



Little Bo Peep Nursery Ltd
33 Pepper Street
Inkberrow
WR7 4EW
01386 793102

Nursery Information Pack

We pride ourselves in offering a stimulating environment that is both educational and caring for a total of 28 babies and children from 12 weeks to 3 years of age.

Hours of opening:

7.30am-6:00pm Monday to Friday

Manager: **Claire Hull** Director: **Tina Ward**





Our Aims

1. To provide the highest possible standards of care at all times. We will always have the children's safety and happiness as our top priority.
2. To provide a safe, happy and stimulating environment at all times.
3. To treat all children as equals and never to show favouritism towards any child.
4. To keep all staff well trained and motivated and to ensure that they are constantly updated with the latest issues in child care.
5. To maintain the highest standards of hygiene at all times.
6. To work at all times to the standards set by Ofsted.
7. To ensure that all staff hold a current Paediatric First Aid Certificate.
8. To ensure that our parents always feel welcome and are able to discuss any problems freely.
9. To deal with complaints immediately.
10. To provide the children with all that they need to enable them to develop at their own pace, providing a wealth of opportunities for every aspect of their learning.
11. To provide a childcare environment that leaves parent feeling happy and confident when leaving their child in our care
12. To promote a healthy setting including promoting physical activity - we aim to develop opportunities for children acquire physical skills and exert themselves in ways which is fun and suits their needs.

Organisation of Nursery

We realise that young children require as much care and attention in nursery as they would do at home. Our registration enables us to keep our groups small, allowing us to give all our children the time they need. Our aim is to be an extended family.

Children attend our nursery site until they turn three years old and then have the option of moving up to our pre-school. We run our pre-school at the **Inkberrow Village Hall**.

We run 3 rooms within nursery - children will progress through nursery depending on age and stage of development.

Commitment to Quality

1. All staff working at Little Bo Peep will at all times put the wellbeing of the children first and always work towards providing the highest possible standards of care.
2. All staff will be familiar with and work to our set company policies at all times
3. All staff will attend necessary and appropriate training courses to ensure that they are always updated and aware of the latest issues in childcare.
4. Staff will plan our curriculum well in advance to ensure that the necessary resources are always at hand and to provide a varied and stimulating programme that facilitates the Early Years Foundation Stage

5. All staff will be monitored closely and will receive yearly appraisals to ensure that our stated company aims are being met at all times.

6. Highest levels of security will be met at all times.

Settling in policy

All children are individuals and therefore our settling in policy is flexible to suit the individual needs of each child

The following is guidance only; the key worker will devise times suitable to the child and depending on how the induction process is going. We may reduce or add more settling in hours accordingly. Parents will receive all the relevant paperwork to fill out before coming for their first session.

Day 1: parent and child attend for around to hour to go through any necessary paperwork

Day 2: child stays for 1-2 hours

Day 3: child stays for 3-5 hours

Day 4: child stays for full amount as requested on the registration form

Day 5: as agreed with parent and depending on how the child has settled so far.

All parents are informed that they can telephone at any time to enquire about their child or request that a member of staff give them a call during the day.

Child Admission Policy

The nursery is registered for children aged 12 weeks to 3 years.

When nursery operates a waitlist the following admission policy is applied in order to issue places.

1. Children who have older brothers and sisters already attending nursery.
2. Those who have been on the waiting list longest
4. The ability of the nursery to provide the facilities for the child.

Please note that the nursery has a Safeguarding and a behaviour policy. If you wish to see these or any other policies that we have, please do ask and a copy will be provided.

The nursery does not discriminate against any child on the grounds of sex, race, religion, colour or ethnicity.

Admissions Procedure

1. All children entering Nursery will have an induction period – this may be a full day or split to suit the needs of the child and subject to availability
2. All children must have a completed Application Form containing contact numbers and all relevant medical information.
3. Children must be allowed to keep comforters and security blankets until they feel confident enough to leave them on the side.
4. On admission, it is important to gain as much information about the child as is possible to enable us to help the child settle.
5. Each child is assessed upon admission. This allows us to plan appropriate activities for your child and assists future assessments and observations on your child for staff.

Security

1. We like to give a warm welcome to each child on their arrival to nursery. Parents should sign their child in by using the diary in the hall.
2. No child will be allowed to leave the Nursery with any person not known to us unless it has been pre-arranged with the child's parent.
3. When children are entering or leaving nursery, our staff are vigilant and will only admit persons known to them.
4. We understand that at times there are situations where parents may be reluctant for the child to be collected by their former partners i.e. fathers/mothers. In such circumstances, nursery has no legal power to prevent this unless a court order is produced. We will endeavour to meet all parents' wishes wherever legally possible.

Children not collected on time

Parents/carers are actively encouraged to telephone and let staff know if they are delayed. Late pick up's are chargeable.

If a child has not been collected by their agreed time of departure, then a 1/2 hr. allowance will be given before parents are contacted on their specified contact numbers. If they cannot be reached, then the emergency contact number will be rung.

If, however, there is no contact with staff by 7pm social care services duty team will be contacted. It may also be necessary to contact the police.

Curriculum and Activities

Little Bo Peep Nursery aims to maximise the potential capabilities of all its children.

We provide experiences for our very young children which will promote their all-round development.

For all our children we plan a range of activities and experiences based on The Early Years Foundation Stage

All staff believes in the importance and value of quality learning experiences based on the children individual next steps and interests. Play indoors and outdoors is an essential component of children's learning.

Each child has their own set of records which celebrates achievements and monitors progress. These records help staff to plan for each individual child. These are called a 'Learning Journey' (Tapestry) and are available for viewing at all times online.

Tapestry

We use a package called Tapestry, we record children learning and experiences and share it with you via e-mail. We use this tool primarily as a way to provide next steps to learning as well as provide a photographic keepsake of all the wonderful experiences your child will have at nursery.

Parents as partners

We recognise that parents are the child's first carers and educators and therefore your views and knowledge of your children are paramount in ensuring that we are able to provide the best possible care and experiences while at nursery. We do this by ensuring we communicate children's learning and development and give parents the opportunities to involved every step of the way. We do this in the following ways.

- Collecting information on entry
- Providing verbal hand overs
- Providing a daily communication diary, we encourage parents to write in the notes too.
- Tapestry: providing photographs and observations of their child's learning and experiences. We encourage parents to share photographs on here, show us what you have been up to.
- E-mails and newsletters.
- Updating our website and Facebook page regularly.

Transitions between rooms.

We have three base rooms, each one beautifully resourced and homely. We move children according to development and individual needs. The following is just a guide.

- Willows: 3 months to 17 months
- Meadows: 17 months to 28 months
- Orchards 28 months to 36 months

When children are due for a move we will discuss a move date and then provide settling in sessions in the new room. Due to our small staff team children generally do not have any difficulties settling as children are very familiar with staff within the setting. Where possible we try and move children with a friend or in a small group, this ensures a smooth transition.

Immunisations

Little Bo Peep state that it is parents' choice as to whether their child has any vaccinations before or during their time at the nursery.

It is advised that a baby starting at 3 months has had their 2nd injection of diphtheria, whooping cough, polio and tetanus.

Illness

Our policy is to encourage and promote good health and hygiene for all the children in our care. This includes monitoring the children for signs and symptoms of infectious diseases, e.g., measles, mumps, meningitis, diarrhoea, sickness and high temperatures of above 38c/98.4f. If we suspect that a child may have an infectious illness, then the Manager will be informed immediately. No child will be excluded from or sent home from Nursery without the consent of the Manager.

A senior member of staff will contact the parent if it is necessary for their child to be collected.

The manager/deputy must be convinced that the child has returned to good health before re-admitting them to the nursery. In the case of sickness and diarrhoea the child should not return to nursery for 48 hours after the last bout of sickness or diarrhoea. If antibiotics or any other medication have been prescribed by the doctor for an infection or virus then the child should not return to nursery 24 hours after the first dose of medication.

If nursery has a high number of sickness and diarrhoea cases, then we will use our discretion and send children home before they reach 3 loose nappies. If a child has been absent with diarrhoea and upon their return has 1 loose soiled nappy they will unfortunately be sent home.

In cases of undiagnosed food allergies and loose nappies the above policy stands until we have information from health professionals, please speak to a member of staff to discuss further.

In the case of a serious illness occurring then the parent will be contacted immediately, along with any medical help if necessary and the appropriate action taken. In the unlikely event of the parent not being available a senior member of staff will assume charge and if necessary, take the child to hospital along with all relevant details. Advised minimum exclusion periods for some of the more common ailments. Please be advised that staff can use their discretion if we have a large number of illness or if a child returns to nursery after a bout of illness still presenting symptoms.

Disease	Incubation Period	Period when infectious	Exclusion Period of infected person
Chicken Pox	11-21 days	1 - 2 days before to 5 days after spots develop	For 5 days from onset of rash or until spots have "scabbed over"
Conjunctivitis	Varies	Whilst eye is red & discharging	No official exclusion, we can use our discretion depending on severity.
Diarrhoea & vomiting	Varies	Whilst having symptoms of diarrhoea and/or vomiting	Until symptom free for 48 hours.
Fifth disease (Slapped Cheek)	4-20 days	Before the rash appears	Until clinically well.
Hand, foot & mouth disease	3-5 days	From 2-3 days before to a few days after the appearance of rash	Until clinically well. The presence of a rash does not indicate infectivity. We will use discretion if we have a number of cases including a 48 hour exclusion
Head Lice	Eggs hatch in 7-10 days	Whilst lice or eggs remain alive on host	Exclusion is unnecessary as long as child has been treated.
Impetigo	4-10 days	Whilst lesions present	Until lesions crusted or healed.
Measles	7 - 14 days	From a few days before to 4 days after the appearance of the rash	5 days from onset of rash.
Mumps	12 - 25 days	From 6 days before to 9 days after onset of illness	5 days from onset of swollen glands.
Ringworm	10-14 days	Whilst active lesions present	Until 1 week after treatment unless lesions are covered.
German Measles (Rubella)	14-21 days	7 days before to 5 days after onset of rash	5 days from onset of rash.
Scarlet fever	1 -3 days	Day sore throat starts to 24 hours after commencing antibiotics	Five days from commencing antibiotics.
Threadworms	2 - 6 weeks	Whilst eggs still being produced.	None. Treatment advised.

Medication Policy

No medication of any description will be administered to any child without the written consent of the child's parent. This includes Calpol/Paracetamol, Teething Gels, Cough medicine and all Nappy rash creams.

All medicines requiring refrigeration are to be kept in the fridge in the kitchen. All other medicines, creams, and inhalers are to be stored in the wall cupboard in the kitchen.

It is essential that the parents of children requiring medication complete and sign our medication form. We cannot give the medication if we do not have the signed dosage/consent form.

We can only accept prescribed medicines with the prescription label on the front, this includes any medicine we have seen before i.e.: inhalers.

In August 2021, we updated our medication policy as follows:

'Staff will no longer administer Calpol during the day unless in an emergency where the child has a temperature above 38 degrees. If the child requires Calpol then they are deemed not well enough to attend their session. If a child develops a temperature during the day parents will be called immediately to collect them. The child will then only be allowed back to the setting when they are well enough to do so.'

Children requiring Calpol for longer than 48 hours will need to go to the GP before returning to nursery.'

We appreciate Calpol/paracetamol can be used to alleviate other symptoms including teething pain, in this situation we do ask that teething gels and crystals are used instead.

Staff will only ever administer a maximum of 7.5 ml in accordance with guidelines on the box, we will not ever exceed the recommended dose according to age.

Please be aware that any medicine not prescribed by a doctor will only be given if necessary and staff at Little Bo Peep Nursery will only give medicines in accordance with the instructions.

We would like to respectfully remind parents that staff have the right to refuse to administer medicines such as Calpol/ paracetamol if the symptoms do not present during nursery hours.

Staff will not be able to administer medicines that are not in their original container and cannot give medicines in juice, milk or food.

Safer Sleep Policy: Little Bo Peep Nursery adhere to the safer sleeping guidelines outlined below: Staff who work with children under the age of two all complete a safe sleeping course.

Safer sleeping guidelines are followed:

Clear flat spaces for sleeping

Temperature between 16-20 degrees

Thermometer in sleep spaces

Cots not in direct sunlight or heat source

No cot bumpers used

No soft toys

No pillows or duvet

Sleeping position: on back with feet positioned at bottom of cot

Any blankets are firmly tucked in.

Sleeping bags if used are well fitted and the appropriate size for the weight of the baby.

When babies are sleeping physical checks are made regularly to observe the rise and fall of the chest. Video baby monitors are used in the sleep room upstairs alongside the physical checks. Children sleeping downstairs always have a member of staff present in the room. Checks are carried out on the children every 10 minutes.

Older Children

Children need sleep and rest periods to help development. Children all develop at different rates and we must meet their needs throughout the day at The Nursery. As they grow they will usually develop a routine in which reducing the length or the frequency of their daytime sleeps. Children at Nursery have the opportunity to rest or sleep if they need or want to throughout the day. The staff need to create an environment for the children to rest or sleep i.e. a quiet area to cuddle up with a book, cots for younger babies or sleep mats for older children.

Parental wishes should be taken into consideration, although staff cannot force a child to sleep, wake or keep a child awake against his or her will. This is an Ofsted regulation

Parents' Policy

Parents will be welcome in the Nursery at any time, and will continuously be updated on our current themes, learning programmes, their child's progress and forthcoming events.

We will endeavour to involve parents as much as possible in the daily curriculum.

Staff will always be on hand to discuss any problems or concerns and will endeavour to arrange convenient one-to-one meetings if requested by a parent.

We will facilitate regular Learning Journey evenings where parents can view their child's Learning Journey and discuss progress with their child's Key Worker.

Parents will always have the right to question how and why we do things and we will always strive to give informed and satisfactory answers.

Any complaints will be dealt with immediately and every effort will be made to resolve the issue satisfactorily.

Healthy Eating Policy

Meal and snack times are important parts of the day in nursery. Parents with children in the baby unit will be encouraged to bring in a small fruit or healthy snack for morning break together with their own food. Once babies reach 9 months they can either have the hot meal provided onsite or they can bring in their own packed lunch. Children in the baby room are welcome to have their tea with us; again, for children under 1 this can be a hot meal that staff heat. For the over 1's this meal needs to be a cold tea such as sandwiches please see our packed lunch information. Please be aware we are a **nut free zone**.

Willows and Orchard children (2-3 years) please send in a fruit snack for the morning, then they have the choice of booking a hot meal or bringing their own packed lunch in. Tea will be a cold tea and will need to be provided from home. Children can bring in their own beakers from home, but they must be clearly labelled. Children will have the choice of water or semi skimmed milk at nursery, however if you would like your child to have sugar free squash then this can be provided from home and clearly labelled, we do not provide squash.

All children are encouraged to learn the importance of eating healthy foods. Meal and snack times are seen as opportunities to extend children's learning in a social situation.

What will my child need to bring to nursery?

We ask that any item that comes to nursery is named including Tupperware type containers.

Nappies	We kindly ask that parent provide nappies and not pull up style nappy pants, unless their child is actively using them to potty train.
Wipes	
Barrier cream	
Spare clothes including socks.	
Water beaker	We do have spare nursery beakers but would prefer parents provide their child with their own labelled one.
Summer hat	Will be required in the summer months
Winter coat	Every day in the cooler months.
Waterproofs and wellies	For Welly Wednesday children and general outdoor play
Sterilised bottle (empty)	If required for formula for babies under 1 years old. We do not sterilise bottles so please provide the correct amount of sterilised bottles for your child
Milk powder	If required: we will only accept 'sealed' formula and we are only able to keep it for 1 month.
Meals and snacks for children under 1	Ready bought jars and packets need to be unopened, we are unable to accept opened jars or packets. If parents have made meals from home then they need to be labelled with the date it was made and ingredients. Home-made meals cannot arrive frozen.
Morning and afternoon snacks	This could consist of things such as fruit, sandwiches, veggie sticks, cheese etc
Comforters/ dummy	
Sun cream	In the summer months children must arrive with cream applied. If you would like to provide your own for further application please label and leave in your child's bag. If not, we will top up using nursery sun cream

Information

We also have a Nursery Facebook page. Please go ahead and like it! There are some lovely photos of the children and all the wonderful activities they get up to! Photos of your child will only be posted if consent is given.

[Little Bo Peep Nursery | Facebook](#)

Nursery Telephone Number: 01386 793102

E-mail address: enquiries@littlebopeepnursery.com

For Invoice enquiries - tina@littlebopeepnursery.com

Please note, this is the business email address, and all e-mails will be sent from this address including any sent by the manager.

Nursery Manager: Claire Hull

Nursery Director: Tina Ward

Staff

Claire Hull

Senior Manager Nursery/Preschool
NNEB

Sophie Reeves

Deputy Manager
Willows Room Supervisor
Level 6 Qualified

Sarah

Ricketts

Management Cover
Level 4 Qualified

Lisa Lindley

Orchards Room Supervisor
Level 3 Qualified

Heather Cryer (Hev)

Meadows
Level 3 Qualified

Jessica Blantford

Orchards
Level 3 Qualified

Liz Rouse

Meadows/Orchards
SendCo Support
Level 3 Qualified

Samantha Tisdale

Willows
Level 3 qualified

Lucy Siddle

Willows
QTS & Level 3 Qualified

Amy Stirrup

Meadows

Rachel Watton

Cover staff
NNEB & QTS

Sally Pinchin

Nursery Cook

Apprentice

Katie Osborne

Cover Staff

Lauren Ward
Sophie Ward
Steph Laidler

Complaints Procedure

If you have any cause for complaint, you should in the first instance, take it up with the Manager or her Deputy:

Claire Hull or Sophie Reeves

In her absence the Director:

Tina Ward

The matter will be entered on a "Provider Complaints Record". The matter will be thoroughly investigated, and all actions will be recorded together with a resolution.

The officer in charge will have a conclusion for the complaint within 3 weeks. If the matter cannot be resolved to your satisfaction, then they have the right to raise the matter with Ofsted whose address is:

Enquires@ofsted.gov.uk

**Ofsted Early Years
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