



Information for parents

**Little Flowers Day Nursery
46 Glebe Street
Renfrew PA4 8UA**

T: 0141 886 6123

E: info@littleflowersnursery.com

www.littleflowersnursery.com

The Nursery's main objective is to provide high quality childcare provision where the children feel happy, secure, safe and stimulated building their self esteem and confidence to help them be well motivated and independent learners.

In order to achieve this we aim to:

- Provide a high ratio of qualified and experienced staff.
- Work in Partnership with parents to meet the individual needs of their child through ongoing observation and assessment of children's learning.
- Provide a broad and practical curriculum that encourages the child's intellectual and social growth.
- Provide ongoing staff development and training.
- Promote an ethos of equality and fairness, which respects and values all members of the nursery.
- Provide high quality resources, efficiently organised, to support effective learning and teaching.
- Establish a team, led by the Manager, which works effectively towards the success of the nursery.

Admissions

We operate a first come first served basis. Families joining the nursery are introduced to our equal opportunities policy. Little Flowers does not discriminate on the basis of ethnic origin, gender or ability.

Opening times

Little Flowers Day Nursery can be open from 7.30am until 6.00pm Monday to Friday all year round. The main core hours are 8am – 6pm and others hours are subject to availability and must be booked and agreed in advance.

The nursery is closed on Easter Bank Holiday Monday and two weeks over Christmas and New Year. Normally we will open on all other public holidays.

The Baby Rooms – Rainbow Room/Sunshine Room

Our Promise to you: At little Flowers we know just how important quality childcare for your baby is to you; we promise that we will do our utmost to care for your baby the way that you want him/her cared for.

Because of this we will follow as near as possible the routines that you have created in your home. So that a relationship is built between yourself and your babies' carers, you will be welcomed into the playroom every morning so that you can chat with the staff; they can then follow on from your care.

Keeping you informed

When you collect your baby you will be given a rundown of his/her day, so that you know exactly what he/she has been doing, at this point you will be offered a copy of your child's daily report/diary to take home with you. Should you require support or help from the staff, they will be happy to advise you or point you in the right direction.

Our Qualified Staff

The Manager, Miss Sandra Duffy has an HNC and PDA in Childcare and Education, numerous years of working at management level in nurseries and many years' experience working in playrooms.

The staff in the nursery have been carefully chosen, they all have a childcare qualification or undergoing training and very dedicated. They are more than able to provide your baby with the care, stimulation and love he/she needs. They will ensure that whilst the babies are very young they are given plenty of one to one time, and ensure that he/she have their bottles, sleeps and suitable play/sensory stimulation etc.

All staff have First Aid experience ranging from basic to appointed person level.

Essentials

To keep continuity from home to nursery we ask that parents supply the nursery with their own nappies, baby cream and wipes as necessary. Bottles need to be ready made and baby food should be brought in from home in suitable containers. Packet foods can be made up upon request. All foods/bottles will be marked and stored in the refrigerators until required. For your convenience bibs are provided at nursery. Please ensure your baby has a complete set of spare clothes each day.

Your Baby's Progression

Around the age of 12 to 14 months when babies are more mobile and active the staff will let you know when your child will move on to the Tweenie Group and your child will be gradually settled into the next developmental stage.

The Tweenie Room

Around the age of 18 to 22 months as the children progress from their needs are provided for in the Tweenie Room. The children have the same opportunities to explore a wide range of experiences and staff support this to encourage their development and learning. As well as participating in small group activities the children can access some resources and materials themselves promoting independence and freedom of choice.

In discussion with you child's keyworker at around 24 to 26 months your child will progress to the toddler group.

The Toddler Group

At this stage they have an opportunity to discover more of their own independence and are provided with lots opportunities to develop their social skills. Staff will identify the individual needs of each child and plan their activities accordingly.

Pre-School Group

In the Pre-school Rooms we have activities which throughout the day, allows various opportunities to encourage each individual child's development and learning.

There is free play at the beginning of each session whilst all the children arrive offering a wide range of activities.

Together time gives the children an opportunity to share their "news" with their friends and Circle time allows the children to spend time developing their confidence and self esteem.

Snack time encourages the children to choose, in their own time their snack, pour their own milk etc.

Group time, which is a more structured, learning opportunity where children take part in planned activities appropriate to their own stage of learning with their key worker.

Staff use themes to introduce different topics, keeping plans flexible to allow the children's interests, events or even the weather to be incorporated.

The Preschool Group continues to extend your child's learning and development by following the 3-5 curriculum. Individual children's assessments are undertaken and monitored daily by all staff.

Settling in

A preliminary visit with your child is always advised. This helps the child gain a little familiarity with the new surroundings and gives a taste of what is available before starting nursery.

Your child's first unaccompanied day at nursery should be fairly short – approx. one hour. Time can then be built up to a few hours, half-day then full days as required.

All children are different and some settle quickly where others take longer and prefer parents to stay for several days.

We want your child to feel safe and secure within the nursery and for your peace of mind also, so we will not hurry you away.

For babies a brief written down account of their routine at home is very useful as we try to adhere to this as closely as possible to minimise any upset.

Meal Arrangements

Children will be provided with a healthy snack option mid morning and mid afternoon by the nursery. Parents should provide packed lunches. Each of the age groups has self-contained kitchen areas with fridges and microwaves to enable staff to keep cold packed food or heat up tins and ready made meals if required. We will serve breakfast if required for children up to 8.15am. Children will be provided with water or milk at all meal and snack times. The nursery will also provide drinking cups and cutlery.

Clothing

Children have the best time when they are participating in messy activities and although we do provide overalls and aprons accidents do happen, so please dress your child in suitable clothing and always keep a spare set of clothes in their bag on their peg just in case. A nursery polo shirt, cap and a bag for outdoor trips can be purchased – see manager for details.

Weather permitting; the children will be taken outdoors. It is therefore important that suitable clothing is provided e.g. weatherproof jacket, wellies and hat for sun or cold.

Arrival and Collection of Children

It is expected that a responsible adult will bring your child to and from nursery. In the interest of your child's safety you should make a point of telling the nursery staff if someone not known to the nursery staff is to collect your child.

NB. Your Child will not be allowed to leave the nursery with any other person unless parents give prior notice.

Emergency contacts

Two local emergency contacts where possible are required should we not be able to get in touch with parents in a case of emergency. These can be friends or relatives. Please inform nursery staff if there is any change to this information.

Attendance

Regular attendance will ensure that your child gains maximum benefit from the nursery. For continuity we advise a minimum of two sessions per week. Please telephone if your child is absent, particularly if he/she is ill or has contracted an infection.

Medication

The nursery staff can only administer prescribed medication and if parents have signed a consent form and full instructions given. Please allow 12 hours from starting your child's medication before bringing them to nursery. We regret that we cannot care for a sick child due to health and safety regulations by the local authority directive. Should a child become ill whilst in our care you will be informed immediately.

Notification of Accident / Incident

Children under the age of five, especially those who are learning to walk, will have many minor accidents and injuries whether at home or during their time at the nursery. Parents will be asked to sign an 'Accident/Incident Form' when their child sustains an accident or injury at the nursery.

No Smoking Policy

Smoking is not permitted within the building and grounds.

Little Flowers Nursery complies with: *The Children (Scotland) Act, Protecting Children and Young People (The Charter), The Regulation of Care (Scotland) Act 2001 and The Protection of Children (Scotland) Act 2003.*

Promoting Positive Behaviour

We promote positive behaviour through praise, encouragement and being good role models. This is consistent throughout the nursery. We take into account individual family circumstances and the child's age and stage of development. We discuss ways, with parents, in which we can work in partnership to establish a consistent approach. Physical punishment, such as smacking or shaking, will be neither used nor threatened.

Equal Opportunities and Social Justice

Our policy is to treat everyone as individuals regardless of race, gender, disability, culture, religion or sexual persuasion.

Additional Support for Learning

We will work in partnership with other agencies to support children who require additional support.

Suggestions and Complaints

We are always anxious to maintain and improve our service. If you have any suggestions to make about the nursery, please do not hesitate to speak to the Manager, Sandra Duffy.

If you have any concerns at all please first speak to your child's key worker. If you feel your problem has not been solved please contact the manager directly on 0141 886 6123.

If you are worried about any aspect of your child's care you may contact the Care Commission, 4th Floor Smithhills St, Paisley.