

## Parent Guide

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## Checklist

- Be punctual for your child's session
- Small item for show and tell (either related to current topic, letter/number of the week or a natural item placed in their show and tell bag).
- Named waterproof coat.
- Named slip on or Velcro fastening plimsolls for indoor play.
- Named wellington boots (to be left at nursery if possible).
- Named change of clothes (even if your child is toilet trained).
- Nappies and wipes.
- Any prescription medicines (accompanied with authorisation letter from doctor)

## Useful information

Things that we will find useful to know from you:

- Reasons for absences
- Family changes - moving house, separations, new baby etc.
- Accidents prior to entering nursery (you will be asked to complete a form giving details).
- Bereavement.
- Change in eating habits/allergies
- Sibling illness.
- Changes to usual routine.
- Upcoming birthdays/family celebrations.
- Significant milestones.

### **What is a Key Person?**

A Key Person is someone who helps your baby or child to become familiar with their early years setting and to feel confident and safe within it. They will develop a bond with your child and offer a settled, close relationship. This is important because when children feel happy and secure they are confident to explore and to try out new things. Even when children are older, and can hold special people in mind for longer, there is still a need for them to have a Key Person to depend on, such as their teacher or a teaching assistant.

### **When will I find out who my child's Key Person is?**

After the settling-in period which is when your child attends two or more sessions per week you will be introduced to your child's Key Person, it is also possible that you could meet with them during part of the transition arrangements or our parent and toddler group prior to attending.

### **Does my child have to have a Key Person?**

The Early Years Foundation Stage sets a framework for learning, development and care in all registered early years settings and schools, for children aged from birth to five. It also requires that, "Each child must be assigned a Key Person.

(The Statutory Framework for the Early Years Foundation Stage). It describes the Key Person as "The named member of staff assigned to an individual child to support their development and act as the key point of contact with that child's parents."

### **How often will I get to talk to my child's Key Person?**

They should be available either at the beginning or the end of the day and share with you any observations of your child. This will give you an opportunity to ask questions or pass on relevant information. This may mean making an appointment.

### **For your child, their Key Person is someone who they can trust and who will get to know them. They will:**

- offer comfort and reassurance
- show them affection and help them with daily routines
- make sure their needs are planned for and met, and that they are known within the group.

When they start school, a Key Person can help your child to feel welcome and show them where, for example, to hang their coat and where they will eat their dinner, toilets etc.

**A Key Person supports your child to have a sense of belonging and emotional well being. They ensure that your child is well cared for, healthy and has every opportunity to develop and learn. A Key Person is the important link between home and the early years setting. They will:** share with you what your child has been doing during the day and hear what they can do at home, identify where and when your child might need additional support help maintain familiar surroundings whilst offering challenge and support, provide opportunities for your child to express their feelings and emotions, and to build healthy emotional attachments with adults and other children.

**They will:** work alongside you, as a parent, listening, valuing and sharing your wishes, tune into your child's changing needs and requirements, respect the rights of your child, encourage independence through a responsive environment, offer individualized flexible care, advocate children's wishes, feelings and needs and jointly support planning any additional support if a child has more complex needs.

Our aim is to keep your child's key person the same from joining to leaving; however this may change on certain occasions where a child changes session or a key person changes days. You will be kept up to date of who your child's key person is through parentmail and their communication booklet

## NEW PARENT INFORMATION

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### **POLICIES AND PROCEDURES**

Copies of the setting's policies and procedures are available for you to see at the setting. If you would like a copy of any of the policies and procedures please speak with a member of staff.

### **SAFEGUARDING**

Harlequin Montessori Nursery is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and students to share this commitment.

### **LUNCH CLUB**

For all children attending the lunch club please supply a healthy packed lunch – no crisps, chocolate, sweets, nuts, peanut butter or products containing nuts as there may be children with allergies. Juice is optional we supply water for a lunch time drink. Please label your child's lunch box and tubs clearly.

### **CLOTHING**

At Harlequin we like the children to wear jogging trousers/skirts or shorts that are comfortable and easy for the child to manage when going to the toilet. The top should be a polo shirt and or sweatshirt with the HARLEQUIN logo, these are available from the Nursery at a sensible price; please complete a uniform request form.

Please supply your child with a pair of plimsolls to change into whilst at nursery, a change of clothes and nappies, bags and wipes if required. All clothing including underwear and plimsolls should be clearly labelled.

Depending on the weather please include a pair of wellies and raincoat for outside play, wellies will remain in nursery. In the interest of safety please do not send your child to nursery wearing flip flops, crocs or lace up footwear.

### **COLLECTION OF YOUR CHILD**

If someone other than the parent/carer is to collect your child they will need to know your password, you will also be required to inform the nursery of the name of the person collecting your child on each occasion. Persons under 16 are not permitted to collect a child.

### **PUNCTUALITY**

It is very important that your child is always punctual for his/her session at nursery and also to be collected on time please. (Overtime fees are in place @ £10 per ½ hour.)

### **GRANTS (3&4 year olds)**

Harlequin accepts children eligible for a grant from E.C.C

Harlequin is also registered to accept children eligible for 2 year old funding.

### **INFECTIOUS DISEASES**

Please let us know if your child is absent due to an infectious disease so that we can notify other parents. The Nursery Manager will inform you as to the recommended exclusion period. After a sickness attack a child should be clear for 48hrs before returning. It is not possible for staff to administer medication, unless a consent letter from the child's doctor and parent is given. If your child has had calpol please do not send them to nursery.

### **SHOW AND TELL**

Children are encouraged to bring an item to the Nursery to explain and show at circle time. This may be something of personal interest to the child or something related to a current topic/letter or number of the week. Please make sure the item is small enough to fit into their show and tell bag.

### **DUMMIES/POTTIES/BOTTLES/JUICE CUPS**

In the interest of hygiene dummies, potties, bottles and juice cups are not permitted within the Nursery.

### **UMBRELLAS are not permitted in the nursery**

### **JEWELLERY**

In the interest of safety, loss or damage we advise parents/carers not to allow their child to wear jewellery whilst at nursery.

### **SPECIAL/VALUABLE ITEMS**

We advise parents/carers not to allow their child to bring special or valuable items which in the event of loss or damage would cause distress to your family or child.

### **SECURITY**

Security is of utmost importance at Harlequin. A member of staff greets each child individually at the entrance door. At the end of each session/day your child is brought to you from the exit door. All doors are locked during sessions.

### **PARKING**

Please do not park in the grounds of the school unless it is an absolute emergency, also be aware of not obstructing drive ways and school gates, the parking restrictions on School Road and Roman Way should not affect our opening hours.

### **OPEN DOOR POLICY**

At Harlequin we operate an open door policy. No matter how trivial you feel your concern or request may be, you are welcome to speak to the Nursery Manager at any time by phone or in person. If you wish to speak to your child's key person appointments can be arranged.

## **NEW PARENT INFORMATION**

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### **CHILD PORTFOLIOS**

Please remember your child's portfolio contains all information regarding their learning and progress and is available for you to see at any time.

### **TV MONITOR**

On our TV monitor in the entrance hallway you can see activities the children have been doing in nursery by way of photographs taken during the sessions. When you join Harlequin Montessori Nursery you are asked to sign permission to allow photographs to be taken for portfolios and display purposes please make sure you indicate on the form if you do not give permission for this purpose.

### **SUGGESTIONS FEEDBACK**

Please remember to leave on our comment cards any suggestions, feedback good or bad and place them on our parent feedback board located in the entrance hallway alternatively use the termly form sent to you via parent mail. We will then leave a response on the reverse for all parents/carers to read or send you a response via parent mail.

### **FACEBOOK**

Harlequin Montessori Nursery are on Facebook don't forget to like and share.

### **PTA**

Our PTA consists of one teacher representative and any parent wishing to become involved. Whether your child currently attends our setting, or is due to start, please speak to a member of staff if you wish to join this very important group. The PTA is responsible for fundraising and social events for both adults and children. Whenever we host an event, Harlequin Childcare and Training are pleased to donate a percentage of profits to charity, these have included Great Ormand Street Hospital, Barnardos and Little Havens and The Muscular Dystrophy Campaign. Parents/Carers are welcome to nominate charities by completing a form available from the nursery.

### **SEVERE WEATHER PROCEDURE**

In the event of severe weather conditions please check the following: Facebook page Harlequin Montessori Nursery [www.harlequinmontessorinursery.co.uk](http://www.harlequinmontessorinursery.co.uk) Please be aware when The Billericay School closes due to extreme weather conditions Harlequin Montessori Nursery will also be closed.

Contact us on: 01277 633223

Email: [admin@harlequinmontessorinursery.co.uk](mailto:admin@harlequinmontessorinursery.co.uk)

Website: [www.harlequinmontessorinursery.co.uk](http://www.harlequinmontessorinursery.co.uk)

We aim to send a text message/email via parentmail as soon as possible in the event of closure.

### **Parentmail**

Harlequin use the parentmail system for a vast amount of our communication i.e newsletters, closures, event dates etc. Remember to verify your account as soon as you receive your registration email/message and keep details on your account up to date. Wow Board In our entrance hallway you will find a WOW board which is where you can display photos of your child's achievements or something they have produced at home. Please feel free to use this board as often as you wish.

## Policies & Procedures

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Harlequin Montessori Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students, placements and volunteers to share this commitment.

Keeping Children Safe is Everybody's Business

If you require a copy of any of the following policies please email [admin@harlequinmontessorinursery.co.uk](mailto:admin@harlequinmontessorinursery.co.uk)

### **1.0 CHILD PROTECTION**

- 1.1 Children's rights and entitlements
- 1.2 Safeguarding children and child protection
- 1.3 Looked after children
- 1.4 Uncollected child
- 1.5 Missing child
- 1.6 Use of mobile phones and cameras
- 1.7 Non-attendance policy
- 1.8 Whistleblowing

### **2.0 SUITABLE PEOPLE**

- 2.1 Employment
- 2.2 Student placements

### **3.0 STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS**

- 3.1 Induction of staff, volunteers and managers
- 3.2 First aid

### **4.0 KEY PERSON**

- 4.1 The role of the key person and settling-in

### **5.0 STAFF:CHILD RATIOS**

- 5.1 Staffing

### **6.0 HEALTH**

- 6.1 Administering medicines
- 6.2 Managing children who are sick, infectious, or with allergies
- 6.3 Recording and reporting of accidents and incidents
- 6.4 Nappy changing
- 6.5 Food and drink
- 6.6 Food hygiene
- 6.7 Basic kitchen opening and closing checks template
- 6.8 Individual Health Plan

## **7.0 MANAGING BEHAVIOUR**

- 7.1 Achieving positive behaviour

## **8.0 SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT**

- 8.1 Health and general standards
- 8.2 Maintaining children's safety and security on premises
- 8.3 Supervision of children on outings and visits
- 8.4 Risk assessment
- 8.5 Fire safety and emergency evacuation
- 8.6 Animals in the setting
- 8.7 No-smoking
- 8.8 Health and safety risk assessment template
- 8.9 Fire safety risk assessment template
- 8.10 Staff personal safety including home visits
- 8.11 E-Safety

## **9.0 EQUAL OPPORTUNITIES**

- 9.1 Valuing diversity and promoting equality
- 9.2 Supporting children with special educational needs
- 9.5 British Values September 2015

## **10.0 INFORMATION AND RECORDS**

- 10.1 Early years prospectus
- 10.2 Admissions
- 10.3 Application to join
- 10.4 Registration form
- 10.5 Parental involvement (inc in parent pack)
- 10.6 Children's records (inc in parent pack)
- 10.7 Providers records (inc in parent pack)
- 10.8 Transfer of records to school (inc in parent pack)
- 10.9 Confidentiality and client access to records (inc in parent pack)
- 10.10 Information sharing (inc in parent pack)
- 10.11 Working in partnership with other agencies (inc in parent pack)
- 10.12 Making a complaint (inc in parent pack)
- 10.13 Terms and Conditions (inc in parent pack)
- 10.14 Notification of Leaving Form (inc in parent pack)

## **HARLEQUIN MONTESSORI NURSERY**

### **REGULATIONS POLICY**

1. It will not be possible to accept a child into the nursery until they are two years of age and have completed our transition course (Harlequin Little Explorers).
2. Places are offered on a first come first served basis.
3. Names are placed on the waiting list upon receipt of the registration fee and the completed registration form. The registration fee can only be refunded if the nursery is unable to offer your child a place.
4. Invoices are issued in advance of the start of term. The fees must be paid in full one term in advance. Late payment of fees or returned cheques will incur an administration charge. We accept payment by cash, cheque or via a childcare voucher company. Payments are required by due date to accept sessions.
5. Half a terms notice in advance and in writing please if a child is to be withdrawn from the nursery.
6. When necessary the nursery has the right to ask for the removal of a child.
7. Punctuality is vital for your child's sake and the effective running of the nursery. Children need to arrive prompt for the start of their session and picked up on time. A charge of £10 per ½ hour will be required for over time.
8. It is important that parents/guardians understand that refunds against fees cannot be made due to absenteeism. The nursery's costs and expenses do not diminish because a child is absent. No refund will be made for closure due to extreme circumstances. Sessions cannot be exchanged
9. If your child appears unwell in any way, however minor, has a temperature or has been sick during the last 48hrs please do not send them to nursery in the interests of the other child. If you child has had calpol or similar medicine please do not send your child into nursery.
10. At Harlequin children are required to wear uniform which is available to purchase from the nursery.

### **Sessions**

We operate within strict child to adult ratios and we allocate children to sessions enabling us to adhere to these. Therefore, it is not possible for us to substitute one session for another within a school term. Staff rotas are changed every term when we consider the sessions that children have been signed up for. If you wish to change your child's sessions, please complete a Termly Session Change Form which is available from the office, giving as much notice as possible. We can then arrange to reallocate your child's sessions where possible.

Updated July 2014

## Harlequin Montessori Nursery Promotes Healthy Eating

We know that food is fundamental to the quality of a child's life, not just in providing essential nutrition but in communicating and sharing positive values, attitudes and experiences with each other.

We believe that adults (staff, parents and carers) should be good role models and should support the children in understanding how balanced nutrition contributes to a person's health, happiness and general well-being.

### Choking Risk

If you send your child into nursery with grapes, cherry tomatoes or similar could you please make sure they are cut in half as they are a risk to choking.

### SUGGESTED PACKED LUNCHES SHOULD INCLUDE

**At least one portion of fresh or dried fruit**

**At least one portion of vegetable**

**A starchy food such as**

bread, pasta, rice, couscous, noodles, wraps,  
pitta bread or pasta

**A portion of dairy**

yogurt, fromage frais, cheese or custard

**A portion of non dairy protein every day such as**

meat, fish, beans, chickpeas, lentils  
falafel, houmous

**WE WOULD PREFER IF  
THE FOLLOWING ITEMS  
ARE NOT INCLUDED**

**Snacks like crisps, savoury curls and wiggles**  
(replace these items with seeds, breadsticks  
and unsalted low fat crackers)

**Sweets, chocolate bars, cakes  
and chocolate coated biscuits**

**WE WOULD ASK PARENTS IF THEY WOULD NOT SEND IN ANY PEANUTS OR NUTS DUE TO ALLERGIES WITHIN THE NURSERY**





**Getting to know our children/parents/grandparents and siblings**

Harlequin Montessori Nursery have a number of topics throughout the year. By completing this section you will be helping us jointly plan relevant topics for your children and inform us how your family may be able to contribute and participate with your child's nursery.

Name.....

Relationship to child.....

Skills.....

Interests.....

Name.....

Relationship to child.....

Skills.....

Interests.....

In planning for topics, we would like you as parents/carers to help by working with us to ensure that the topics are enabling the children to express themselves and share their opinions with others. Giving them the freedom to make choices will increase their self-confidence and respect others.

Therefore if there are any topics that you or your child wishes to be considered, please complete the section below giving the topic and the reasons why. For example -

I would like to see recycling as a topic as it is an important part of our family's routine and is something I am trying to teach to our child.

Or

My child is interested in butterflies and often asks how a caterpillar changes into a butterfly.

Suggested Topic	Reason

My child is interested in:

## **Environments, resources and daily routines that support children's characteristics of effective learning**

### **What you can provide to support children's playing and exploring:**

- Provide stimulating resources which are accessible and open-ended.
- Make sure resources are relevant to children's interests.
- Arrange flexible indoor and outdoor space and resources.
- Help children concentrate by limiting noise, and making spaces visually calm and orderly.
- Plan first-hand experiences and challenges appropriate to the development of the children.
- Ensure children have uninterrupted time to play and explore.

### **What adults can provide to support children's active learning:**

- Resources for them to explore that are fresh, unusual and/or linked to their interests.
- Notice what arouses children's curiosity, looking for signs of deep involvement.
- Ensure children have time and freedom to become deeply involved in activities.
- Children can maintain focus on things that interest them over a period of time.
- Help them to keep ideas in mind by talking over photographs of their previous activities.
- Keep significant activities out instead of routinely tidying them away.
- Make space and time for all children to contribute.

### **What adults can provide to support children creating and thinking critically:**

- Give children opportunities to find their ways to represent and develop ideas.
- Build in opportunities for children to play with materials before using them in planned tasks.
- Play is a key opportunity for children to think creatively and flexibly, solve problems and link ideas.
- Provide space, time, flexible resources and choice.
- Create recognisable and predictable routines to help children to predict and make connections in their experiences.
- Develop routines that are flexible as well as orderly.
- Plan linked experiences that follow children's ideas.
- Use mind-maps to represent thinking together.
- Develop a learning community which focuses on how and not just what we are learning.

# Parents

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## **Ofsted registers and inspects childcare for children aged from birth to 17 years.**

Registered childcare providers and childminders have to meet requirements that relate to welfare and safety, the people providing the care and the organisation of the childcare. Childcarers registered on the Early Years Register, who care for children aged from birth to the 31 August following a child's fifth birthday, also have to meet requirements for children's learning and development.

### **What you can tell us**

- Is the childcare good?
- Can it be made better?
- Do you have any concerns?

If you want to tell us anything about your child's childcare, you can ring

## **0300 123 1231**

Or you can write to us at:  
Applications, Regulatory and  
Contact (ARC) Team  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester M1 2WD

If you would like more information about Ofsted's role as the regulator of childcare, you can visit our website:  
[www.ofsted.gov.uk/early-years-and-childcare](http://www.ofsted.gov.uk/early-years-and-childcare)

If you would like information about the availability of childcare in your local area, please click on the following link to find your local Family Information Service (FIS):  
<http://findyourfis.familyandchildcaretrust.org/kb5/findyourfis/home.page>