



Ghanshyam Nursery School

“Laying Foundations for Life”

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Welcome Pack

(A summary)

A warm welcome to our nursery.

MAYOR OF LONDON'S



Ghanshyam Education Trust
Charity No. 1122165
Registered in England No. 5854972
Company Limited by Guarantee



Settling in to Nursery

On starting at the nursery, each child will go through a settling period in order to ease them into the nursery routine. At Ghanshyam Nursery School (GNS), we work closely with the parents during this period to achieve a smooth transition for their child into the nursery environment. On average, the settling period allocated for a child is 3 days, during this period, the nursery will not charge any fees if the child is upset resulting in the parent/ key worker deciding their child is not ready to complete their contracted session. Any refund fees will be credited in the next month. For the first settling session, the parent/carer will have an opportunity to meet their child's key worker and share information about their child to ensure the key worker can cater for their child's needs appropriately. The key worker will also arrange the dates and times for the following settling sessions which are vital for the child to attend to ensure a happy transition into the nursery.

During the settling sessions parents are encouraged to leave their child at the nursery, gradually extending the time left on each session until the child starts permanently. The parents/carers can call the nursery for any updates on their child and the nursery staff will be readily available for any assistance they may require. Ghanshyam Nursery appreciate parents/carers cooperation during this period and welcome all new parents/carers and children to our nursery. Please see the detailed settling policy.



Learning Knows No Bounds

My Key Person Helps Me to Fit Right In

A key person is someone who parents/carers and their child build that first initial bond with from their trials at the nursery. They are the first point of contact within the rooms for the parents/carers and someone who offers support and advice when settling in a child/children into the nursery. A decision about who your child's key person will be is usually made within their first couple of settling in sessions, based on who the child bonds with naturally. Sometime it may be more beneficial for your child to have another member of staff to be the keyworker regularly. In this instance, parents/carers will always remain fully involved in the decision. If for any reason your child's keyworker is not in nursery due to sickness or annual leave, this by no means that your child is less cared for and that their planning will not take place. We work very closely at Ghanshyam and each room has a strong, solid team and every child has a backup keyworker. Communication is a must and whenever anyone is away from the nursery, a sufficient handover takes place and cover for activities, planning and daily operational aspects.

TRANSITION



At Ghanshyam Nursery, we follow our own Transition Policy. At any setting children always will go through few transitions like moving houses, emotional wellbeing and internal class transitions before going to primary school. We prepare children for different transitions and involve parents and the receiving setting in this process. We prepare records about a child's development and learning in the EYFS in our setting; on the basis of our qualified teacher's assessment. Children will not be transferred before

their appropriate age. All children learn differently and thus if we feel the child is not prepared for transition then it leaves us the right to keep the child in the same class unless he/she is ready for the transition.

NOTICE TO LEAVE

You will be required to give at least one month's written notice (fees required to be paid) for your child when leaving the nursery.

Please note that full fees are applicable in the event of holidays and sickness.

THINGS TO BRING TO THE NURSERY



We ask that your child comes to the nursery with a bag; GNS red bag (not carrier bag), that they will keep on a named peg, containing a change of clothes, wellies, socks, shoes, hats and gloves for the winter and a sun hat for the summer. Where applicable- nappies, beakers and a comforter if needed are to be provided by parents. All items that come in from home should be clearly labelled with your child's name. We would ask that you refrain from allowing your child to bring special / valuable items from home as they could be misplaced or damaged. During the summer, we kindly ask you to provide suitable sun-cream which will remain on site throughout the hot weather.

UNIFORM

GNS offers uniform tops for children to assist them in managing the transition from home to Nursery. This helps children cope with the imminent change; when putting on the T-shirt this signals a 'Nursery day'. All children should arrive to nursery wearing their correct uniform of the yellow T-shirt and Black elasticated jogging bottoms (Monday to Thursday.)

Every Friday is a non-uniform day, there are occasions where we may request the children to come in specific clothing for an event. Parents must ensure that any jewellery worn by children poses no risk, for example, earrings which may get pulled, bracelets which can get caught when climbing, or necklaces that may pose a risk of strangulation. Children may wear small, smooth stud earrings. The nursery will not be responsible for any loss or damage to valuables.



Shoes: Please note that the children should wear Velcro strapped shoes. Shoes with laces are not permitted.

Your child will cook, paint, play in the garden, eat and draw during their learning session. The setting cannot be held responsible for clothing that becomes spoiled as a result of activities.

MEALS



At Ghanshyam Nursery, we have a dedicated on site kitchen and cooks who prepare children's healthy nutritional meals daily. We can cater for medical dietary requirements for example allergies. We rotate our menu on a four weekly basis and we change them seasonally. The menu is subject to change due to special events e.g. celebrations, donation and Ekadashi. The menu is displayed in the kitchen and on our website.

Meal Times:

Meal	Breakfast	Lunch	Tea
Bluebell	8:30	11:00	2:30
Tulip	8:30	11:00	2:30
Sunflower 1	8:50	11:30	2:50
Sunflower2	9:10	12:00	3:10

Please kindly ensure that your child is in the nursery 10 minutes prior to their breakfast time, **the nursery will not be accommodating to lateness as it disrupts the routines of the whole class.**

Water Bottles

Please bring in a suitable labelled drinking container daily, the container will be refilled as required.

SICKNESS POLICY

- If children appear unwell during the day for example, if they have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – our manager or key person will call the parent and ask them to collect the child, or to send a known carer to collect the child on their behalf.
- If a child has a temperature, they are kept cool, by removing the top clothing and sponging their head with cool water, but kept away from draughts.
- The child's temperature is taken using a forehead thermometer strip, kept in the first aid box.
- If the child's temperature does not go down and is worryingly high, then we may give them paracetamol suspension (Calpol) or another similar analgesic, after first obtaining verbal consent from the parent where possible. This is to reduce the risk of febrile convulsions.

Parents will be required to sign a medication record when they collect their child.

- In the event of the nursery administering Calpol or any other analgesic to your child, please note that your child cannot attend the nursery the following day.
- In extreme cases of emergency, an ambulance will be called and the parent informed.
- Parents are asked to take their child to the doctor before returning them to the nursery; we can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics for an infectious illness or complaint, we ask parents to keep them at home for 3 days before returning to the nursery.
- After diarrhoea and vomiting, we ask parents keep children home for 48 hours following the last episode.
- We have a list of excludable diseases and current exclusion times. The full list is obtainable from below link which includes common childhood illnesses such as measles.

www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374



Medical Administration

Ghanshyam Nursery is committed to the health, safety and well-being of all the children within our care. Our staff are Paediatric First Aid trained and capable of monitoring the children and the medicine. We ask parents/carers to recognise that the nursery environment is not the best place for a poorly child and to adhere to the exclusion periods explained in the 'Administering Medicines'. Should your child require

medication throughout the nursery day, please take it to the class room leader who will supply you with a 'Medicine Administration Form' which must be signed by yourself. Please ensure no medicine is left in your child's bag whilst at the nursery. Unless signed in permanently, medicines should be collected at the end of the day- this is the responsibility of the parent/carer and any medicines left behind maybe thrown away.



SAFEGUARDING CHILDREN

Children's welfare, safety and protection are paramount. We have a responsibility to record all accidents and incidents that occur whilst at the nursery and at home. We ask that you support us within this role, by sharing information as to how incidents/accidents may have occurred. All accidents and incidents are recorded on an accident /incident form. A staff member will complete the form, detailing the date, time, what happened and actions taken, a witness will also sign the form. The nursery manager will be informed of the incidents /accidents and will sign the form. When your child is collected from nursery, you will be informed of the accident and will be asked to sign the form. In the case of an incident/accidents you will be asked to comment on the circumstances and sign the form.

HEALTH AND HYGIENE POLICIES

The nursery has a duty to safeguard the welfare of children at all times and we reserve the right to refuse the release of a child if we believe it would not be in the child's best interest to do so. Examples of these are if the parent/carer is incapable due to intoxication or illegal drug abuse. If this situation arises, staff will refuse to release the child. Attempt will be made to contact other people who are authorised to collect the child. If the above is not possible, we will contact the police and inform Social Services Duty Officer.

The management and staff at Ghanshyam Nursery will offer support where possible to families who are experiencing difficulties, including those connected to the use of drugs and alcohol.

BEHAVIOUR MANAGEMENT

At Ghanshyam Nursery we feel that children benefit most when adults adopt a consistent and positive approach to the management of their behaviour. We ask parents/carers to work closely with the nursery staff to establish clear boundaries according to your child's level of understanding and to discuss successful strategies used at home. A strong partnership with parents/carers assists with the implementation of positive learning behaviour management.

Toilet Training



We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. Child will only be introduced to potty training when

fully settled and secure within the nursery environment. Toilet training will not be introduced at nursery until it is fully established at home and the child is using the potty/toilet confidently. Children will be encouraged, not forced. Each child will be individually monitored and parents will be informed of the child's progress.

Initially, your child will slowly be encouraged to use the toilet/potty at home. If your child successfully uses the toilet on a regular basis and is beginning to understand when they feel they need to go, only then will parents request potty training to begin at nursery.

- During the transitional period, it is paramount that each child's self-esteem and confidence remains high.
- A record of each toilet training will continue to be logged on the changing record sheet.
- Children training will be gently encouraged to sit on the toilet every time they are changed.
- Once they are ready, children will transfer from nappies to underwear (or pull-ups if necessary) and escorted to the toilet regularly.
- We will ask you to ensure there is always 3 full sets of spare, labelled clothes in your child's bag in case your child needs to be changed on more than one occasion. (The nursery will not accept responsibility for unlabelled lost items).
- Parents will be asked to dress their children in sensible clothing, easy to take on and off independently, no dungarees, belts or tricky buttons.
- Children will be reminded to go to the toilet every 20-30 minutes by a member of staff and a record will be kept on their toileting throughout the day.
- Accidents will be dealt with sensitively, although children will be encouraged to undress and redress themselves, staff will be there to offer support and offer reassurance.

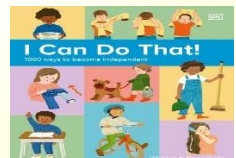
- If your child is in underwear and has persistent accidents (3 or more) in one day, we will put a pull-up or nappy back on them to save further upset, anxiety and stress for your child. Please note that soiled clothing will be put in a bag for the parents to take it home unless you provide us with the permission to dispose them.
- If persistent accidents continue, we will advise that you may need to delay potty training for a short while and resume at a later date.
- Staff will always give positive praise and encouragement after each visit to the toilet, reward charts may also be used.

FIRE SAFETY AND EVACUATION



Half termly fire drills are carried out at Ghanshyam Nursery to ensure that all children know the sound of the fire bell and to practice our emergency exits and how we evacuate the whole nursery. By doing these regularly, the children will become familiar with our procedure so that in the unlikely event that we need to evacuate nursery in an emergency, it will be an already practised procedure and will be completed in the quickest time possible. Registers are taken from the rooms and all the children's names are called at our assembly point. If Ghanshyam Nursery is required to evacuate the building, we have two potential evacuation sites we can use. Our evacuation points are in the outdoor area and the far end of the main carpark.

NURSERY CURRICULUM AND PLANNING:



At Ghanshyam Nursery, we follow a very adaptive and ambitious curriculum. We follow a road map from bluebell to Sunflower 2 with the implementation of 5C's – (Communication, Culture, Care and Respect, Community and Confidence). Our 18 months to 2 years follow Early Explorers curriculum, 2 to 3 years old follow Curious Learners curriculum, 3 to 5 years follow Pre- independent and Independent Learners Curriculum with our support and values which are implemented into teaching.

ATTENDANCE - ABSENT CHILD POLICY

Should your child be unable to attend the nursery, we would ask that you give an explanation by email or phone. Children's attendance will be monitored closely. This must be on the first day of absence by 8.15am and subsequently daily.

If we do not have an explanation of absence, we will endeavour to contact you the day. If we fail to make contact within 48 hours by phone or mail, this may result in us contacting Children's Services. (This is in accordance with the Children's Act 2004.)

This policy reflects the vision and aims of this nursery school by:
Encouraging staff, parents/carers, and children to maximise the learning experience in order that all children reach their full potential.
Providing clear procedures for involving parents/carers relating to the nursery attendance.

PRINCIPLES

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should attend the nursery on time unless the reason for the lateness/absence is unavoidable. If you bring your child after 8:30am, you might have to wait at the door until one of the staff gets free to come out of the ratio and open the door. Also pick-ups are requested after 4:00pm as again it disrupts the routine of the children and classes so you might have to wait until a member of staff becomes free to hand over the child to you.

Please stand in front of the camera while ringing the bell as the doors will not be opened if we don't know who is ringing.

Holiday and Special absences

Please inform the Nursery in advanced via email if your child is going to be absent for a holiday or a family event such as a wedding.



THE ROLE OF STAFF

The staff within each room complete a register or use the whiteboard in addition to the app. If parents/carers have not explained the reason for absence by 10am, the room leader, key person or the office will ring the parent. When appropriate, practitioners raise any concerns with the Manager who takes appropriate action when absences is a concern and contacts the parents/carers to discuss attendance issues. The Nursery has an 'Open Door policy' whereby we encourage parents to talk to their child's keyperson regarding their development or well-being.

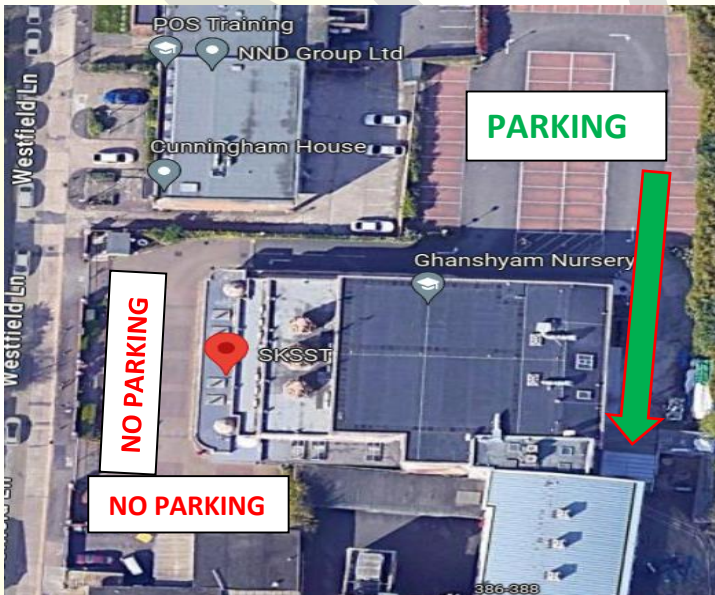
ARRIVAL TIMES AND LATENESS

In pre-school we are trying to get children ready for school, so it is essential for your child to attend on time. Registration is as soon as the children come in and it is necessary for children to be punctual.

When children arrive late, this can disturb our registration and circle time. So please try to attend as it is good for the children to learn routine and they miss out on learning activities already commenced.

PARKING

Parents are advised to park their cars at the rear main car park and not in the front of the temple, double yellow lines or wheelchair bays when picking up and dropping off children. This is to maintain safety of all users.



This is a welcome summary. Please refer to our full policies available on request.

Thank You

Updated January 2024
E & O accepted.