

Jumping Jacks Nursery
St Jude's Catholic Primary School
Bishopsfield Road
Fareham
Hampshire
PO14 1ND

Manager: Mrs Paula Cantillon
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Parent/Carer Booklet



Jumping Jacks Nursery

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1. Introduction to the Nursery

Welcome to Jumping Jacks Nursery. We offer Full Day Care from 8am to 6pm Monday to Friday. We are open 50 weeks per year but will close all bank holidays. We are registered with Ofsted for children aged from 2 years to under 5 years. We are supported by Hampshire County Council's Early Years Team and Children's Links. Jumping Jacks is a Nursery unit operating within the Christian ethos of St Jude's Catholic Primary School.

Every child is recognised and treated as an individual within a framework of the highest ethical standards and equal opportunities. We work in partnership with parents to provide a high standard of care and education.

The nursery building consists of a large self-contained unit with children's toilets and hand washing facilities. Within this area, there is a designated nappy changing area. A large conservatory leads out into our secure outdoor space.

The staff to child ratio is guided by the Ofsted regulations for nursery age children:

Age of child	Staff/child ratio
2 years old	1:4
3 years and over	1:8

2. Continuous provision

Children learn through play. We create a place to learn by providing a wide selection of resources and activities. The term 'continuous provision' describes resources that are available to children at all times both indoors and outdoors.

There are 12 areas of 'continuous provision' that we provide in the Nursery:

- Large construction
- Games and puzzles
- Mark making
- Role play
- Book area
- Sand
- Water
- Painting
- Small world
- Creative workshop
- Malleable materials
- Investigation and discovery

We follow the Early Years Foundation Stage framework and plan for six areas of learning and development.

- Personal Social & Emotional Development
- Communication, Language & Literacy
- Problem Solving, Reasoning & Numeracy
- Knowledge & Understanding of the World
- Physical Development
- Creative Development

We ensure that we provide a broad range of adult led and child initiated activities to promote learning. A copy of the weekly plan is displayed in the Nursery.

3. Outdoor Area

The outdoor area is a particular feature of the nursery. It is well equipped and secure. Children also enjoy growing their own flowers and herbs in dedicated planting areas.

4. Aims and Goals

Our primary goal is to ensure that we provide the highest quality of childcare that is both accessible and affordable.

The Aims and Objectives of Jumping Jacks Nursery are:

- To help children to enjoy and achieve ensuring they feel valued and respected;
- To plan for the individual needs and interests of each child;
- To help children to be healthy;
- To protect children from harm or neglect and help them to stay safe;
- To work in partnership with parents to develop good Home/Nursery links.

5. Staff at Jumping Jacks Nursery

Staff

All staff have undergone enhanced CRB checks and have or are working towards formal qualifications in Childcare and Education ranging from an NVQ Level 2 qualification to a Foundation Degree in Childhood Studies.

Management Structure

The management is:

1. Committee
2. Nursery Manager
3. Nursery Deputy Manager
4. Nursery Assistant

The Statutory Framework for the Early Years Foundation Stage states that a person in charge of the Nursery holds an appropriate level 3 qualification or qualified teacher status specialising in early years. In addition, at least half of the remaining staff must hold an appropriate level 2 qualification.

Our policy is to exceed statutory requirements, encouraging staff to develop their qualifications and knowledge of the Early Years. Staff will also attend courses and workshops in Child Protection, First Aid, Health & Safety and other such areas.

6. Key Person System

Your child will be assigned a Key Person who will work in partnership with you to ensure that the needs and interests of your child are met. The Key Person will observe your child both individually and in groups and keep a record of your child's achievements and 'next steps' in learning. The Key Person will meet with you regularly to discuss your child's progress and will keep a 'Learning Journey file' on your child that consists of written observations, pieces of work and photographs. You are welcome to look at this file at any time throughout your child's time at Jumping Jacks. When your child leaves the Nursery, the file will be sent home for you and your child to keep as a record of his/her time at Jumping Jacks.

7. Admissions Policy

Jumping Jacks Nursery operates an anti-discriminatory policy. We welcome children and staff from all ethnic origins, religious backgrounds, faiths and those who have special educational needs. We have a booking system, which operates on a first come first served basis. It may also be necessary to put your child's name on our waiting list until a place becomes available.

Jumping Jacks Nursery reserves the right to refuse entry or placement if we believe this will be detrimental to the care and well-being of your child, or the children in our care.

8. Settling in Procedure

The settling of a parent and child into nursery life is a very important process. Both the parents and child will be given time to settle into the new environment. The number and length of settling in sessions will differ from child to child. This will be discussed with you before your child starts Nursery. You and your child will be introduced to the named Key Person.

9. Meals and Snacks

We will be providing a range of snacks and drinks for your child throughout the day. The children bring in a voluntary contribution of fruit or vegetable each week to share at snack time. This encourages the children to try a range of foods and give them a wider choice during snack time. We operate a 'Snack Bar' service where children can self-select their food. A hot lunch will be available from our school's kitchen for an additional cost during term time, please see a member of staff for a menu and price list. We believe that eating healthily is extremely important for children's development.

We acknowledge that sugary foods and drinks, fatty foods or foods containing additives are almost unavoidable in the modern diet. However, we have tried our best to plan our menus to minimise these influences and encourage enjoyment of a wide range of foods, including organic and multi-cultural produce.

We encourage children, where appropriate, to get involved in the planning and preparation of snacks. Snacks will include foods such as raw vegetables, cheese, toast, fruit, milk and water.

We welcome suggestions from parents on any aspect of the children's meals and snacks. We also operate a **NO NUT** policy in the nursery.

10. Toiletries and Nappies

You will be required to supply nappies, wipes and nappy sacks for your child whilst they are in the nursery. We will work in partnership with you to encourage your child to develop independence in using the toilet or potty when he/she is ready for this stage.

11. Sun cream

During hot weather, please ensure your child has sun cream and a sun hat in Nursery.

12. Policies & Procedures

The Policies & Procedures that we follow at Jumping Jacks ensure that we provide a high level of care and education to the children in our setting. A selection of Policies & Procedures are detailed below. A full set can be obtained from the Nursery Manager and a copy is available in the Nursery room.

13. Safeguarding Children

The Nursery has a duty to safeguard and promote the welfare of children. Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a confidential record will be made in the Child Protection/Incident file. In the majority of cases, these concerns will be discussed with you and no further action will be taken. However, in some circumstances personal information will need to be disclosed to third parties (including outside agencies). Obtaining parental consent may not always be possible or in the best interest of the child. The safety and welfare of the child necessitates that the information should be shared.

Good Practise

- We will ensure that staff are never left alone with a child.
- When we are waiting for confirmation from the CRB checks, staff will not be allowed to take children to the toilet or change nappies.
- All staff will attend Child Protection training. This will be updated regularly.

14. Special Educational Needs

We welcome all children to the Nursery and will do all we can to make your child feel a valued member of the group. If your child has specific needs we will discuss this with you and consider how we can meet those needs. We may need to contact outside agencies to support us in doing the best for your child. We will always do this with your permission and involvement.

Our Special Educational Needs Co-ordinator (SENCO) is Angie Cristofoli She will liaise between the Nursery, parents and outside agencies. The procedure for the assessment of Special Educational Needs is developed in conjunction with the Code of Practice.

We recognise that the knowledge, views and experiences of parents/carers are vital and that effective assessment and provision will be secured where staff work in close partnership with parents.

Information will be stored in the SENCO file. This is a confidential file which can be viewed by the parent of the named child. This record will include Individual Educational Plans (IEPs), progress reports, reports from outside agencies etc.

15. Behaviour Management

It is our policy to use positive reinforcement in Nursery. By praising and rewarding those who are, for example, listening well to a story it encourages other children to do the same. We use stickers as a form of reward.

If inappropriate or unacceptable behaviour does occur, an adult will talk to the child and discuss the incident. Parents will be informed of the incident at the end of the session. We will provide support to the child and family if required.

Jumping Jacks Nursery firmly believes in a positive approach to managing behaviour. We aim to actively encourage children to be helpful, polite, caring and understanding of each other, and the adults in their environment. Children must be encouraged to recognise that bullying, fighting, hurting and racist comments are not acceptable behaviour.

Staff must adhere to the following points:

- Never use any form of physical punishment.
- Use a gentle calm tone, especially when dealing with unacceptable behaviour.
- Children will be encouraged to help write the nursery rules, to promote positive behaviour.
- Training will be offered to all members of the staff team at staff meetings and on training days.
- Staff must demonstrate a good standard of behaviour at all times as they represent role models to your children.

16. Equal Opportunities

The Nursery is committed to providing equal opportunities to all regardless of gender, ethnic origin, race, colour, sexual orientation, marital status, nationality, age or disability. We ensure that individuals are recruited, selected, trained and promoted on the basis of their own skills. We comply with various Acts of Parliament relating to equal opportunities.

At Jumping Jacks we:

- Treat each child as an individual.
- Ensure that children with Additional Needs will benefit from our nursery services.
- Respect the religion and culture of our families.
- Plan activities to enable all children, with or without special needs, to explore and learn at their own pace.
- Encourage positive role models, displayed through toys, imaginary play, books and posters that promote non-stereotyped images. All children will be encouraged to join in all activities i.e. role-play, physical play, craft activities, letter and number work, problem solving activities etc.
- Discuss festivals, which are relevant to the children attending the nursery.
- Welcome any parent/carer who would like to be involved with widening our education about their cultural or religious beliefs.

17. Health & Safety

At Jumping Jacks, we take the following measures to ensure the health and safety of the children in our care. We have:

- A burglar alarm connected to a monitoring station;
- Interconnected fire and smoke alarm systems;
- Safety glass and double glazing;
- Safety flooring;
- Heat regulated taps and radiators;
- Fire doors throughout;
- Fire retardant paint;
- Clearly marked escape routes;
- Children's toilets, nappy changing facilities, sinks and a hand dryer.

18. Security Policy and Procedures

The purpose of this policy is to ensure the children's safety at all times. Parents are asked to adhere to our policies and procedures at all times.

- Main security doors should be kept shut and locked at all times;
- Parents must sign their child in and out when bringing their child to nursery and collecting.
- Any parent/carer who wishes for someone other than themselves to collect their child must inform us prior to the person arriving and ensure that they are on the 'Who can collect' form.

- Parents should not let anyone else into the nursery on arrival or when collecting their child. This is important for the safety of your child, and parents doing so will be adhering to our policy.

19. Fire Evacuation Procedure

The evacuation signal is a *continuous* ringing of the fire alarm. In the event of an emergency evacuation, children will be taken from the building by nursery staff to the assembly point to await clearance for the safe return to the nursery.

The nursery assembly point is:

The main school field. Exit can be gained through the conservatory doors. Nursery staff are fully aware of emergency call points and are familiar with the locations of the various types of fire equipment and their purposes.

If possible, on discovering a fire, staff will use the nearest emergency call point to raise the alarm whilst taking care not to endanger either themselves or the children in their care. The Manager/Deputy Manager will be responsible for collecting the Register and telephone. The register will be taken to ensure that everyone is accounted for. Individuals will not re-enter the building unless the fire brigade advises that it is safe to do so.

If the nursery is unable to accommodate the children after a fire we will take the children to St Philip Howard Church where they will be safe. The parents will then be contacted to collect their children. Practise evacuations are completed every school term.

20. Complaints procedure:

Please do not hesitate to contact the Manager, Paula Cantillon, who will be only too happy to address any issues of concern. If Paula is unavailable and the matter is urgent, you can speak to Mrs Christine McGrew who is the Chairperson of Jumping Jacks nursery and Headteacher of St Jude's Catholic Primary School.

The Nursery will endeavour to provide an environment that is appropriate for you and your child. We will work in partnership with you and welcome any comments or suggestions that you may have with regards to the nursery or your child. The nursery has an open door policy to welcome you in at all times.

If you have any concerns or complaints, the following procedure should be followed:

- In the first instance, you would discuss any concerns you may have with the individual member of staff caring for your child;
- If you are not satisfied after doing so you will then be referred to the Nursery Manager, who will endeavour to deal with the situation immediately;
- In the event of an unsatisfactory solution being reached at this stage you can be referred to Mrs Christine McGrew. This referral can either be through a letter or by personal request. An appointment will then be made for a meeting at a mutually agreed time;
- All complaints are confidential.

Jumping Jacks is registered with Ofsted. If you have any concerns, you can contact them at the following address:

Ofsted Contact Details
National Business Unit
Royal Exchange Building
St Ann's Square
Manchester
M2 7LA

0845601 4771

21. Late Collection of Children

The setting closes promptly each day at 6.00pm. Any parent/carer who is repeatedly late collecting their child will have to pay a charge which helps to cover the additional staffing costs incurred for this reason. You will be required to complete a late collect form in the event of a late collection occurring.

22. Procedures if a child is lost

In the event of a child becoming lost or separated from the group, we will examine the immediate area. Parents and Police will be contacted if the child cannot be found. An incident form will be completed by the Manager in response to the above.

23. Reminders

Your child will need the following in nursery:

- A complete change of clothes in case of accidents. Please make sure these are clearly labelled with your child's name;
- Nappies, wipes and nappy sacks (if applicable);
- Packed lunch for your child if applicable;
- Comforters or dummies that they may need throughout the day. Please make sure that these are clearly labelled with your child's name;
- Sun hat and sun cream in the summer and hat, gloves, scarf and wellies in the winter. Even if it is cold we will still be going out on trips, nature walks and out to play in the garden. Please make sure that these are clearly labelled with your child's name.

We ask that you do not send your child to nursery if they are sick. If we have to contact you because your child is unwell, we ask that you respond immediately. We operate a 48-hour exclusion policy if your child has diarrhoea or sickness, as recommended by the Environmental Health Department.

If your child has an infectious disease e.g. chickenpox, we ask that they do not return to Nursery until the recommended period has elapsed as recommended by the Environmental Health Department. We will accept advice from doctors or the NHS Direct. If your child is prescribed antibiotics and is well enough to return to nursery before the dose is completed, we will administer this for you. At least 48 hours of taking antibiotics must elapse before a child can be allowed back into the nursery. Please remember if a child returns to nursery before they are fully fit, they may infect other children, or contract another infection because their immunity is low.

If your child is on a prescribed medication then we will be able to administer this on your behalf, subject to you signing the medication consent form. If your child is asthmatic and uses an inhaler, then we will need a spare one, which is clearly labelled for nursery.

If your child has an accident whilst at Nursery, we will discuss this with you at the end of the session and ask you to sign the Accident Book. If the accident is of a serious nature you will be contacted immediately.

If your child has an accident at home we ask that you tell us so that we are aware. You will be asked to complete a form detailing the accident.

24. Nursery Education Grant

Your child will be eligible to receive a Nursery Education Grant the term after his/her third birthday. This means that each child can have up to 15 hours of free childcare and education per week. You will be given guidance when completing the Grant form. You will need to reapply each term.

25. Fees

Session Time	Cost
8am to 1pm	£17.50
1pm to 6pm	£17.50
8am - 6pm	£35.00
9am to 3pm	£21.00
9am - 12noon	£10.50
12pm to 3pm	£10.50

26. Parents as Partners

Communication and involvement with parents is key to the successful running of a Nursery, we therefore want all parents to be involved in their child's learning at Jumping Jacks. We do this in a variety of ways:

Book bags - children can share books from Nursery at home.

Newsletters - Approximately, every half term we will send out a newsletter to inform you of forthcoming events and features of interest.

Notice Board - There is a parent's notice board in the corridor for your information.

Parents meetings - Once per term you will have the opportunity to talk to your child's Key Person about their progress.

27. Frequently Asked Questions

How should I pay my fees?

The Nursery Treasurer will invoice you for your child's sessions each month. We ask that you pay fees in advance. Fees should be placed in an envelope with the exact money/cheque and given to a member of staff. Please mark envelopes for the attention of Anna Wright.

What happens if my child cannot attend?

If your child is absent from Nursery, you will still be required to pay the session fee as sessions are booked in advance. Please telephone or text to inform us of this absence in order for this information to be entered into the Register.

What should my child wear to Nursery?

We do have messy activities and although we have aprons this does not always stop clothes getting dirty. We cannot accept liability for damage to clothing unless the Nursery have been found to be negligent. We have Nursery uniform available for you to buy if you wish your child to wear it. Jumping Jacks values the benefits of outdoor play and actively promotes this as part of the children's daily routine. To enable them to participate in all weather conditions, they will need to have available to them at all times a named pair of wellingtons and a raincoat that can remain in Nursery.

Will my child be given a snack?

Yes, we provide a snack of milk or water and fruit and vegetables. It is a great help to us if you can bring in a voluntary contribution of fruit or vegetables each week.

We hope that you and your child enjoy your time at Jumping Jacks Nursery.