

Maple Minis Nursery Information Pack

Staff

Who manages Nursery? Who looks after my child?



Kath Formby
Nursery Manager



Jane Scott
Nursery Nurse



Lois Cherrington
Deputy Nursery Manager,
Teacher in Charge of YPC
& Designated Safeguard Lead



Erica Oliver
Nursery Nurse



Lucy Metcalfe
Nursery Assistant

Your child's key person

A key person has special responsibilities for working with a small number of children, giving them reassurance to feel safe, cared for, while building relationships with their parents.

The key person will work with you to:

- Help your child to settle in
- Help your child feel confident and safe
- Meet the needs of your child
- Respond sensitively to your child's needs
- Record the development and progress of your child
- Support transition within and beyond this setting

Your Key Person will be:



Your key person should be available:

- On your arrival to the nursery
- During lunchtime
- On leaving the nursery
- Any other convenient time

What will my child do in Nursery?

Within nursery staff plan and deliver a range of activities, that link to development matters framework for early years. Activities will cover areas in personal, social and emotional development; physical development; communication and language; literacy; maths; understanding the world; and expressive arts and design.

Nursery have a set timetable, which can be flexible dependent on the child's needs.

9.15-9.45	9.45- 10.45	BREAKTIME 10.45-11.00	11.00-12.00	LUNCH TIME 12.00-1.00pm	1.00-1.45	BREAKTIME 1.45-2.00	2.00- 2.30	2.30-3.00	3.00-3.15
Children Arrive (Hand over, breakfast and free play with parents)	Story Time, Music Time, Planned activity	Snack time And Free play <u>Parents to have break in Maple</u>	Outdoor Play	Lunch time <i>Parent's to join children from 12.20- 12.55pm</i>	Sleep/Quiet Time	Free Play and time with parents	Child Initiated play	Story Time, Music Time, Planned activity	Home Time & Hand over

Targets and Milestones

In nursery, we use Tapestry to track children's progress over time and you can join in with this too. Nursery staff will have regular meetings with you to discuss planning, milestones (what your child can do independently) and your child's Teddy Targets. Teddy Targets are goals that we would like children to work towards over a half term period. These targets will be linked to your child's next stages in development.

Naps/Sleep

Staff in Nursery will try their best to stick to any regular routine that you have in place for your child, however, they are child led and if they feel, your child is tired and in need of a nap they will support them with this.

Within nursery we have the option of naps to be taken in cots or pushchairs, please discuss your preference with your key person when your child starts nursery.

My responsibilities

It is important that you bring your child to school with you every day, as your child's place within our nursery can be at risk if they do not attend. If your child is poorly, you must contact school to inform us immediately. In line with our school policies, you can have up to 2 days off with your child and then you will need to find alternative childcare, as you need to be attending school.

It is important that you bring enough child essentials with you to last the school day.

You will need to provide:

- Nappies
- Wipes
- Nappy Cream
- Nappy Sacks
- Formula
- Sterilised empty bottles (enough to last the day)
- Child food (if your child is weaning/weaned)
- Snacks for child (if appropriate)
- Spare clothing (at least 2 changes, sleep suits are ideal)
- Dummy (if needed)
- Bibs (Nursery can provide these if needed)
- Blanket (Nursery can provide this if needed)
- Coat, Hat and gloves (weather appropriate clothing)
- Sun cream and sun hat (when appropriate)
- Calpol (must be administered in the presence of staff if needed)

If you have any questions about this list please speak to your key person.

It will be your responsibility to hand over your child to nursery staff in the morning, they will ask you several questions about your child, this is so they can provide the right care for them throughout the day. You will be asked questions such as; when was your child last fed and when was their nappy last changed?

During Lunchtime (12.20-12.55) and second break (1.45-2.00pm, unless your child is sleeping) you will be expected to spend time in nursery caring for your child. Staff may direct you if your child is due a nappy change/feed. It is important that you listen to staff to cater to the needs of your child.

It is important to remember that while your child is in nursery they may take part in messy, outdoor or wet play. It is therefore important that you dress your child appropriately. They may get wet, they may get dirty, and they may use paints. All of these activities are incredibly important in supporting your child's development and are mandatory activities.

If it is sunny, we will require you to provide sun cream for your child (if they are 6 months+) and a sun hat. It is important in summer that you apply sun cream to your child at home in the morning and then bring the sun cream with you so that it can be topped up by nursery staff. Nursery staff will only be allowed to apply sun cream to your child if you have signed the relevant permission forms.

If your child is unwell and requires paracetamol/ ibuprofen (Calpol/Nurofen), it is important that you provide this (nursery do have Calpol on site as spare). You may be asked to administer the non-prescription medicine to your child, but a nursery staff member will observe and make a record of when the medicine was given. Nursery staff can refuse to give children non-prescription medicine if they feel that your child does not need it or if the dosage guidelines have been met.

Paracetamol Guidance

Infants 2-3 months
 2.5ml  Leave 4-6 hours before a second dose

Can be given to babies 2-3 months with post-vaccination fever. Can also be given for other causes of pain and fever as long as they weigh over 4kg and are not premature.
 Do not give more than 2 doses.
 Leave at least 4 hours between doses.
 If further doses are needed, talk to your doctor or pharmacist.

Infants 3-6 months
 2.5ml  Up to 4 times in 24 hours

Infants 6-24 months
 5ml  Up to 4 times in 24 hours

Children 2-4 years
 7.5ml  Up to 4 times in 24 hours

Children 4-6 years
 10ml  Up to 4 doses in 24 hours

For all the dosage information above please remember:
 Do not give more than 4 doses in any 24 hour period
 Leave at least 4 hours between doses.
 Contains paracetamol – do not use more than one product containing paracetamol at the same time.
 Do not give this medicine to your child for more than 3 days without speaking to your doctor or pharmacist
 For further advice, always read the label.

Ibuprofen Guidance

Suitable for babies from 3 months old and weighing over 5kg.

Please consult your doctor if symptoms persist or worsen more than 3 days.

Child Age & Weight	Dose
3 months - 6 months 5-7.6kg	One 2.5ml dose 3 times in 24 hours
6 months- 12 months 7.7-9kg	One 2.5ml dose 3 times in 24 hours
1 years -3 years 10 - 16kg	One 5ml dose 3 times in 24 hours

4 - 6 years 17 - 20kg	One 7.5ml (5ml+2.5ml) dose 3 times in 24 hours
7 - 9 years 21 - 30kg	One 10ml dose 3 times in 24 hours
10 - 12 years 31 - 40 kg	One 15ml (Three 5ml spoonful) dose 3 times in 24 hours

Do not dose more frequently than 6 hour intervals

For short time use only and do not exceed the stated dose.

Your child will only be allowed to be given non-prescription and prescription medication if the relevant permission forms are signed.

Nursery Rules

The following rules are in place to ensure that your child is receiving the best care and development experiences possible while you attend Maple.

- You must register your child every morning using the register on the nursery door
- Mobile phones are not permitted in the Nursery
- Children must not wear any jewellery as this is a potential choking hazard
- Nappies will be changed approximately every 2 hours, as recommended by the health visitor team
- Dummy clips are not allowed, as they pose a choking hazard
- Children will only be allowed to drink water in addition to their normal milk
- Parents are not allowed to bring their own drinks and food into the nursery for health and safety reasons
- Breaks- morning break (10.45-11.00am) parents will not be allowed into nursery, this is your time to have a social break, get a snack and a drink. Afternoon break (1.45-2.00pm) if your child is sleeping then you will be asked by staff to take a break, if your child is awake then you will spend time with your child.
- Lesson Times- it is extremely important that you are ready for your lessons on time, therefore hand over at lunch and breaks will be started 10 minutes before you are due to lesson. In this time you may be asked to change your child. It is important that you do this straight away to avoid being late for lesson.

Measures in place due to COVID

- You will see staff wearing facemasks if they are moving from nursery to any other parts of the building
- You must wash/ sanitise your hands on entry to nursery
- You must change your footwear when entering nursery or use shoe covers provided
- You must not allow any other parent to hold your child
- The number of staff entering nursery is limited

What do I do if I have a worry or concern?

Please feel free to talk to nursery staff at any time if you have a concern or worry. Lisa (learning mentor) is also available at break and lunchtimes to chat if you need to. Lois and Kath are also available throughout the day if you feel the need to talk to someone who is not in nursery all the time.

You can also talk to Ricky Hurley (Midwife) or your health visitor if you have any concerns about your child. Staff can support you with this if you need them to.

Important contact information

Maple telephone number: 01302 572796 (leave a message if you need to before 9.00am)

Maple mobile telephone number: 07929779354 (you can text this number if you need to, to inform us if you are going to be late to school)

Any Questions

If you have any questions about the information in this pack please feel free to discuss this with a nursery member of staff.

School/Nursery Holidays



Learning and Opportunities: Children and Young People SCHOOL CALENDAR 2020/21 ACADEMIC YEAR

September (22 Days)	October (17 Days)	November (21 Days)
M T W T F S S	M T W T F S S	M T W T F S S
1 2 3 4 5 6	1 2 3 4	1
7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8
14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15
21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22
28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29
		30
December (14 Days)	January (20 days)	February (15 days)
M T W T F S S	M T W T F S S	M T W T F S S
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28
28 29 30 31	25 26 27 28 29 30 31	
March (20 Days)	April (15 Days)	May (19 Days)
M T W T F S S	M T W T F S S	M T W T F S S
1 2 3 4 5 6 7	1 2 3 4	1 2
8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9
15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16
22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23
29 30 31	26 27 28 29 30	24 25 26 27 28 29 30
		31
June (18 Days)	July (14 Days)	August
M T W T F S S	M T W T F S S	M T W T F S S
1 2 3 4 5 6	1 2 3 4	1
7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8
14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15
21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22
28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29
		30 31

Bank Holidays
School Holidays

195 days
Includes 5 days to be taken as professional development days for teaching staff.
Individual Dates May Vary:
For Academies and Church Schools - please check with the School.
Contact
Learning Provision Organisation Team (Admissions), Doncaster Council, Civic Building, Waterdale, Doncaster, DN1 3BU email admissions@doncaster.gov.uk
Tel. : 01302 736754 (FINAL Published June 2019)

Inset days

Nursery will be closed on the following dates

1st September 2020

25th October 2020

30th April 2021

19th July 2021

20th July 2021