



Welcome to Little Paws Nursery

Contact Information

Address: Highslopes Community Hall, Carlton Road, PO16 8JH

OFSTED registration number : EY490491

Telephone: 07709 841909

E-mail: manager@littlepawsnursery.co.uk

Website: littlepawsnursery.co.uk

Facebook parents page: <https://www.facebook.com/groups/littlepawsnursery/>

Facebook advertising page: <https://www.facebook.com/littlepawsnursery/>

Staff:

Manager : Samantha Guy FD (open)

Deputy Manager : Lel Norris

Keyworker : Claire Davies

Keyworker : Kate Pickles

Keyworker: Lee Wickenden

Keyworker: Clare Hussein

Your childs keyperson is.....

Sessions to attend each week Mon Tue Thu Fri all sessions run 9.30-1.30

Their first session will be on.....

This booklet aims to provide an introduction to Little Paws Nursery and includes essential information which we hope you will find useful. Should you have any further questions, staff will be happy to discuss these with you.

Little Paws Nursery aims to provide a secure and stimulating environment for early learning. Little Paws Nursery is a pack away nursery at the 53rd Portsmouth Scout hall, called Highslopes community Hall in Carlton Road.

Entry and exit procedures

At 9.30 the main gate will be unlocked so parents and children come into nursery through main gate and use the double doors on the front of the building, here you can help your child put their coats on their peg, store their packed lunch box and sign your child in. To help your child self-register with us please help them find their photo to put on the "who's in nursery today" board.

We would encourage you to help your child choose an activity to play with before you leave, with them happily engaged in an activity you leaving them will be easier for both of you.

If you are late there is a door bell on the gate which can be heard in the hall, if this is not working and no one is outside please phone 07709 841909 and someone will unlock the gate.

At 1.20pm the gate will be unlocked and you will be asked to come to the main entrance which is at the side of the building, here you can wait until your child is given to you by a key worker.

Only people who you listed on the registration form may pick up your child (this can be added to) However in an emergency you may phone us on 07709 841909 and tell us of another person picking you child up. We will only release your child to that person if they know the pass word you gave us on the registration form.

Admissions, Admissions Procedure and Visits

Admission Procedure: Throughout the year a parent can make an appointment to come and visit the nursery, depending on places available and staff ratios we will offer you a starting date as soon as possible.

Visits: We encourage you and your child to visit the nursery to get to know the staff and setting. A week before your child starts we will do a home visit. A home visit enables your child to see that the staff are welcomed as friends into your home, this will help the transition into nursery. We will also fill in a form which will help us to understand your child's needs and ensure the best possible care is given while at the nursery.

If your child has any medical or learning needs, it is a good time to discuss them in private, away from the nursery.

We will also tell you your child's keyworker, they will do guided learning sessions everyday with them and dependant on age and stage help with their personal care. The keyworker is the person you can talk to at the beginning and end of your child's nursery sessions. Things like if your child had a bad nights sleep, if the dog is poorly or if they have had a busy weekend etc- these things will all effect your child's ability to cope at nursery and it is good to pass on this to their keyworker to ensure your child enjoys every day at nursery!

On Your Child's First Day

On Your Child's First Day at Little Paws Nursery:

Your child's first day is written on the front of this booklet, we will also confirm this on the home visit. We only take children when they have turned 2 years old (paying and 2 year grant funded) all 3 year olds are grant funded from the term after their 3rd birthday.

All registration forms should be returned before your child's first day at nursery so we are confident we know all the important information to be able to care for your child. Within the registration pack is a registration form for the local children's centres, we work closely with the children's centre, offering their toothbrush exchange programme within the nursery, borrowing equipment and organising sessions for parents to attend the sensory room, garden area etc. In order for us to provide this for everyone we must ensure they are registered with the centre.

On your child's first day you need to bring:

- Your completed "All about me" booklet.
- a bag with spare clothes
- nappies, wet wipes (if your child is using them.)
- packed lunch, (in a cool bag as lunches will not be refrigerated) we will provide a snack and milk mid morning.
- Coat and wellington boots (we will be going outside in cold and wet weather so please dress children appropriately so they can enjoy all the experiences)
- Doctor prescribed medicine if needed. (labeled with child's full name, keyworker, time medicine is taken and dose) If your child has asthma you can ask for a second inhaler and spacer to be kept at the nursery so we have one at all times.
- If your child has a comforter at home ie blanket, dummy, special teddy please bring this in with them, even if they only normally have it at night time at home. To have something that belongs to them will greatly help their settling in at nursery, we will then endeavour to limit the time they have it within the nursery until they are confident enough to not need it at all.

If your child has medicine that needs to be taken at nursery you must tell their keyworker who will get you to fill in a form giving permission to us to give the medicine. If it is for asthma please ask your doctor for a spare inhaler to be kept at the nursery.

We have a free flow nursery which means your child can choose activities both inside and out all day, we advise your child wears sensible hard wearing old clothes and that you bring wellies and a coat everyday as we will be using the outside classroom in all weather, all year round. In warm weather please bring a name hat for your child and apply sunscreen before they attend. We will assume they have sunscreen unless you tell us otherwise. We will have a small amount of sunscreen available for those who need it but we will not be able to apply every day.

Please label all clothes, shoes, lunch boxes, drink bottles etc, as you can imagine there can be lots of items in a nursery which not all children recognise as theirs , names will help to get things back to you!

We provide messy and exploration activities every day and your child will get messy! We encourage all children to explore everything we have at nursery both inside and out. We provide sand play, mud kitchens, water play aswell as gloop, shaving foam, cornflour and painting most days so please, please, please, bring them in old clothes, you are welcome to change them at the end of the day if you are going somewhere afterwards.

On their first day your child will be greeted by their Keyworker and shown where to put things, they will be able to choose what they play with. You are welcome to call as many times as you like to feel confident your child is happy and confident within the nursery. If your child is tearful or we feel they are not coping well whilst they are here we will phone you to let you know and devise a plan of action to support them.

Daily Timetable:

9.30am Arrive and put coats& bags on hooks, and choose an activity

9.45am registration time

9.55am small focus time activity

10am outside area open - free flow play

10.15am-11am snack bar is open for children to choose food and drinks

12.30pm tidy up time both inside and out

12.40pm hands washed, lunch time

1.00pm onwards as the children finish they can put their lunch away, get down, wash hands and play

1.15pm Storytime

1.25pm gather their coats, drawings and lunch boxes and get ready for home time

1.30pm parents collect

We have a vast range of activities that change daily for the children to choose what to play with, giving them different learning oppertunities everyday.

If you can't pick your child up please phone to tell us who will be, and make sure you tell them your password. If you are running late please phone us as soon as possible. We are a pack away nursery and after 2pm we are not meant to be on the premises so please make sure someone is here before 2pm. If you have not made contact with us and it is after 2pm, we will phone Child social services, this is within the guidance of ofsted.

Late collection fee : For all children , including funded, if you phone before 1.30 the first five minutes are free other wise you will be charged £1 for every minute of part minute you are late. If we do not have prior knowledge of a late collection there will be a £1 charge per minute from 1.30pm. This late fee will need to be paid at the beginning of their next session – lateness causes unnessecary stress on your child, please be ontime for Nursery Pick ups.

Class Size, Clothing, Trays and Pegs, Toys and Funding

Class Size:

We work in accordance to the Ofsted ratios. All children aged 2 will be looked after within an adult: child ratio of 1:4, children aged 3 and above will be in a ratio of 1:8.

Clothing:

Please send your child in old clothes – there will be “messy play” available every day in some form.

Jewellery: Children with pierced ears may wear studs only, any other earrings will need to be removed or covered. Please don't send your children to nursery with any other jewellery – we can not take responsibility for its loss or damage.

Label with first and surname, all clothes and everything that comes to school (including any special teddy or raggie – we don't want them lost)

Pegs: Each child will have a coat peg with a picture of them on it – they will be in the same place everyday.

Their packed lunches will be put on the packed lunch table at the back of the room ready for lunch time.

Toys: If your child wishes to bring in a toy or object from home, please ensure that it is named. Please do not bring in breakable or valuable toys, no electronic or games consoles. It is also good not to bring any sharp objects.

Food, Drink and Health

Food and Drink:

Children are to bring their own packed lunch every day. Please remember healthy, child sized portions - bare in mind the amount they usually eat and only pack that, don't give them foods they haven't eaten before. It is a good idea to show your child what you are putting in their lunch and to talk about it with them.

Please do not give your child fizzy drinks or any products with nuts in as some children have very serious reactions to nuts.

If you would like to bring in a cake, biscuits or a small packet of sweets for each child, for your child's birthday that would be lovely, but not expected, please speak to a member of staff in advance. Again, no foods with nuts.

Health: Staff need to be aware of your child's medical background, in particular any allergies (e.g. bee stings, dairy food), any dietary restrictions (e.g. vegetarian or Halal) and any medical conditions that are important for us to know (e.g. asthma or eczema).

Contact details: Children can suddenly become ill and therefore it is important that we know we can contact you or another adult relative/friend at all times. Please ensure that the Little Paws Nursery is kept up to date with your contact details. If your child is unable to attend nursery due to illness please telephone us to let us know on 07709 841909 or email on manager@littlepawsnursery.co.uk . if your child has diarrhoea or has been sick your child must remain at home until 48 hours after the last episode. In all cases of contagious diseases the nursery should be informed immediately and medical clearance must be obtained before your child returns to school.

Head lice are an unfortunate recurring problem in school life. If discovered, please notify staff and keep your child at home until treated. If headlice are seen in your child's hair you will be telephoned to collect your child and treat them. They may return to nursery once they have been treated.

If your child has an accident at nursery they will be seen by a first aider who will assess what is needed, if it is a minor cut or graze your child will be treated and you will be asked to sign the accident book which will have a brief account of the event. If it is a head wound you will be phoned so you are informed, and to collect your child if needed, you will also be asked to sign the accident book when collected. If it is more serious, the first aider will phone an ambulance and then you. If your child needs to go to hospital a member of staff will stay with them at all times, until you arrive.

Early Years Curriculum and Learning Journeys/Journals

Early Years Curriculum: Activities in Little Paws Nursery are carefully planned and organised in order to provide a range of learning experiences. Individual records, called learning journeys are kept by staff to record the activities your child participates in and undertakes, as well as their progress in specific skills.

Planning for each week is carried out using a topic based approach, following the children's interests and responding to specific events.

There are 7 Areas of Learning in the Early Years Foundation Stage (EYFS) that activities are planned around:

- **Personal, Social and Emotional Development**
- **Physical Development**
- **Communication and Language**
- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design**

Learning Journeys: Throughout the year staff will record your child's learning in a folder called a "learning journey". This will form a unique record of your child's learning and development throughout the year. It will contain samples of work, photographs and staff observations. These folders enable staff to track your child's progress and attainment and also plan future activities. We also value your comments about your child's progress and attainment. We will invite you to look at and add to this folder – maybe some mark making done at home or photos of any "Firsts" you captured. It is a working document so will not be beautifully laid out with borders, but a scrap book of hastily written observations and wow moments, photos, drawings and more to record all the wonderful experiences your child has at Little Paws Nursery.

We hope that this pack is useful – should you have any more questions please feel free to speak to a member of staff. We aim to ensure that your child's experience in Little Paws Nursery is a happy and rewarding one. We look forward to working with both you and your child.