



Bolitho Nursery

enable · nurture · thrive



Family Welcome Pack

Our Vision

“We endeavor to provide a stimulating, safe and nurturing environment that enables children to thrive as they learn through their play.”



Welcome to our Nursery




A very warm welcome to Bolitho Nursery, we feel privileged that you have chosen our nursery for your child.

Relationships with families.


We understand that entrusting your young son or daughter to the care of others is an important step in your parenting journey. From your child's first day with us, our staff will keep in close contact with you, communicating at every stage.

Your child's Tapestry account is a key part in our communication. Please use the link in your first observation to complete your child's **All About Me** which provides staff with lots of information to care for your child.


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All About Me

Please tell us all about your child so that we can get to know them and follow your routines at home as much as possible.



Getting to know you

Please provide the following information for your child to enable our staff to care for your child appropriately. Please remember you can email any updates at anytime. It is especially important that you tell us of any changes to your contact numbers or address promptly. The information you provide in this form will be shared with the staff in your child's room. THANK YOU

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Meet Our Team



Nursery Management



Sam Curnow

Nursery
Manager



Kate Mudd

Deputy Nursery
Manager / SENCO



Libby

Nursery
Nurse

Ellie K

Nursery
Apprentice



Millie

Nursery
Assistant



Lily

Nursery
Nurse

Baby Room



Elizabeth

Baby Room
Lead
Professional

Toddler Room



Shona

Toddler Room
Lead
Professional



Ellie G

Nursery
Nurse

Early 3's and Pre School Room



Rachel

Pre School
Lead
Professional



Debbie

Early 3's
Lead
Professional



Charli

Nursery
Nurse



Charleigh

Nursery
Assistant



Sarah

Nursery
Nurse



Ali

Nursery
Assistant



What do I Bring to Nursery



(PLEASE NAME LABEL EVERYTHING!)

Water Bottle: We also provide milk or water at snack times and lunch time as well.

Weather appropriate clothing: A waterproof coat . Wellington boots. Warm hat in winter and Summer hat in Summer. All in one waterproof for wet weather.

Spare clothes: At least 2 tops and 3 pairs of underwear, socks and bottoms if your child is toilet training - Crocs/Jelly shoes can be a good alternative to shoes or wellies whilst toilet training to allow them to be cleaned and dry quickly. Baby room children need lots of spare clothes please.

Any comforters: A dummy can be stored for your baby and a comforter teddy/blanket or toy are welcomed to help your child settle and soothe them.

Nappies/Pull-ups and Cream: A supply of nappies/pull ups is essential along with your own wipes or cotton wool. If you wish for nappy cream to be applied please provide a named pot/tube that can be kept at nursery or in your child's bag. You can also leave a large named bag of nappies/pull ups at nursery.

Sun cream: In the summer we ask for all children to arrive to nursery with sun cream already applied and if they are staying for a full day session we ask for a bottle to stay at nursery to allow it to be reapplied in the afternoon.

Snack: Please provide a healthy snack for your child. Snack is at 10am and again at 3pm. Please bring snack according to what session your child attends. We suggest a whole piece of fruit for snack times. Please label this with their name. (If you provide grapes, olives, tomatoes, or anything round, **please quarter them lengthways.**)





Snack and Lunch



Snack

Please pack your child's snack in a snack pot with their name.

Morning snack is 10:00 and afternoon snack is 3:15. Snacks must be healthy fruit or vegetables.

Lunch

Cooked Lunches are an optional extra charged at £2.80 a day providing a hot, healthy lunch option.

You may provide a cold packed lunch for your child as an alternative to ordering a hot lunch (Packed lunches can't be heated).

Please see our website for our menu: <https://www.bolithonursery.com/lunch-menu/>

Nut Free

The nursery is a NUT FREE setting. Please don't send any food in that contains nuts.

Preparing Snack

All children **must** have their snack prepared safely.

The following types of fruit and vegetables all need cut lengthways, in quarters:

Grapes, Olives, Cherry tomatoes, blueberries (Any other round fruit or vegetable)





Dress For Mess



Dress for Mess!

Our children have lots of sensory play activities and creative activities to join in with – please dress your child for mess so that they can enjoy these activities to the fullest.

Please label all clothes with names and avoid dressing your child in clothes that you don't want to get messy with paint, gloop, playdough, mud etc.

Illness



Illness

You child is not able to come to nursery if:

- They are unwell,
- Have had calpol,
- Or are displaying symptoms of contagious illness.

If they become unwell during the day, we will ask for them to be collected as soon as possible.

Returning to nursery

If your Child has been sent home from the nursery because of ill health, he/she will not be re-admitted for at least 24 hours.

If a child is sent home with a temperature they will not be re-admitted for at least 48 hours after the temperature has subsided.

If the Child is prescribed antibiotics, he/she will not be allowed to return to the nursery for 48 hours.

A 48 hour exclusion also applies to cases of sickness, diarrhoea from the last episode.

Fees remain payable during absences including sickness.

We have due regard to NHS guidance, however the nursery policies override this.



Baby Milk and Weaning



Baby Milk

During our registration process we ask parents/carers to share which milk their child has, whether it is formula, expressed breast milk, cows milk or any other type of milk. Please also share the amount they have and their usual routine regarding times of feeds at home.

Please pack all bottles and teats needed through the day. They must be **clearly named**.

For all children over 1 year old, we provide cows milk at no extra cost to your child's session; we request any other milks are provided from home and clearly labelled with your child's name.

Staff will prepare and make fresh bottles of milk as and when required. We have experiences with children with milk intolerances so we can support you with this if it becomes apparent.

Weaning

Our baby room staff are experienced in supporting babies through weaning choices such as baby led weaning. We are fully supportive of encouraging children to explore new tastes and textures independently. When babies are weaning, we work with parents during the process to make sure new tastes are slowly being introduced. We encourage babies to try a wide variety of flavours and textures as they grow; almost all babies enjoy experimenting – although often they will go through phases of refusing a food that they couldn't get enough of the previous week!





Nappies and Potty Training



Parents often express they feel pressured into presuming children are ready as they approach two years old, however often children show signs they are ready closer towards three years old and we will support families when you are ready.

All our staff believe children will display signs indicating they are ready such as:

- Knowing when they have got a wet or soiled nappy.
- They get to know when they are having a wee and may tell you they are doing so or;
- They know when they need a wee and tell you in advance.
- The gap between wetting a nappy is at least an hour. (If it's less, potty training may fail and at the very least will be extremely hard work for you.)
- They can, or are beginning to, dress themselves with little or no adult support.

Our staff will work in partnership with you to create a smooth transition from nappies into pull ups and big girl/boy pants.

Please keep us up to date if you are starting potty training!

If your child wears nappies/pull ups, then it's parents preference whether they want to supply them daily or to bring them in 'bulk' and we will let you know when supplies are running low. Please also provide ample wet wipes.



Spare clothes: If your child is potty training, we recommend you supply at least 2 tops and 3 pairs of underwear, socks and bottoms. Crocs/Jelly shoes can be a good alternative to shoes or wellies whilst toilet training to allow them to be cleaned and dry quickly. Trousers need to have an elasticated waist to allow your child to easily pull them down and up, buttons and poppers often result in frustration and accidents. Trousers with an elasticated waist are great!





Forms Before and After Sessions



RECORD KEEPING – Existing Injury

Accident Form

Name	Date	Time
Location of Accident		
Injury		
Description of Accident		
Action Taken / Treatment		
Any Further Action	Yes / No	
If Yes - give details:		
Name of Witness.....(Signed)		
Dealt with by:.....(Signed)		
Parent / Guardian:.....(Signed)		

Behaviour and Incident Form

Name	Date	Time
Location		
Description of Incident		
Action Taken / Treatment		
Any Further Action	Yes / No	
If Yes - give details:		
Does the parent need to be informed? Yes / No		
Witness.....(Signed)		
Parent / Guardian:.....(Signed)		

BEFORE: Please use the link below to complete this form before your child's session starts. This is to inform us of any bump, cut, scratch, bruise etc.

AFTER: Staff will share any accident and behaviour forms with you at the end of your child's session. We have a duty to call you during your child's session if they have had a head bump. You will be asked to sign these forms to say you have read and understood them.

<https://form.jotform.com/201553398235053>



Key Person & Your Child's Progress



Key Person The key person is a named practitioner who has responsibilities for a small group of children, they are there to help the child feel safe and secure. The role is important for both child and parent and it is an approach set out in the EYFS.

The key person approach makes sure relationships between staff and children are 'attentive, responsive, stimulating and affectionate.' Your child's key person will be chosen to match the sessions they attend and with consideration to whom the child gravitates towards and develops a fun, affectionate and secure attachment. You will receive a note on Tapestry, informing you who your child's key person is and they will identify themselves to you. Where possible this person will pass on daily information and any messages about your child's activities, enjoyment and progression.

Please approach your key person at any time to discuss your child's progress and development.

Sharing your children's progress and achievements are vitally important to us.

There are a range of ways that we communicate your child's progress with you:

Newsletters: We have termly newsletters that will inform you of Parent Consultation dates where you are invited in to discuss your child's progress with your child's key worker.

Key Worker System: You are encouraged to communicate regularly with your key worker, where possible, at drop off and pick up times to share information and your key worker can provide you with information about your child's next steps that we are working towards at Nursery.

Tapestry – Our Online Learning Journeys: When you filled out your registration forms it would have included a letter about Tapestry and an accompanying consent form. We will create a secure account with the details you provide that enables us to upload photographs, observations and reports relating to your child's time with us. As a parent this allows you to view exciting achievements via a computer or smart phone. If you do not have internet access, then we can provide the service here for you if needed. Please do upload exciting experiences or achievements from at home for us to share at nursery too.





Supporting Children with Special Educational Needs



SENCO Our Nursery has an experienced Special Educational Needs Co-ordinator (SENCO); Kate Mudd. Kate works closely with the manager and with all practitioners in the setting, to support all our children with Special Educational Needs. A Nursery SENCO has responsibility for the day-to-day operation of the setting's SEN policy, and for coordinating provision across the setting; and for supporting colleagues in all aspects of their work with children with SEN.

Individual Learning Plans Kate supports staff to create Individual Learning Plans (ILP's) to support children when an additional need is identified. A child's targets on their ILP are set in partnership between the nursery and family, with the child's needs at the heart of the plan. Each ILP is tailored for the child's individual needs and focuses on learning through play. We work closely with a range of professionals who may also contribute to an ILP and the targets, for example a Speech and Language Therapist may give us specific play activities and short term and long term goals to work towards. ILP's are reviewed every 6 weeks as part of the Assess, Plan, Do, Review cycle. Again, families and the child are at the heart of this review alongside the nursery and any professionals, if involved.

Early Help Hub Our SENCO can contact the Early Help Hub if our staff, or you as a parent, identifies a reason to enquire for further support for you as a family or your child.

The following information is from www.cornwall.gov.uk where you can search 'Early Help Hub' for further information.

What is Early Help? Early Help includes help provided in both early childhood and early in the development of a problem. Early Help is available to children and young people of all ages from pre-birth up to the age of 18, and up to the age of 25 where young people have special educational needs or disability. Vision for Early Help: Early Help in Cornwall aims to ensure that services to support children, young people and their parents are there when they need them. Early Help is about identifying problems at an early stage and providing purposeful and effective help as soon as possible once they have been identified, working with families to solve those problems before they get worse.

There are a wide range of services available through the Early Help Hub and you will be involved at all stages.



Kate Mudd

Deputy Nursery
Manager / SENCO



Safeguarding



At Bolitho Nursery we are committed to the safety and happiness of all our children and their families.

Please contact us if you answer yes to any of the questions below, or anything similar.


- Are you feeling worried or unsafe?
- Are you worried about a friend or family member?
- Do you feel something is not right?

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact a member of the safeguarding team as quickly as possible. If a member of the safeguarding team is not available or contactable, then please call MARU (Multi Agency Referral Unit) 0300 1231 116


You can speak to any member of our staff team, at anytime.

If you have a concern – please try to keep a factual record of the concern: Date, Time, Witnesses (if applicable) the concern itself and your signature. The sooner you write this down, the more accurate it is likely to be. Please still contact us even if you haven't had chance to make a written record. We are here to talk.

If you are concerned about a child, or need help yourself, please ask to talk to one of our Designated Safeguarding Leads below.



Sam Curnow
Nursery Manager




Kate Mudd
Deputy Nursery Manager / SENCO


You can also talk to one of our Deputy Safeguarding leads below, or any member of staff, at anytime:




Elizabeth
Baby Room Lead Professional



Shona
Toddler Room Lead Professional



Rachel
Pre School Lead Professional



Debbie
Early 3's Lead Professional



A Guide for Parents & OFSTED



Parents



This brilliant document guides parents through what to expect in their child's development. It has been created by the Department for Education. It is really interesting to read!

Please copy and paste the link below to access the online document, or search, What to Expect in the Early Years Foundation Stage, a Guide for Parents.

<https://foundationyears.org.uk/wp-content/uploads/2021/09/What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf>



Ofsted registers and inspects childcare for children aged from birth to 17 years.

Registered childcare providers and childminders have to meet requirements that relate to welfare and safety, the people providing the care and the organisation of the childcare. Childcarers registered on the Early Years Register, who care for children aged from birth until 31 August following a child's fifth birthday, also have to meet requirements for children's learning and development.

What you can tell us

- Is the childcare good?
- Can it be made better?
- Do you have any concerns?

If you want to tell us anything about your child's childcare, you can ring

0300 123 1231

Or you can write to us at:

enquiries@ofsted.gov.uk

Applications, Regulatory and Contact (ARC) Team
Ofsted
Piccadilly Gate
Store Street
Manchester M1 2WD

For more information, search for **'Information for parents Ofsted'**

If you would like information about the availability of childcare in your local area, please visit www.familyandchildcaretrust.org



Fees and Absence



Absence

Please notify the nursery as soon as possible before the start of your child's session that they are going to be absent and the reason why, e.g. visiting the zoo, tummy bug. Please either email or telephone the nursery.

You will be contacted on the day by the Nursery Manager if no notification is given, in line with safeguarding legislation.

Fees remain payable during absences including sickness.

Holiday

Please notify us as soon as possible of any holiday. With one month's notice in writing of holiday dates, fees will be reduced to 50% of normal cost. No charge will be made at times of closure, i.e. Bank Holidays or Christmas break.

Fees

Invoices are processed on the 1st of each calendar month for the previous months childcare. You will receive your invoice via email.

Invoices must be paid within 7 days.

Fees are payable by cash or BACs.

No payment shall be deemed to have been made until it is cleared into our bank account.

In the event of a late payment a 10% charge of the late payment amount will be added to your next month's bill.

Without restricting any other legal right that we may have, if you fail to pay us on time, we may suspend all services until payment has been made in full, which will include the suspension of the Child, or even terminate the contract permanently and our four weeks' notice period charge implemented.

If payment is delayed by 60 days or more, we may also charge you reasonable costs of seeking to recover the overdue payments. Such costs will be added to your account and should be paid within 30 days of notification of them to you.

If you owe us any money, and make a claim against us, we may set off what you owe us against what you are claiming from us.

