.org.uk) which inspires children to learn through play.

The EYFS is how the Government and early year's professionals describe the time in your child's life between birth and the age of 5. This is a very important stage as it helps your child get ready for school and prepares them for their future learning and success. At Little Gems we strongly believe that until the age of 5, children's early years experiences should be happy, active, exciting, fun and secure and it should support their development, care and learning needs.

The EYFS has a great emphasis on parent's role in helping their children develop. Children will be learning skills, acquiring new knowledge and demonstrating their understanding through the seven areas of learning and development. Children should mostly develop the three prime areas first:

- Communication and language
- Physical development
- Personal, social and emotional development

These prime areas are the most essential for your child's healthy development and for his/her future learning. As children grow, the prime areas will help them to develop skills in four specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design



At Little Gems we use these seven areas to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs and interests. Little Gems aims to ensure that Islam is reflected in all areas of the curriculum. We also aim to ensure that children have equal access to all aspects of the curriculum by providing stimulating hands-on activities where children learn through play (indoors and outdoors). For ideas on how to support your children's learning at home please visit: <https://www.bbc.co.uk/tiny-happy-people>.

Fees & charges

Fees:

We provide free part time nursery education for eligible children aged 2 years and all children from 3 -5 years. Our day care charges range from £120.00-£375.00 per week. Fees are invoiced monthly in advance and are due for payment within the first week of each month. You will be charged for each extra session that you have booked, regardless of whether your child attends. Refunds or replacement sessions cannot be given for unattended sessions and booked sessions cannot be swapped for alternative sessions. Parents can add on extra hours on top of their booked sessions; however this will be dependent on availability and payments will need to be made on the same day.

Lunch:

For children that are having nursery lunch our charges are £2.50 per day and will be invoiced at the start of each term. Lunch payment is payable in advance and is non refundable even in the instance that a child does not attend. Our lunch menus are carefully monitored to meet the Eat Better Start Better Food and Drink guidelines for Early Years settings.

<http://www.childrensfoodtrust.org.uk/blog/resources/ey-guidelines/>

Late pick up charges:

Parent's or carer's who know that they are going to be late (due to unforeseen circumstances) must telephone the nursery and give expected time of arrival.

A charge of £5.00 will be applicable for the first 10 minutes of delay and thereafter £1.00 for each minute. After an hour, if we have been unable to contact you or any of the authorised persons named in your application, the nursery manager will contact social services. This is in line with our Safeguarding policy.

General Data Protection Regulations

On the 25th May 2018, the General Data Protection Regulation (GDPR) has replaced the Data Protection Act 1998. The GDPR requires public authorities and businesses to identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data. It also introduces new individual rights relating to personal data, such as the right to erasure or the right to rectification. We need to hold personal information about your child on our computer system and in paper records to help us with their educational needs. The nursery manager is responsible for their accuracy and safe-keeping. Please help to keep your child's records up to date by informing us of any change of circumstances. At Little Gems Nursery, Our appointed Data Protection Officer (DPO) is Sadiqah Maljee.

Nursery staff have access to some of your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, on a need to know only basis such as the local authority, health visiting team, schools and other regulatory bodies to keep children safe. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss. In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented etc. In other circumstances you may be required to give written consent before information is released - such as the educational reports for insurance, solicitors etc.

To ensure your child's privacy, we will not disclose information over the telephone or fax unless we are sure that we are talking to you - the parent/carer. Information will not be disclosed to family and friends unless we have prior written consent and we do not leave messages with others.

As parents you have **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION** of the data we hold about you or your child. To learn more about the General Data Protection Regulation, please visit the Information Commissioner's Office website on: <http://ico.org.uk>



Suggestions and complaints

We welcome and appreciate your suggestions and feedback. This can be done in person or via phone call with the manager or anonymously by posting an envelope through our letter box.

Partnership with parents:

We aim to make your child's early years experiences as positive as possible. In order to achieve this, it is important that we work in partnership with you to support the children's learning and development at home and in the setting.

Complaints Policy

At Little Gems Nursery, we aim to provide a safe, secure and happy environment for children to prosper and develop. It is also our intention to give a high standard of care and nursery education in our setting. We accept that despite our best endeavours, there may be occasions when you feel we have been less than perfect, and we will always adopt a sympathetic but fair approach in dealing with your concerns.

In the event of complaint, please speak -in the first instance- to our Nursery Manager. If you feel that the Nursery Manager has not resolved the issue in concern and wish to take your complaint further, you may put your concerns in writing to the Nursery Executive Director. Complaint forms are available on request. At any stage during the process you have the right to contact OFSTED with your concerns, and where you believe a breach of regulations has occurred you should do so immediately - their contact number is **0300 123 4666**