

NICKI DAY NURSERY

# WELCOME BOOKLET

This booklet contains all the information you will need for your child starting at Nicki Day nursery this September, looking forward to you joining our 'Home Away From Home'



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# WELCOME MESSAGE

*Dear New Family,*

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

*This welcome pack is designed to give you valuable information on the aims, organisation and learning that happens at nursery throughout the day, and will hopefully answer many of your questions.*

*We encourage you to come along and talk to our staff in person or ring us if you have further questions.*

*All our contact details are at the end of this pack.*

*We value our parent's contributions tremendously and believe that home and nursery working in partnership can provide the best possible learning experiences for your child.*



# OUR TEAM



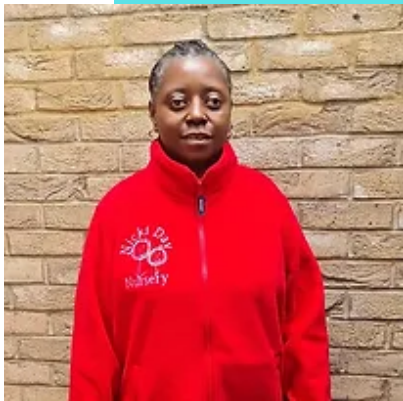
Founder Of Nicki Day Nursery  
Ms Nicole



Deputy Manager  
Ms Samantha



General Manager  
Ms Avon



Early Years Practitioner  
Ms Jennifer



Early Years Educator  
Ms Daniella



Early Years Assistant  
Ms Sandra



Volunteer  
Ms Letisha

ADMIN - MS PARIS

# THINGS YOUR CHILD MUST HAVE



*To ensure your child has everything they need at nursery, we ask parents to supply a bag for nursery containing the following:*

- *Nursery uniform, purchase from the office or a plain red polo t-shirt/jumper from your local supermarket. This is for safety reasons to identify your child on field trips.*
- *Water Bottle*
- *Tooth brush and toothpaste*
  
- *Weather appropriate clothing*
- *Spare clothes; at least 2 tops, 2 bottoms and 3 pairs of underwear, socks.*

*It is useful for all children to bring a spare set of clothes in case of getting wet/muddy etc and needing changed.*

- *A minimum of 3 nappies/Pull-up each day*
- *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.*

# WHAT THEY WILL LEARN

Our educational provision has been shaped by 7 areas of learning and development, all of which are vital and linked. For kids to become curious and excited about learning, the first three are very important.

For enhancing their learning abilities. We refer to these three regions as the Prime Areas. The prime regions are reinforced and implemented through the four Specific areas that follow.

Prime regions:

- Communication and Language (C&L)
- Personal, Social and Emotional Development (PSED)
- Physical Development (PD)

Specific areas:

- Literacy (L)
  - Mathematics (M)
  - Understanding the World (UW)
  - Expressive Arts and Design (EAD)
- 



## BABY ROOM

*They will be developed through simple hands on tasks such as:*

- *play dough,*
- *sensory baskets*
- *home corner,*
- *mark-making and treasure baskets based around the needs of the children.*

*And Many More*

## PRE-SCHOOL

Cooking – helping to measure, mix and eat the end results!

- Music and Movement sessions.
- Story telling with puppets and story bags.
- Sensory play with sand, water, gloop and slime!
  - Role play with a range of themes throughout the year.

And Many More

## TODDLERS

- Listening to stories, exploring books, joining in with singing, music and movement sessions
- Role play activities – pretending to be a firefighter, mummy or daddy, builder or princess!
- Construction activities with open ended resources to encourage imaginative and create building

And Many More

# PRICING

·Every minute a parent/guardian is late to pick up their child after their allocated time it is £1.00 late fee, for example 10 minutes late is £10.

Lunch is paid to the following bank account OR buy card OR CASH at the door:

Nicki Day Nursery Ltd

Sort: **40-05-25**

**ACC: 61438980**

Please use your child's name as reference, thank you.

***DUE THE FIRST FRIDAY OF THE MONTH***

Lunch fees are calculated by :

- 1.Number of days your child attends Nicki day nursery
- 2.What you would like them to eat

**DAILY DEAL = £5.00 per day / breakfast + lunch + tea**

**MORNING DEAL = £4.00 per day / breakfast + lunch**

**AFTERNOON DEAL = £4.00 per day / lunch + tea**

ONCE you have selected a deal, we will multiply it by the number of days your child is suppose to attend. For example

"Jessica does 5 days a week, daily deal we are in February 2025 so it is 3 weeks so £5 x5days x 3weeks = **£75.00 total for February 2025**

"Tom does 3 days a week, afternoon deal we are in January 2025, so it is 3 days + 3 weeks so £4.00 x (x 3days) 3 week + £12.00 (3days) =**£48.00 total for January 2025**

**AN INVOICE WILL BE PRINTED, HANDED TO PARENTS. ON REQUEST ONE CAN BE EMAILED TO YOU.**

**If you would like to provide your child with food instead of them eating the food provided, please notify us and bring it in each day. Please do NOT bring anything containing nuts, we recommend fruits, porridge, and pasta or rice dish and yoghurt for tea.**



# POLICIES

You will be sent a folder by email full of all our policies this is to ensure the wellbeing and safety of; your child, yourself, us as an establishment and others in the building. Understanding and signing these policies are of most importance.



## Biting Policy Statement

Biting can be an uncomfortable subject for parents of both the biter and the child who is bitten. We hope that this policy will explain how we deal with biting in this provision. Please do discuss any concerns you may have regarding this issue with your child key worker or any member of the management.

If your child is known to bite we would prefer to know in advance at the point of settle in. It doesn't mean they will be excluded.

Children bite for a variety of reasons. This may be because they are teething, frustrated, exploring using their mouth, asserting their independence and wanting to gain control, maybe of a toy or they could be stressed. It may also be because they want to gain attention.

We will work with you and your child to establish when and why they are biting. We will observe the child closely to see if certain conditions or situations trigger the behaviour and then work with them to try and avoid the incidents occurring. This may involve altering the child's routine, giving them more one-to-one attention, purchasing additional resources so sharing is not such a major issue, or if it is because a child is teething, provide suitable teething resources.

We will ensure that if a child is bitten that they are comforted and given lots of attention. We will ensure that any first aid is applied correctly if required and the incident will be recorded in the provision's incident book and parents asked to sign it.

If your child bites then we will remove them from the situation. We will explain to them, according to their age and understanding, that biting is unacceptable behaviour. For younger child this may be by the tone of voice and facial expressions rather than lots of words. It may be necessary for the member of staff dealing with the incident to exclude the child from an activity and use "time out" until they are calm enough to return. We will also encourage the child to apologise to the child they have bitten and work with them to develop strategies to help them deal with the reasons.



## Special Educational Needs Policy

Nicki Day Nursery are committed to excellent provision for children with learning difficulties, Special Educational Needs (SEN), enabling them to achieve the best possible education, and become confident young children with a growing ability to communicate their own views and ready to make the transition into compulsory education.

We will have regard to the SEN Code of Practice 0-25 years. We will ensure we have an up to date copy of the Code of Practice and we will make this document available to parents if required.

We have our own designated SEN Co-ordinator, Nicole Bennett, who is responsible for ensuring all practitioners in the provision understand their responsibilities to children with SEN and our approach to identifying and meeting their needs, advising and supporting colleagues, ensuring parents are closely involved throughout and that their insights inform action taken by us as well as liaising with professionals or agencies beyond our provision.

We will work closely with parents to listen to their views so as to build on children's previous experiences, knowledge, understanding and skills and provide opportunities to develop in the seven areas of learning.

1. Communication and language.
2. Physical development.
3. Personal, social and emotional development.
4. Literacy.
5. Mathematics.
6. Understanding the world.

## 7. Expressive arts and design.

We will observe and monitor individual children's progress throughout the Early Years Foundation Stage. If it appears a child is not making progress either generally or in a specific aspect of learning, we will present the child with different opportunities or encourage alternative ways of learning.

### Record:

We consider that it is of the utmost importance that details records are kept. It is the nursery policy that they include the following:

Description of the difficulties that the child is perceived to experience

Dated accounts of discussions with parents, noting action or programmes agreed

Progress report which include:

Running records

Observations of the child in contexts

Sample of work with dates and the context in which the work was done

Test results where appropriate.

Where the manager, Key worker and SEN co-ordinator agree that a child is experiencing significant difficulties, then the child will be chosen to seek advice the Southwark Early Help team.

All children within the setting are reviewed as to their level of progress, the first between ages two and three years and the other assessment at the end of the reception year, however all children's progress is regularly tracked throughout their time in our provision.

If we identify that a child has below expected levels of progress or SEN, then we will use the graduated approach as described in the Code of Practice. This is formed of four stages.



# Parent Partnership

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 Evening dates, morning coffees where you are invited in to discuss your child's progress with your child's key worker, any other help concerning your child at Nicki Day Nursery.

**Key Worker System:** You are encouraged to communicate regularly with your key worker online via text message on Tapestry, we are unable to always speak at the door so communicating online 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.

**Office Meetings Policy:** Management is more than happy to speak to you, please book in appointment the best times are 10:00–11:00 or 2:00–3:00 for in person.

# CONTACT INFORMATION

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