



The Lloyd Williamson

Nurseries

Nursery Procedures

**112 Palace Gardens Terrace
&
104 Palace Gardens Terrace**

Sites

We have two nurseries set on two sites: 112 Palace Gardens Terrace W8 4RT (Babies only) and 104 Palace Gardens Terrace W8 4RT (2-5s).

Age of admittance

We accept children from the age of 6 months to 4 years 11 months old.

Arrival and departure of children

On arrival at the nursery parents leave their child with a member of the nursery team who will then register him/her for the session. Parents are encouraged to always say goodbye properly and leave promptly.

All children can be dropped off at both nurseries from 8:00am. Any child not collected by 5:50pm at 104 Palace Gardens Terrace will be taken to 112 Palace Gardens Terrace for pick-up. Please note children and parents must have left the premises by 6:00pm or late charges will be incurred.

To avoid disruption to the daily routine, parents are requested to ensure that their child is present by 10.00 am. Prior notification should be given where possible if children arrive after 10.00am.

Parents must always inform the nursery if anyone other than the parent/carer will be collecting their child and the person picking up their child must know the password that was provided to the nursery.

Birthday celebrations

The nursery celebrates birthdays. It is optional whether parents/carers wish to bring a cake to be shared between all the children attending on that day. Parents/carers of the child concerned are welcome to attend these small celebrations, but we prefer that parents of other children do not attend as this causes significant disruption to the nursery routine.

Clothing

The nursery requests that each child is provided with a complete change of clothes. It is an essential component of educative play that children are able to enjoy art and craft activities with, for example, glue, paste, paint, sand, water, etc. Inevitably children will transfer some of these materials to themselves and their clothing. We attempt as far as possible to purchase glue, paste and paint which are "washable", but in practice not everything is washable off all clothing materials. Parents should therefore dress their children with this in mind. The Nursery will accept no liability for clothing damaged while the child is at the nursery.

Days and hours of opening

The nursery is open from 8:00am to 6.00pm, Monday to Friday throughout the year except for the last two weeks of December, two weeks before August Bank Holiday, Easter and all other public holidays. There are two sessions daily: 8:00am - 12.00pm and 1.00pm - 6.00pm.

Emergency numbers

Emergency contact numbers must be given to the Nursery Manager as soon as the child joins the nursery, and any changes must be notified immediately.

Minimum Funding Entitlement

All parents whose children are between 3 and 5 years will be entitled to the Minimum Funding Entitlement, which is received 3 times a year through the Local Education Authority. The first payment is made in the term after the child turns 3 and the final payment is made in the term after the child's 5th birthday. If you require further information about this please speak to the Administrator/Nursery Manager.

Key workers

The nurseries have a key-worker system in operation. Your child will be assigned a member of staff who will be responsible for the initial settling-in period; this will enable your child to form a bond with his/her key-worker. Your child's key-worker will also be responsible for keeping a developmental record in the form of a profile. However, please note that the key-worker does not have sole charge of your child throughout the day and at times will not be the person giving you feedback at the end of each day. The key-worker also plans individually for each child in their care.

Mobile Telephones

Teachers are not allowed to have a mobile telephone or other recording devices on their person and may only access their phones in designated areas during breaktimes. When parents/carers drop off and collect their children, telephones must be put away before entering the building.

Late collection of children

The nurseries close promptly each day at 6.00pm (any child not collected from the 2-4s site by 5:50pm will be escorted to 112 Palace Gardens Terrace to be picked up from there. With regard to children not collected on time, our legal liability relating to the staff/child ratio will be infringed as two members of staff must remain at the nursery until the last child has been collected. Late charges will apply in all cases.

Meals and snacks

Parents must supply a packed lunch and fruit for their child. All children receive a mid-morning and mid-afternoon snack and drink each day.

Notice of absence

If a child is not brought to the nursery on a day when he/she is normally present, the parents/carers must inform the Nursery on the morning of the absence, giving the reason for the absence and the expected date of return. If for any reason (e.g. illness) a child cannot be brought to the nursery when he/she would normally be present, parents/carers are required to pay the normal fees.

Parental/carer involvement

The importance of continuity between home and the Nurseries cannot be over-stressed. Our aim is to develop an honest, open and supportive relationship with parents which complements life at home rather than contradicts it. We are very aware of the influence of our staff as role models for children and without extensive knowledge of the children we would be unable to enhance your child's development. Nursery staff are always available to discuss the children's development. Please let us know all about your child's interests at home so that we can incorporate these in our planning.

Personal property

Children should not bring sweets or valuables to the nurseries (e.g. jewellery, toys etc), since staff cannot be held responsible for any personal belongings being lost or damaged – and personal items can cause conflict between children.

Settling in

We aim to ensure each child's introduction to our setting is as stress free as possible. Once a place has been offered, we aim to achieve this by inviting parents and their child to visit the nurseries prior to the child's official start date. This helps to familiarise children with the nursery, the nursery staff and the other children.

It is important for parents/carers and staff to work together to help their child feel confident and secure in the group. This takes longer for some children and parents/carers should not feel worried if their child takes a while to settle. Parents must be prepared to accept that it may take some time for their child to adjust to the nursery. We find that staying with a child and then leaving him/her for short periods eases the separation process. To this end, we offer 2/3 settling in sessions. These are in negotiation with the Nursery Manager. Please remember, the more a child comes and experiences the activities on offer and sees his/her parent interacting with the staff, the more settled they should feel.

Sickness and medical requirements

Parents/carers are required to inform the nursery where they can be reached in the event of an accident or sudden illness. However, since it may sometimes be impossible to find a parent/carer in an emergency, parents/carers are required to provide the Manager with signed permission for her to act in their absence – this is included in the Terms and Conditions contract all parents sign at the outset of their child beginning at Nursery.

If a child becomes seriously ill or injured during his/her attendance at the nursery, the nursery reserves the right to call for emergency assistance and, if necessary, remove him/her to hospital and give permission for emergency treatment to be administered. If we have to take your child to hospital as a result of an illness or accident, we will do our utmost to inform you immediately (using the details on your Application Form). It is therefore vital that this information is kept up to date and that parents inform us of your timetable/whereabouts. Parents are expected to inform the Manager of any changes to these details as soon as possible.

Parents must inform the nurseries as soon as possible if their child will be absent for a period of time due to illness. Local Authority regulations state that parents/carers are required to give the following information to the Manager: name, address and date of birth of each child; name, home address and place of work with respective telephone numbers of the parents/carers of each child (we ask that a copy of the parent/carers current timetable should be left with the Manager to ensure that contact can be made in an emergency); name, address and telephone number of each child's doctor and the state of immunisation and infectious diseases suffered by each child.

All accidents are reported in an *Accident Report Book* which is kept in the Nursery and the School Office. Parents/carers will be asked to sign these, in the event of their child having an accident, at the end of the day the accident occurred.

Hot weather

Parents are advised to send in sunhats and suncream for their child during the summer season. We advise parents/carers to apply suncream in the morning on sunny days. There is a permission slip for parents to fill in. Please ask the nursery staff.

Potty training

We promote independent toileting for all children who are 3 years old and over. Children are encouraged to ask a member of staff if they need to use the toilet. This arrangement enables toileting to be more closely monitored by staff who are then on hand to supervise hand washing afterwards.

Nappies

We provide nappies and wipes for the children at no additional cost to the parent but cannot guarantee the make or brand. If you prefer to provide your own, please inform the staff. Parents must provide nappy cream for their child.

Updated June 2023

Next Update due June 2025, or as necessary.

Lucy Meyer
Director

Ramona Cristea
Nursery Manager