Little cherubs and Inbetweenies Nursery

General Information
Little Cherubs opened on the 5th September 2011 exactly twenty two years after the main nursery started. The Cherubs were based in the Conservatory but in January of this year moved to the main nursery with the opening of Forest Lodge. The Cherubs is registered for nine babies. We open for forty eight weeks of the year closing for one week each at Easter and Christmas and the last two weeks of August as well as Bank Holidays.

The fees charged for the Cherubs are based on a full-day from 7.30am to 5.45pm and are £50. We do not offer half days as we only have a few spaces. We ask parents to supply nappies, wipes and a spare set of clothes in a clearly labelled bag.

Intake to Cherubs usually starts at around six months and when the time is right the child will move up to the Inbetweenies. This is solely dependent on the child's individual needs and following consultation with parents.

Baby Policies are available should you require them (ie sleeping and feeding etc)

At little Cherubs
Finding the right care for your child is fundamental to their development and happiness. As parents, you are the first educators for your child. Sleep, emotional and physical support and sensory stimulation are most important in a baby's life than at any other time.

We understand that you may feel anxious about leaving your child for the first time, so we will endeavor to make this as stress free as possible. Our staff encourage the babies to vocalize and communicate to them using lots of eye contact with lots of praise and cuddles. In the baby room, we aim to mirror the routine you have at home to ensure a smooth transition between home and nursery. We hope to create an atmosphere that is warm and trusting thus giving your child the chance to thrive. Your baby will experience sensory play, mirrors and treasure baskets where they will be able to explore everyday objects and social interaction to
encourage babbling, particularly when your baby reaches those precious first milestones.

Babies listen to music and we will provide resources to enhance these skills.
Construction toys such as lego, blocks/bricks and puzzles are used to develop their hand and eye-co-ordination.

Role play equipment is used to give the cherubs the opportunity to engage in social and emotional play. Our Cherubs enjoy making their first marks with crayons, paints, chalks and glue. Their art work is displayed on the walls and later sent home with parents or stored safely in their learning journey.

The staff will discuss your baby’s development with you each morning and encourage you to write in their daily diaries, such items as sleep, diet etc.

You are invited to bring any comfort toys in to help baby settle such as a special teddy, muslin, blanket or dummy.

Our aim is to work in partnership with you and provide a stimulating, nurturing environment, which is safe and secure, ensuring the best start for you and your child.

**Settling in and key person**

As a parent, I understand the importance of finding the right placement for your child, which is why we are here to support you and your child through your child’s time with us.

We want you and your child to feel safe and secure in our care so offer you a settling in session prior to your start date (see settling in policy and procedure). This gives you the opportunity to see what we do and answer any questions you have. We have a keyworker system in operation. Each child is allocated a member of staff who will be responsible for the initial settling in period and keeping the developmental records of your child’s learning journey. This will enable your child to build a bond with them. The key person will have sole charge of your child throughout the day and will be there at the end of the day to give feedback.
**Cherubs and Inbetweenies daily routine**

Babies routine may differ as individual needs and routines are taken into consideration. Parents are asked to bring their child’s current routine in on admission.

Breakfast is between 8.00am and 9.00am, morning snack is at 10am, lunch is at 12.00, afternoon snack at 2pm and tea is at 3.45pm. However, each child has individual needs so we can adjust these times to suit your baby. These are busy times so it would be helpful for us if you didn’t arrive during these periods.

Nappies are changed regularly and times recorded in a book as to the nature of the change (wet, soiled, sore, loose).

Thursdays between 10am to 10.30 am is baby music. Sarah, our peripatetic teacher brings her “Shake Rattle and Groove” sessions to us. A small charge of £2 per child is payable.

Each day, staff will keep a daily diary which will be given to the parent/carer at the end of each session. Parents are invited to use it if they need to.

**Nursery Menus**

Once the babies are able to eat solids, they have access to the nursery menus. Our nursery lunch is provided for us by Cupcakes Catering. Their freshly cooked food is probed before delivery each morning. The menus run on a four weekly rota and are changed seasonally. Fresh fruit and yogurts are also provided by them each week. We are charged £2.10 (two courses) for this facility. The nursery also provides semi-skimmed and full milk. All baby formula is provided by the parents. We ask parents to measure out powdered milk before bringing it in.

*Please note: Can you please ensure that food brought in has been tried by your child before.*

Babies are given boiled (or purified after 12mths) water to drink.
Our Staff

All staff employed by the nursery are committed to providing the highest standard of care and education to your child. The staff work as a team to create a happy and loving environment and have a genuine love for caring for children.

Lucy is the Baby Room Supervisor who works full-time. She has had previous experience with babies and holds her level three in Childcare.

Bridget and Rachael work with her to give the continuity of care and support to your child.

Each staff member has a full Enhance Disclosure Check which is now updated annually.

Staff ratios in the baby room are 1-3 which conforms to the The Childcare Act 1991.

The nursery employs part-time as well as full-time staff for flexibility in case of illness or holidays. We also use Tinies Childcare in case of emergencies.

Safety and Security

For security reasons, doors are locked at all times. The entrance door is only operated by permanent staff where parents are asked to sign babies in. Each baby will then have a password (supplied by parents) if people other than parents wish to collect them. If you are unable to collect your baby and have made alternative arrangements for your baby’s collection, please contact the Nursery to make the staff aware of this.

Collecting friends or relatives need to be over eighteen years of age. No baby will be permitted to leave the nursery with an unauthorized person in any circumstances.

Babies are situated on the ground floor in case of the need to evacuate. Cherubs have regular fire drills with the Inbetweenies and Forest Lodge children so they can become accustomed to the drill and the staff can accommodate their needs. Staff then file a report. The evacuation cot is kept in the Foyer and holds six babies. In case of a real fire, the
evacuation point is the first thatched house down the lane. We have been allocated the room above the garage to house the children in.

First Aid
There are always staff on their premises who hold their first aid training. Basic first aid will be administered at the nursery for minor injury. If outpatient treatment is required, parents/carers will be contacted and asked to take their child for treatment. All staff have current basic first aid training, which includes epi-pen and asthma awareness. This is valid for three years. They also train in safeguarding and basic food.

In the event of a major injury or illness, an ambulance and parents/carers will be contacted. The nursery is not responsible for any child contacting any disease whether they have been immunized or not. All accidents will be recorded and signed for by the parent/carer.

The first aid boxes are situated in the nursery kitchen and the log cabin.

Accidents and Incidents
If your child receives bumps and bruises at home, please inform a member of staff and sign the incident book on arrival.

Health and Safety
The staff carry out Risk Assessments inside and out daily throughout the whole nursery. All accidents and incidents are recorded. The nursery has a strict Health and Safety Policy which is adhered to and updated by all staff.

We maintain a high level of hygiene and cleanliness standards, with staff using gloves and aprons when changing children and cleaning changing mats each time after use. Hand spray is used after wiping noses. Children are taken out for walks daily to enjoy the fresh air.

Sleeping
All sleeping children are provided with their own sheets and blankets which are kept in labeled bags and washed as required. (see sleeping policy).
Medication and Illness

If your child has been given any medication, ie. Calpol, before coming to nursery, please inform staff. The nursery will not give calpol unless the child is unwell whilst in the nursery.

We will give prescribed medication as long as the baby is well enough to attend nursery (see administration of medicines policy). We ask parents not to send their child to nursery if he/she is suffering from an infection. We understand your difficulties with working and we will NOT send a child home unless we think it is absolutely necessary. If a child becomes ill during the day at nursery, the parents will be contacted to either give permission for staff to administer calpol or collect their child. Please ensure all contact details are up to date.

There is an exclusion policy in place in which the nursery has to adhere to in case of infectious diseases. All cases are individual and will be treated as such. We adhere to guidelines from West Health Protection Unit Tel 01562 756300. A copy of the infection control guidelines are kept in the nursery.

Children's belongings

We ask you to send a spare set of clothes for your child with nappies and wipes. All our babies have separate trays supplied for their own belongings. Please ensure that you send your child to nursery in clothes that are suitable for messy play.

In the summer, we ask you to provide hats and sun cream. By providing the sun cream you are giving us permission to apply it. Please make sure that it is clearly labeled with your child’s name and the expiry date of the cream.

Equal Opportunities

Our team offers equal regard for people whatever their race, culture, religion, sex, ability or class.

Learning and Development

In September 2015, the standards for children’s learning and development changed. There are now seven areas of learning which are set from birth to five years.
The early years development matters are:
- Personal, Social and Emotional Development
- Communication and Language
- Literacy
- Understanding the World
- Mathematics
- Physical Development
- Exploring Media and Materials

All our activities are planned for our Cherubs and Inbetweenies to promote these areas of learning.

Our little cherubs may be small but we still have a range of activities on offer to stimulate and enhance their areas of development. We ensure their work is displayed and work sent home for parents to see. Their learning journeys are updated regularly and available for parents to examine at any time. The journeys contain observations, photographs and examples of work as well as recording milestones. Construction toys, musical instruments and creative play are available each session.

**Social Networking Sites**
Regarding the liaisons between staff and parents on networking sites, it is nursery policy to refrain from using any networking sites such as facebook, twitter etc.

**Complaints procedure**
We hope your time at Little Cherubs and the Inbetweenies will be a happy one, but we do realize problems or misunderstandings may occur from time to time. Our aim is to resolve the issue as soon as possible.

If you are not happy with the outcome Jane Jones (Proprietor) will investigate and record the incident.

I would like to think that we could resolve issues internally but if not, you have the right to contact Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD or telephone 0300 123 1231.

**Emergency Closure**
The nursery premises may be closed due to unforeseen circumstances eg. Severe weather, gas leaks, loss of electricity etc. In these circumstances, Jane Jones will endeavor to contact all parents or use the local radio station as a means of relaying information.
Payment Policy
Invoices are issued monthly. We also accept childcare vouchers.

One calendar months notice in writing is required when changing sessions or withdrawing your child from nursery.

If you need any more information or would like to visit the baby room, please contact Jane Jones on 01905 345400 or email: janejones82@hotmail.co.uk