



Parents Handbook

Revised: November 2018

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Introduction and Welcome

This booklet explains the aims and policies of St Sebastian's Field of Dreams Nursery. It is hoped that it contains all the relevant information on how our nursery is run, and what we do. If you have any concerns or complaints, any suggestions or ideas or any information, which could be used for the improvement of this booklet, please inform the nursery manager.

The nursery is inspected by Ofsted and is approved for 50 places.

Staff and Management

The Nursery has staff, most of whom are qualified up to a minimum Level 3 (on occasion a NVQ Level 2 working towards a NVQ level 3 in Childcare and Education or equivalent) We are also helped by students studying a wide range of child care courses from local colleges.

- Nursery Manager: Nina Young
- Deputy Manager: Jackie Dummett (Toddler Room Leader)
Kat Eckman (Pre-School Room Leader)
- Early Years Practitioner's
Leanne Mason (Baby Room Leader)
Adele Wilding
Alison Rainford
Samantha Cassidy
Natalie Mcknight
Sarah Duggan
Rachael Durney
Claudia Joerss
- Finance Officer: Pauline Milligan
- Administration Assistant: Sophie Hulme
- Catering Officer: Lauren Gleeson
- Lunchtime Assistant:- Anka kaczyca
- Bank Staff
Colette Driscoll
Hannah Ellis

Aims and Objectives

St Sebastian's Field of Dreams Nursery aims to create a warm, secure, loving and stimulating atmosphere, which will enable the children to develop educationally, socially, physically, psychologically and culturally, both as an individual and as a member of the group.

- To work in partnership with parents, carer and other professionals so that through sharing of skills, knowledge in child care and the requirements of parents, Field of Dreams Nursery can deliver the best possible service to its users in accordance with the Early Years Foundation Stage document
- To challenge any breach of equal opportunity and to overcome and prevent discrimination on the grounds of religion, race, sex and disability.
- To monitor, assess and record all children's progress and address individual needs by liaising with parents and senior staff.
- To be vigilant and ensure that a safe, healthy environment exists and everyone is health and safety aware.
- To monitor and record any indicators of child abuse, accidents within the nursery and report to the appropriate agency.
- To encourage regular parents and staff review meetings.
- To support staff training and development as necessary.
- To keep in touch with the Local Education Authority/Professionals and to be aware of any other directives/policies affecting child development or care.
- To deliver quality childcare and to seek external accreditation to verify high standards e.g. Investors in people, charter mark and Quality Assurance

Employment and Staffing

Policy Statement

The Field of Dreams provides a staffing ratio in line with the welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through DBS/Disclosure and barring service.

Procedures: Ratios

- To meet this aim we use the following ratios of adult to children:
 - Children under two years of age: 1 adult: 3 children
 - Children aged two years of age: 1 adult: 4 children: and
 - Children aged three to five years of age: 1 adult: 8 children
- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's wellbeing and development in the setting.

- Parents are asked to contribute to their child's development file and share information on interests and their child's development and steps forward. With Parent share and class Dojo.
- We hold regular staff meetings and room meetings to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Training and staff development

- The nursery manager and deputy hold a level 4 qualification.
- All staff are qualified to a level 3, or working towards level 3
- We provide regular in service training in both the nursery and school and our federated school St Cuthbert's. We also use external agencies to provide training such as safe guarding, food hygiene, first aid and curriculum guidance and child development based courses.

Managing Staff absences and contingency plans for emergencies:

- Managers organize staff annual leave so that ratios are not compromised.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organize cover to ensure ratios are maintained.

Connex Agency used for level 3 staff that do not change nappies, toileting make feeds or answer the door to parents. We try to use the same agency staff so there is minimal disruption for all.

Please refer to our full safe guarding policy for further information on staffing and procedure

Vetting and staff selection:

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job description's which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applications will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our conditions or requirements that are not justifiable.
- We use OFSTED guidance on obtaining references and enhanced DBS checks criminal records bureau for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safe Guarding Vulnerable Groups Act 2006 for the vetting and barring scheme.

We keep all records relating to the employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.

Changes to staff

- We inform OFSTED of any changes in the person responsible for our setting.

Admissions

Our nursery has full and part time provisions for the equivalent of 50 places for children aged from 6 months to 5 years.

Each child is assigned to a key person, who is expected to develop and have an in depth knowledge of each child in his/her group. All children in the Baby Room and Toddler Room have a daily communication sheet on which information is recorded and specific details about the child's day are included. For the children attending the Pre-school room sheets can be obtained upon request. Key persons record the development of the child and the file will be forwarded to the new key person in the appropriate room work in partnership with the key person and are asked to make a contribution to these files.

Admission is in part on first come first serve basis, but priority will be given to residents of Liverpool 6 and 7. Should there be no places available then we will operate a waiting list. The waiting list can vary from an immediate placement up to-1 years wait.

Contacts

Before admission to the nursery, the Nursery Manager or Deputy Manager will ask you to complete a written agreement in order to enable staff to plan for the care of your child. The agreement will contain information as follows.

- Payment of deposit equivalent to one week's fees plus weekly fees
- Hours of attendance
- Any additional needs your child may have e.g. health or educational, cultural requirements.
- Who may collect your child?
- Who can be contacted in an emergency?
- Late collection of children will be charged at £1 per minute

This agreement will be reviewed and updated annually.

Children have either full-time or part-time places. We offer a minimum of 3 sessions per child. The hours that your child attends will be by agreement based on your individual request and on the availability of spaces; these can be changed if necessary on a permanent contract though not on a regular basis.

Changes

Please inform the Nursery Manager or Deputy Manager immediately:

- If your address or telephone number has changed.

- Where you can be contacted if you are away from home-in case of emergency.
- If you no longer require the nursery place, a minimum of 2 weeks' notice **in writing**, must be given to the Nursery Manager.
- **Late charges (£1 per minute** - see below)

Nursery Fees

	AM Session	PM Session	Full Day	Full Time	Wrap Around
Babies	£25.00	£24.00	£42.00	£185.00	£30.00 (Pre-School Only)
Toddlers					
Pre-School					

Your agreement states when to pay the fees once your child has been given a placement. The options are either weekly or monthly in advance. For a new placement a deposit will be required as per the agreed period.

NB FEES ARE PAYABLE IN ADVANCE: Fees are to be paid at the beginning of every week/month and one week's deposit is required on admission. Fees payable **ONLY** to Nursery Manager, Deputy Manager, Senior Nursery Officer (Leanne) or Pauline Milligan- our Finance/Administration Officer or Sophie Hulme, Office Administrator.

You will receive a receipt and your payment will be entered on to our records.

Please make sure that you do not get into arrears, should you be experiencing any difficulty paying your fees; please speak to the officer in charge as soon as possible. **If fees are not paid on time this affects the Nursery's ability to survive and to continue to pay staff.** We will have no option but to FREEZE your childcare place until the arrears are cleared. You risk losing your place. (Your place will be frozen if fees are outstanding for 2 weeks)

LATE CHARGES: Although we understand **occasionally**, it is unavoidable that parents are late to collect their children; however, staff are only contracted to work until 5.45pm. Law indicates there must be 2 members of staff to remain with the child and the caretaker has to stay to lock the building, therefore we have to charge **£1 per minute after 5.45pm. If this is ongoing your risk losing your child's place as the contract could be ended.**

Fees are payable at all times for any absences, statutory public holidays, etc.

Our Nursery is a **NON PROFIT MAKING ORGANISATION**, to help to meet the needs of our **LOCAL COMMUNITY**. Every penny earned in fees is put back into our Nursery. Please support this aim.

Settling in Policy

We aim to ensure that your 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 you and your child to visit the nursery prior to your child's first official start date. This helps to familiarize your child with the nursery, the nursery staff and the other children.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents/carers and staff to work together to help the 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. You must be prepared to accept that it may take some time for your child to adjust to the nursery but very few children fail to settle eventually. We find that staying with your child then leaving him/her for short periods eases the separation process. It is our policy that all children require a minimum of three settle in sessions though reserve the right to request more to ensure the baby/toddler is settled before they enter their full contract.

Arrival and Departure of Children

It is essential that parents and carers always notify a member of the nursery staff of their arrival. You are required to sign in and out of the nursery. The nursery must be informed in advance if anyone other than the parent/carer will be collecting your child.

The security of your child is paramount. We do not let any children go with someone we have not met before. If you wish an auntie, uncle, grandparent or friend to collect your Child, they must be introduced to our staff prior to the collection of and may be asked to give a pre-arranged password or proof of identification.

On arrival at Nursery if your child has soiled their nappy we would normally ask the Parent/Carer would they mind changing their child's nappy. This is, as there has to be at least one qualified member of staff in the room at all times and staff shifts are staggered early in the morning. There are DBS checked staff (Office) available to cover with a qualified member of staff should this rare incident arise. We endeavour to send all of our children home in a clean, dry nappy.

Late Collection of Children

The nursery closes promptly at 5.45pm every day. We appreciate that parents may be late on the rare occasion due to factors beyond their control. If a parent/carer is late two staff members, who are, whenever possible, known to the child and have had a full check by the Criminal Records Bureau will look after the child.

The nursery should be contacted as soon as the parent/carer knows that they will be late as it can cause such distress and insecurity to the little child who thinks s/he has been forgotten. Staff are contracted to until 5.45pm. Law indicates that there must be 2 members of staff to remain with the child and the caretaker has to stay to lock the building, therefore we have to charge **£1 per minute after 5.45pm.**

Personal Belongings

Please dress your child in sensible clothes for play in the nursery, so they do not feel restricted. Unfortunately, we cannot accept responsibility for lost articles or torn clothes, so please clearly mark your child/children's clothes.

Please ensure your child has at least one full change of clothes in nursery, this should include underwear and socks.

No jewellery or other articles should be brought into the nursery, they can be lost or damaged and can be dangerous. So please: no earrings (except studs). No necklaces or bracelets.

Confidentiality Policy

Our work will bring us into contact with confidential information. To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

- Parents/carers will have access to files and records of their own children- but not any other child.
- Staff will not discuss individual children with people other than the parents/carers of that child.
- Information given by parents/carers to nursery staff will not be passed onto third parties unless it is on a need to know basis.
- Personnel issues will remain confidential to the people involved.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the nursery except, if appropriate, the key worker, Manager and the Deputy Manager.
- The nursery will comply with the Data Protection Act.

Please note that we are duty bound to share information with the appropriate authorities if we suspect or are led to believe that a child is being abused. For fuller information, please read the Safe Guarding Policy located in the foyer or a copy is available on request.

Absence

If your child will be absent or late, please inform the nursery staff in advance whenever possible. You will be expected to pay for your child's place even if the child is absent.

Illness

If your child is unwell you should:

- Contact a doctor and inform the nursery staff, s/he may need to stay at home. The nursery will not accept a child that is unwell (except for common coughs and colds).
- If s/he has an infectious disease s/he will be excluded until well again.
- You will be asked to collect your child from nursery if s/he gets ill during nursery hours.
- You will also be expected to continue to pay for your child's place when absent through illness. Where this is likely to be longer than 2 weeks, please talk to the Nursery Manager for a fuller consideration of your specific needs.

Emergency Medical Treatment

Parents/carers are required to inform the nursery where they can be reached in the event of an accident or illness. However, since it may sometimes be impossible to find a parent/carer in an

emergency, parent/carers are required to provide the Nursery Manager with signed permission for her to act in their absence.

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, if necessary, remove him/her to hospital and give the hospital the information you have supplied about your child. The nursery will not be able to give permission for treatment as it cannot undertake this responsibility - the hospital staff will take the decision. 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 details on your application form). It is therefore vital that this information is kept up to date and that you inform us of your timetable/whereabouts. Please inform the Nursery Manager of any changes to these details as soon as possible.

If your child is taken ill whilst at nursery you will be contacted and may need to come and collect your child.

Medicines

Staff may administer only prescribed medications and the parent/carer, which authorizes staff to administer stated medicines, must give written authorization. The medicines must be provided in a suitable container, which is clearly labelled and has the dosage and times of administration clearly marked. However, before any medicine can be administered you will be required to complete and sign the Medicine Consent Form giving your consent, details of dosage, times and duration.

A qualified nurse or medical practitioner can only undertake injections. The nursery will make every endeavour to follow the parent's/carers instructions, but reserve the right to refuse a request to administer medicines whilst a child is in our care.

Sun Protection

At the Field of Dreams Nursery, we want the children to enjoy the sun safely. We will work with staff and parents to achieve this through:

Sunscreen:

- Letters are sent to parents asking permission for staff to apply sunscreen to their child/baby.
- All children will need to bring their own bottle of sunscreen, clearly labelled with their name. FACTOR 50+ sunscreen.

CLOTHING:

- All children must be provided with a sun hat labelled with their name

OUTDOOR PLAY:

- Children will avoid the midday sun and will play outside mainly before 11am and after 3pm

Or in one of the shaded areas on the premises.

Accidents and Injuries

Nursery is a dynamic environment and all children fall and bump frequently. Whilst great care is taken to prevent all accidents, bumps, cuts and grazes will occur. All accidents and any incidents are recorded on an Accident Report Form. In the event of a child having an accident, parents/carers will be asked to sign the accident Form at the end of the day. All accidents are accurately notified to the parent/carer as soon as possible. Parents must inform staff about any accidents at home and fill in an accident at home form.

Toilet Training

When you identify that your child is ready to “toilet train” we will do all we can to help and support them, reinforcing your approach. When your child is ready for toilet training, you are asked to bring in clothes that are easy to handle, as children often leave it until the very last minute before going to the toilet. (No tight jeans, dungarees or fiddly buttons). At Toilet training time we will also need spare clothes as children frequently have accidents. Parents and key workers must work closely together to make the process a success.

Whistle Blowing

St. Sebastian’s Catholic Primary School, Field of Dreams Nursery, Extended Schools. Breakfast Club, After School Club and Holiday Splash fully comply and support the Whistle blowing policy operated by Liverpool City Council.

The City Council operates a confidential reporting (whilst blowing) hotline, which is available to anyone wishing to report concerns that something’s is not right, for example:

1. Suspected fraud and corruption
2. Inefficiency and misconduct
3. Damage to the environment
4. Abuse in care
5. Health and safety

During office hours you can speak direct to someone Internal Audit 0151 233 3000. Or you can ring out of hours and leave a message on a 24 hour answering machine. Your concerns will; be directed to the relevant service and the response to or will be monitored. The confidential reporting hotline number is 0151 225 2660

Outings Policy

For all outings the following procedures must be followed:

- Children’s ratios must be 1; 1, with the under two’s unless going to the local park or similar using twin buggies then the ratio is 1; 2 babies (depending on the nature of the visit).

- A risk assessment is required when taking the babies/children on a day out.
- A first aider must be present and a first aid box must be taken. Copies of emergency contacts for all children should be taken.
- The children must be counted before setting off (on the coach/mini bus if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children showing the name and contact number of the nursery.
- Staff must have at least 2 mobile phones, on outings which they can be contacted on and they can use in an emergency.
- Food and drinks should be provided at similar times of those in the nursery and additional drinks should be available should they require them or if the weather is warm or if energetic exercise is part of the day.
- Meeting points must be pre-designated and times arranged when all party should
- Assemble. This should be decided when a risk assessment has been made.

Using Physical Restraint Policy

At the Field of Dreams Nursery our aim is to offer a quality childcare service for parents/carers and children. We recognise the need to set reasonable and appropriate limits to help manage the behaviour of children in our care.

We do not and will not administer physical punishment or any form of punishment with the intention of causing pain and discomfort, of any kind of humiliating or hurtful treatment to any child in our care.

Hitting and hurting is ALWAYS wrong!

If a child in our care were harming him or herself, or any other child it may become necessary to physically restrain them for their own or another's well-being. This would be done with the least possible force. The usual procedure would be to hold the child's arms, trying where possible to calm the situation for all in the vicinity. It may be practical or necessary for two members of staff to deal with the situation. The incident would always be reported, firstly in the incident file and secondly to the parent/carer.

What is the Early Years Foundation Stage?

The Early Years Foundation Stage (EYFS) is how the Government and early years' professionals describe the time in your child's life between birth and age 5. It is a framework setting the standards for learning, development and care for children during this period. Nurseries, pre-schools, reception classes and childminders must follow the legal document called the EYFS Framework which can be accessed at:

- www.gov.uk, and search for: **foundation stage framework**

You can ask for information about your child's development at any time and there are two stages (the "progress check" at age 2, and again at age 5) when the professionals caring for your child must

give you written information about how he or she is doing. The written summary of their progress at age 5 is called the EYFS Profile.

As a Mum or Dad, how can I help with my child's learning?

All the activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress towards and through school. For example, talking, reading, singing nursery rhymes with your child or cooking and baking with them. More ideas can be found at:- www.foundationyears.org.uk

Even when your child is very young and is not yet able to talk, you talking to them helps them to learn and understand new words and ideas.

Parents often underestimate what they can do to support their child's development. If you feel unsure of what to do at home to support your child's learning do ask us and we will be happy to help. Staff can also give you advice about the kinds of books or other activities your child might enjoy at different ages. They can give you ideas on how you can help your child learn.

Daily Routines: Sue's Room / Caterpillar Room

7:45	Welcome children. Continuous Provision
9:00	Breakfast
9:30	Nappy changes. Continuous Provision
10:30	Planned activities / messy play; outdoor play
11:30	Lunchtime
12:15	Quiet time
12:45	Nappy changes, Continuous provision
14:00	Planned activities / messy play; outdoor play
15:00	Snack time
15:30	Nappy changes. Continuous provision
16:45	Songs / story time
17:00	Continuous Provision
17:45	Home time

Daily Routines: Butterfly Room

7:45	Good morning / Continuous Provision
8:45	Tidy up; song / story time
9:00	Breakfast
9:30	Song / story time
9:45	Key person observations
10:00	Free play
10:30	Water break / Toilet time
10:40	Tidy up
10:45	Outdoor play
11:30	Lunch
12:00	Sleep time / Continuous Provision
14:00	Key person observations
14:15	Continuous Provision
14:30	Water break / tidy up / start nappies
14:40	Outdoor play
15:00	Snack
15:30	Song / story time
15:45	Continuous Provision / outdoor play

Daily Routines: Pre-School Room

7:45	Welcome children; Continuous Provision (downstairs)
8:30	Breakfast time (self-service)
9:00	Children go to Foundation 1
9:30	Circle time and self-registration
9:45	Outdoor play; planned activities / Continuous Provision
11:15	Tidy up time; toilet & wash hands
11:30	Lunch time (self-service) Children back from Foundation 1
12:10	Quiet time / relaxation; book corner for stories Foundation 1 (PM) go to Quiet Room / outside
12:30	Children's choice / planned activities
15:00	Snack (self-service)
15:45	Outdoor play / planned activities / Continuous Provision
17:45	Home time

Meals and Snacks

Throughout the course of the day, three meals are service at the following times:

- Breakfast: 9:00am
- Lunch: 11:30am
- Snack: 3:00pm

We provide a well-balanced and healthy diet, which has been planned with young children in mind. The meals normally consist of fresh bread, milk, fruit, meat, fish, vegetables, yoghurt, pudding, custard, etc. Special diets can be catered for by prior arrangement.

The staff will inform the parent/carer daily of how well the child has eaten. Staff will be happy to talk to you regarding your child's appetite. Water is on offer throughout the day. Fruit offered at each meal.

Our approach to mealtimes is relaxed, friendly and supportive. We never punish children for refusing to finish food and we have found that our approach has helped children labelled as "fussy" to become normal eaters.

Sample Lunch Menu

- Breakfast: Cereal, Toast, Milk
- Monday: chicken casserole, mashed potatoes, peas; fresh fruit salad
- Tuesday: chicken in tortilla wraps, rice and salad; kiwi fruit and melon
- Wednesday: lasagne and vegetables; yoghurts
- Thursday: cottage pie, new potatoes, broccoli; apples and pears
- Friday: tuna chunks in pitta bread, lettuce, pasta and sweetcorn; strawberries

Healthy eating Policy

Here at Field of Dreams Nursery we regard meal and snack times as essential part of our day, a time to relax and socialize. We believe it is vitally important that children learn the habit of healthy eating when they are young. Good eating habits last a lifetime and diet is one of the most important steps towards a lifetime of good health. Our aim is to provide opportunities to all our children to discover healthy eating through a variety of experiences. We shall achieve this by;

- Creating food in a safe and clean environment as required in accordance with regulations of the Food Standards Agency
- Ensure each child is provided with a diet appropriate to their individual needs
- Serve a wide variety of homemade healthy meals and snacks suitable for children under five
- Offer a variety of learning experiences involving food and healthy eating
- Engage in culture and religious celebrations through food activities and mealtimes

- Continue to access reliable resources and training to extend staff knowledge

All meals provided are nutritionally balanced with no added salt, sugar, artificial additives, preservatives or colourings. We follow advice given by the Food standards Agency regarding food and drink.

- Cow's milk is not given to children under one-year-old (can be introduced on cereal from 9 months old)
- Only full fat milk is served to children under two years
- Follow on milk is given to children whose parents request it
- Whole grain foods are not served as they are unsuitable for children under 18 months, however we do serve some brown bread
- Nuts are not used in our menu for any child

We use a variety of foods which are familiar to children's cultural backgrounds. We celebrate other cultures within our menu. We learn about religious celebrations and the importance of sharing meals at such times. Children who require a special diet are supported, and we create meals which can be adapted to suit their needs without singling them out. For example, we would serve a Quorn bolognaise alongside a beef bolognaise for children 'who don't eat meat. Information provided by parents, The Food Standards Agency, and other resources give us a sound knowledge when providing meals for children.

Meal times and snack times are social occasions which children and staff share together. Dining areas are created in familiar surroundings. Children sit at low tables with age appropriate crockery, cutlery and cups. Staff are encouraged to sample meals and snacks to promote good examples to children. Independence is developed through children making choices, serving and feeding themselves and making their own snacks. We discourage children from sharing or swapping food to promote good health and hygiene practice.

We promote baby led weaning. All meals for babies are produced from fresh ingredients on site daily. Babies from 6 months will usually be weaned on pureed fruit and vegetables gradually introducing pulses and proteins. When babies are managing well, finger foods are introduced alongside pureed meals. Meals will become increasingly more solid over a period of time until babies can manage finely chopped foods and a variety of finger foods.

Drinks are provided throughout the day. Babies receive milk and water as and when required. Older babies and children will usually be offered milk during breakfast time or when requested. Water is served at lunch and snack time. Children also have individual water bottles which can be accessed at any time during the day. We discourage parents from providing sugary drinks or tea and coffee in cups and bottles/containers and would ask for parents not to provide their children with food snacks and drinks high in fat and sugar such as crisps, sweets and Juice as we will not accept children with these food/drink types into the nursery with these items.

Procedures

We follow these procedures to promote healthy eating in our setting.

Before a child begins nursery, information will be obtained from parents/carers about their child's dietary needs and preferences. This will be recorded in the registration records. If a child requires a special diet of any kind, including allergies, parents will be asked to complete a Special Dietary Requirement Form to provide further information. We regularly consult parents/carers to update our records. If a child has an allergic reaction to a food in nursery that we are not aware of, we shall inform parents at the earliest opportunity with advice of what food the child has eaten. We shall remove the food from the individual child's diet until the parents deem the food safe.

All staff are made aware of children with dietary needs. This is accomplished through displays indicating the child and their dietary need. Displays will be found in the Kitchen and the room where the child eats. These systems ensure that children receive only food and drink that is consistent with their dietary needs, preferences or parents' wishes.

Menus are planned weekly in order to fit around weather, celebrations and children's activities and topics. A weekly menu is displayed on the main door of the nursery so parents can plan meals for the week. Daily menus are also displayed outside each room. Information is given on daily sheets of babies and toddlers. This gives parents the additional information of how much food was consumed and if an alternative was given.

Babies will follow their own routine as appropriate.

Our menu is devised to ensure all the main food groups are incorporated into the daily diet. These include carbohydrate, protein, dairy, fruit and vegetables. We aim to provide at least 3 portions of fruit and vegetables per day. We aim to serve fish at least once per week.

Breakfast is offered to all children who attend morning sessions. This comprises of a breakfast cereal with a low sugar content, and toast.

Lunch will comprise of a starchy carbohydrate such as pasta, rice, potatoes or bread, protein and vegetables. Fruit, yoghurt or freshly made fruit smoothies will be served for desert.

Snacks vary widely between sweet and savoury light bites. Only low or natural sugars will be served in sweet snacks. An example of this would be scones with natural yoghurt and strawberries against our healthy food ethos and causes much disruption amongst the daily running of the nursery.

If parents/carers would like to provide a birthday cake for the nursery to share amongst the children it is our policy to only accept unopened and in date shop brought birthday cakes with a list of ingredients printed on the package.

We never use food as a reward. We never withhold food as a punishment.

Further Development

We are committed to continue improving our policies on health and diet. We aim to develop more ways to offer the best services for our children and parents. Continued development includes:

- Access training in health eating and food hygiene when appropriate
- Continue to work with parents as a partnership to promote healthy eating
- Cookery sessions/activities available for all age groups and to involve and inform parents

- Provide healthy eating cookery sessions for children and parents with support from our local children's centre.
- Discourage parents from giving sweets and high fat snacks

Legal Framework

Regulation (EC) 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Equal Opportunities Statement

1. We recognize that our nursery, the field of dreams, like the community we live in, is multi-cultural, multi-Racial, multi-lingual, and multi faith.
2. We recognize that we have a duty to provide positive teaching strategies regarding equal opportunities and that an awareness of such, must be an integral part of the field of dreams nursery structure.
3. We believe that parents, carers, children and staff can work together in providing an environment where diversity can be valued and shared and to which every individual can both contribute and learn.
4. A child's name is a crucial part of his/her identity. It is important that we use the child's correct name and pronunciation.
5. One of our fundamental aims is to build on and extend the experiences of all our children. This includes providing learning material, resources and opportunities that children are familiar with and identify with, encouraging them to use them in ways appropriate to their experiences.
6. Staff will seek to provide non-stereo typical books for children and eliminate such stereotypes and discriminating images from books and other materials provided.
7. We recognize that bi-lingual and bi-dialectic is a positive asset and a resource to be welcomed into the field of dreams nursery.
8. We recognize that we are a multi-faith nursery and aim to acknowledge and share in the various cultural and religious celebrations and festivals appropriate to our children.
9. Dietary restrictions and preferences will be respected. Staff aim to be open and aware of diverse eating styles, habits and customs.
10. Staff selection criteria and procedures will be kept under review to ensure that individuals are selected and treated on the basis of their relevant merits and abilities applicable to the post in question. All employees will be given equal opportunities for promotion and training.

We would expect staff to:

- a) Counteract the assumption that a person's sex determines what they can do.
- b) Confront and challenge sexism when it occurs in the nursery.

- c) Promote positive images of people which are not specific to either sex.
- d) Encourage children to value women and men equally.

Staff should work towards these aims by:

- a) Speaking and acting in an anti-sexist and non-sexist manner. Providing play materials and a general atmosphere which values equality between Males and Females.
- b) Counteract the assumption that people from ethnic minority groups are inferior and of less value to that of dominant white groups.
- c) Confront and challenge racism when it occurs.
- d) Contribute to the children's awareness of the diversity of ethnic groups which live in Britain and to develop positive attitudes to living in such a society.
- e) Provide anti discriminatory childcare that promotes a positive self-image for all children and complements their home environment and ethnic or racial background.

The Field of Dreams Nursery will endeavour to achieve those aims by:

- a) Encouraging staff to speak and act in an anti-racist manner.
- b) Providing play materials and a general atmosphere which values a diversity of cultures, lifestyles and ethnic groups. Having staff from a variety of ethnic groups.
- c) Collaborating with parents and other carers to share and promote complementary anti-racist and multi-cultural practices at home and at nursery.

The Field of Dreams Nursery recognizes that people, who have additional needs/disabilities, are often discriminate against in ways, which devalue them and prevent them reaching their potential. We are committed to the integration of children with special needs within our nursery and will seek proper resources to make this successful and will therefore:

- a) Ensure that all children have access to the play opportunities offered within the nursery curriculum.
- b) Encourage and facilitate discussion about disability, try to ensure that children and parents within our nursery develop attitudes, which will help combat discrimination against people with disabilities in the wider community.
- c) We will seek out resources e.g. books, posters, jigsaws etc. Which portray positive images of people with disabilities.
- d) Ensure that attitudes and language, which devalue or discriminate against people with disabilities, will be challenged.
- e) Our key person system and high adult/child ratio ensures that each child receives plenty of adult time and attention.

- f) We welcome the opportunity to work with other professionals such as: therapists, health visitors, social workers and portage workers, in order to meet the child's specific needs.
- g) We will monitor children's needs and progress, on an individual basis.
- h) Our staff will attend, wherever possible, in service training for additional needs.

Behaviour Management

"Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs."

Early Years Foundation Stage: at the Field of Dreams Nursery, we believe in promoting positive behaviour and reinforcement. We aim to provide a positive environment that enables the children to develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

The practices to be encouraged are as follows:

- Assess the situation before taking action- is the child tired, happy, bored or just playing.
- Staff should anticipate and intervene if difficulties arise, use positive discussion and redirection of children.
- Give clear instructions or explanations- make sure the child understands what is expected of them.
- Clear consistent boundaries should be given to children, to remind them about new limits.
- Be consistent, but not inflexible- reason with children by explaining.
- Children are taught a sense of right and wrong and also to have a mutual respect and good manners.
- Be patient and tolerant, try new methods- if one form of behaviour management does not work with one particular child, try another approach.
- Be aware of different sounds that may mean play is getting out of control- shouting and crashing. Direct the children to other activities.
- Encourage children to talk and listen to each other and equally for adults to listen to the children.
- Be unbiased; keep an open mind, not discriminating or showing favouritism.
- Children will be encouraged to develop non aggressive strategies to enable them to become empowered.
- Tell children consequences e.g. "if you throw sand it may get into someone's eyes. I cannot let this happen; you will have to play somewhere else."
- Reinforce positive behaviour; give praise and encouragement to children for good behaviour.

- Guide behaviour by giving positive direction- i.e. set good examples as role models and is consistent where limits are set.
- Acknowledge what the children have achieved to show that we value and respect them.
- If a child is continually unhappy and showing unacceptable behaviour, parents will ask to meet with staff to discuss the situation.
- Work alongside parents to inform them of strategies used and to agree on a plan of action
- To encourage positive behaviour both in nursery and at home.
- If behaviour results to an injury in another child/adult- e.g. a bite, the incident should be recorded in the accident/incident book.
- The designated person for behaviour management should update their training regularly and inform their team of any developments.
- Adults will not shout or raise their voice in a threatening way except if the child is in immediate danger.
- Discourage negative or labelling words such as naughty, stupid etc

Partnership: Parental involvement

General Welfare Requirements

Organization providers must plan and organize their systems to ensure that every child received an enjoyable and challenging learning and development that is tailored to meet their individual needs.

Policy Statement

The Field of Dreams believes that children benefit from early years education and care when parents and settings work together in partnership. The importance of continuity between home and the nursery cannot be over-stressed. Our aim is to develop an honest, open and supportive relationship with you, which compliments your home life rather than contradicts it. We are very aware of our influence as a role model for your child and without your extensive knowledge of your child; we would be unable to enhance your child's development.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting. We also aim to support parents in their own continuing education and personal development.

Procedures:

- We consult with parents to find out what works best for them
- We ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and support their families

- We inform all parents about how the setting is run and its policies through access to written information and through regular informal communication. We check to ensure parents understand information given to them.
- We inform all parents on a regular basis about their children's progress
- We involve parents in the shared record keeping about their child- either formally or informally- and ensure parents have access to their child's written developmental records.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting.
- We inform parents about relevant conferences, workshops and training and signpost other activities/workshops of interest.
- We provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- We welcome the contributions of parents, in whatever form these may take.
- We inform parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.
- We provide opportunities for parents to learn about the curriculum offered in the setting and about young children's learning, in the setting and at home.

In compliance with the Welfare Requirements, the following documentation is in place:

- Admissions policy
- Complaints procedure
- Record of complaints
- Developmental records of children

Complaint Procedure

If, as a Field of Dreams Nursery user, you are concerned or unhappy about any aspect of the nursery service, you should:

1. Talk to the Key Person, outline your concerns, and if possible suggest a solution.
2. If things cannot be sorted out, arrange to see the Nursery Manager.
3. If the complaint concerns the senior Nursery Officer, then representation should be made directly to the Nursery Manager.

4. If you continue to be dissatisfied, you are entitled to make a formal complaint to the Nursery Manager. This should be done in writing.
5. The Nursery Manager will consider the complaint and will make a decision and inform the parent's, in writing, of the outcome.
6. If you are still satisfied with the outcome, you may refer the matter, in writing to the Field of Dreams Management Committee whose details can be obtained from the Nursery Manager.
7. Alternatively, you may contact OFTSED on: 0300 123 4666

ALL COMPLAINTS WILL BE RECORDED AND PARENTS WILL BE NOTIFIED, IN WRITING, OF THE OUTCOME WITHIN 28 DAYS.