



WELCOME PACK

Welcome to Cotton Buddies Nursery
Cotton Buddies Day Nursery offers a unique opportunity for your child to experience active learning in a setting which is in Cottons Park within central Romford. Children will be given the opportunity to explore the natural environment indoors and outdoors under the supervision of our experienced staff.



Cotton Buddies Nursery Limited

- Providing a service of the highest standards that will develop each child's quality of life
- Respecting each child as an individual, taking into account their appropriate needs
- To offer a wide range of care options with early starts and late finishes to cater for individual needs.
- Ensuring that our staff are selected, trained and supervised to meet the needs of the children in their care
- Valuing partnerships with parents/guardians/carers
- To offer balanced and nutritional meals made on site, and cater for individual child's dietary needs.

Our Staff Family

We employ enthusiastic and experienced staff, all of whom are qualified. We believe children need good role models, who they can turn to, play with and learn from. Our staff team help us deliver a fantastic range of learning experiences so your child can reach their full potential.

Staff are recruited through selection and interview. They then undergo a full induction and training programme especially designed for the nursery and the individual staff member. All staff hold relevant qualifications and have been vetted using Disclosure and Barring System.

Sharon Flora – Director & Nursery Manager

I began working in the childcare industry in 1992, and currently hold a degree in Education. I have found my profession to be very rewarding and consider myself a childcare professional with extensive experience in various areas. My training and experience have taught me how to work with children and families in a number of ways.

My dream was to create the perfect nursery for children, which would be a loving homely place with caring staff, offering the very best start so each child could develop and flourish to their full potential and be ready for school.

I would welcome the opportunity to meet with you and show you around at Cotton Buddies nursery.

Admissions

It is the intention of Cotton Buddies Nursery to make our provision available to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed. For a registration pack please go to the nursery office or visit our website on www.cottonbuddies.uk

The Early Years Foundation Stage Curriculum

There is a wide range of learning opportunities and activities which will be aligned with government guidelines as set out in the Early Years Foundation Stage. There are seven areas of learning and development that must shape educational programmes in all early years' settings.

3 areas are particularly crucial for igniting children's curiosity and enthusiasm for learning.

These are known as the prime areas:

1. Communication and language
2. Physical development
3. Personal, social and emotional development

As providers of day care for your child we also support in the below 4 specific areas, through which the 3 prime areas are strengthened and applied. The specific areas are:

1. Literacy
2. Mathematics
3. Understanding the world
4. Expressive arts and design

Fees

The schedule of fees is reviewed annually – usually in March each year, but the Nursery reserves the right to review fees sooner if necessary – for examples if costs suddenly rise or if the National Minimum Wage increases substantially. Parents are always given notice of the fee increase at least a month in advance and are provided with the revised fee structure for that year.

Payment of Fees

Payment is required monthly in advance; the due date is displayed on the monthly invoice which is emailed to parents/carers at least 5 days in advance. The preferred methods of payment is by standing order, or direct bank transfer. Fees are calculated by multiplying the session rate by the number of days in the month.

Cotton Buddies Limited is registered with Ofsted, therefore where appropriate parents/carers can claim tax credits, Tax Free Childcare, 15 hours or 30 hours childcare. Please visit www.childcarechoices.gov.uk for more information on help with paying or childcare.

Free Early Education Funding

Cotton Buddies Limited is registered with the Local Authority and as such must provide eligible children with 15/30 hours of free funding a week during term time or 11/22 hours all year round. The nursery will work with parents to ensure as much flexibility so that it meets the parents' needs wherever possible.

Parking

All parents and visitors are asked to park in marked bays, the public car park is managed by Havering Council and there is a small charge for parking (see parking meter in the car park). There is allocated free nursery parking on a first come basis. Please do always be aware of children – both your own and other peoples.

Requirements for your child's first day

- Nappies/wipes and creams to be applied
- Bottle/beaker/cup for drinking
- Formula milk/jar or packet baby food
- Spare change of clothes in a named sandwich bag.
- Suitable clothing for the weather – coats/gloves/hats/sun cream/sun hat

Items need to be labelled with your child's name, please ensure you don't wear best clothes. We would like to take this opportunity to ask if you could refrain from bringing toys and personal belongings into nursery. We understand at times that children can become attached to toys on their journey to nursery but as you can imagine these can some time cause conflict when other children wish to look at them or show an interest. If these items do get to nursery, we are unable to take any responsibility of loss or damage.

Healthy Eating and Mealtimes

- 7:30am to 8:30am - breakfast
- 10am to 11am – morning snack
- 11:45am - lunch
- 2:30pm to 3:30pm – afternoon snack
- 4:30pm – a light tea

Staff use mealtimes as opportunities to discuss healthy eating and plan activities to reinforce this.

- The cook and staff undergo Food Hygiene training, the kitchen is inspected on a yearly basis by the local Environmental Health team.
- Children's allergies, food preferences and other dietary requirements are discussed in detail with parents prior to a child starting Nursery and recorded on the nursery dietary board.

Example menu (menus will change depending on food availability and seasons)

Breakfast	Lunch	Teatime	AM & PM Snack
Cereal with milk	Jacket potato with chasseur and beans	Sandwiches	Fresh Fruit

Security Policy

At Cotton Buddies Nursery we want to ensure the safety of all children in our care. To ensure that this happens the following points are brought to everyone's attention.

- Everyone must arrive and leave through the front door only.
- It is the responsibility of the parent to ensure the Nursery knows who is collecting their child. No child will be allowed to leave the Nursery with anyone other than the parent. If someone else is collecting your child, you will need to provide a password to the Manager in charge or a photograph that can be kept on your child's file.
- On occasions of personal problems unless a court order is in place, we are not ultimately able to refuse either parent's access to their child. It is imperative that both parents understand this, and that the Nursery is updated on personal circumstances.
- Any child custody order or other court order affecting your child must be made clear in writing to the Nursery manager.
- All visitors to the Nursery will be asked to sign the visitors' book and are never left unsupervised.
- Staff/parents should always be vigilant, but especially when out in the garden/park and report any situation, which they feel unhappy about immediately to the Manager.

- All outings off the Nursery premises must be recorded in the outings book and the Nursery Manager informed whose responsibility it is that the necessary details have been provided before the outing.
- On leaving the Nursery building children become the responsibility of their parent/carer who are reminded to watch them carefully and reinforce road safety.

Our Rooms

Baby Room For babies from 6 weeks to 2 years, our baby room is a warm, nurturing space where our littlest stars have a chance to learn and grow. Our baby room can hold up to 9 babies and is run by a fantastic team of highly experienced and qualified nursery nurses. The activities planned for in this room include a range of sensory play opportunities. Messy play, water play, cookery, arts and crafts.

Toddler Area is for children from 2 to 3-year-old, it is This area is a stimulating environment for the little learners to explore. The children in the Toddler area have access to a large role play area. The children also have access to construction toys, an arts and crafts area, a small world area and much more. Within the toddler area, we begin to introduce focused tasks whilst allowing the children plenty of free play, allowing them to lead their own learning opportunities.

Pre-School Area is for children aged 3+, is designed provide an environment to allow children to get ready for reception class. This involves taking part in structured focused tasks which are specifically tailored to the development stage of the individual child. These learning opportunities are facilitated by highly qualified staff who are trained in various areas. foundation phase. We encourage independence in this area by giving the children responsibility and by making facilities freely accessible to them. Children have plenty of time for free play inside and outside.

How will I know what my child has been up to during his/her time at nursery?

Your child's key worker will document information about your child's day on the online app, you will have access to this information via your mobile phone or tablet. These information includes: - What your child has eaten and how much - When your child had a nap and how long for - All of your child's nappy changes - The activities they have taken part in and what they enjoyed the most - How settled they have been during the day - Any additional messages

Physical Activity

At Cotton Buddies we strongly believe that children should be exposed to good habits from their earliest days. This is shown in the following ways:

- All children play outside during the day. In wet and cold weather, children are clothed appropriately and on sunny days, hats and sunscreen are worn.
- There is a system, whereby children can choose to play inside or out. If the weather is very inclement, the planning will be altered to provide further physical indoor activities in addition to those which are already on offer.
- Staff lead by example and join children in their play, showing how exercise is enjoyable
- Staff talk to children and help them to recognise the benefits/effects of exercise.
- Indoor physical activity is promoted through dancing, action songs, soft play equipment, including the parachute and skittles.
- Children are regularly taken off site for walks in the locality.
- The children also take part in sponsored sports/charity events.

What if my child is unwell during their session?

Within the registration form, you are asked to sign to confirm that we can administer paracetamol in the event of your child's temperature rising. If we feel that your child is still unwell following this, or if we do not have permission to administer the medication, we will firstly attempt to contact the child's parents. If we are unable to contact parents, we will then attempt to reach the emergency contacts provided within the child's registration form. If your child has prescribed medication to take throughout the day, the parent/guardian who drops the child off must complete and sign a medication form. We do have an "exclusion due to illness" policy in place at the setting which applies for certain illnesses. The management at the setting are able to provide you with this policy information should it be required. Please note that if your child does not attend their session due to illness, you must still pay for your child's space at the nursery.

What if my child has an accident at Nursery?

Parents are notified of any situation about their child as soon as possible. Accidents will be recorded on the Accident Form and parents' attention will be drawn to this on their arrival. If your child has a head injury at nursery then we will contact you straight away and inform you about their injury.

What if my child arrives at Nursery with an accident?

If a child arrives with a pre-existing injury this will also be detailed on an accident at home form and a parent's countersignature will be required upon collection of the child.

Safeguarding Our Children *(A full safeguarding policy copy can be obtained from the nursery office).*

At Cotton Buddies Nursery we work with the children, parents, staff and the community to ensure that children are protected and get the best possible start in life. A wide range of policies are in place to protect children in our care.

Most injuries to children are accidental and can be simply explained. Bruises, scrapes and cuts are part of the normal rough and tumble of a young child's life.

There are, however, some children who suffer injuries that are not accidental. The nursery staff have a duty to report any serious concerns they may have about a child to The Designated Safeguarding Officer. Staff are aware of the sensitivity of this issue and of the confidentiality involved.

The nursery staff's duty must be to support the family but above all, to ensure the protection of the child always. Staff attend regular training through Havering to ensure they are up to date with current legislation.

Mobile phones

Due to safeguarding protocol, we ask that all parents and carers do not use their mobile phones whilst in nursery. This includes our clock room area. We at Cotton Buddies Nursery are always committed to safeguarding children and staff. If you are seen to be using your mobile phone you will be asked politely to end your call and put your phone away out of sight. We thank you in advance for your cooperation.