

Important Policies and Procedures.

Child protection.

Ofsted requires that any member of staff or volunteer working in a registered setting accepts responsibility to pass on information and concerns regarding a child's safety and welfare.

Rainbow believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of children and young people, by a commitment to a practice which protects them.

We recognise that.

- The welfare of the child is paramount.
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, their parents, their carers, and other agencies is essential in promoting children's welfare.

The purpose of this policy.

- To provide protection for the children who receive the services of Rainbow, including the children of adult members and users.
- To provide staff and volunteers with guidance of procedures they should adopt in the event that they suspect a child may be experiencing, or be at risk of harm.

This policy applies to all staff, the trustees, volunteers, sessional workers, agency staff, students or anyone working on behalf of Rainbows.

For further information please refer to policies and procedures, the Norfolk safe guarding children's board hand book which can be found in the foyer

Picking up.

The staff at Rainbow work on two shifts, the early shift from 7.30 to 5.00 and the late shift from 9.00 to 6.00. This means staff numbers are limited between the hours of 7.30 to 9.00 and 5.00 to 6.00.

We ask parents to pick their children up promptly, if a parent has not phoned or is repeatedly late will have no option but to charge a late fee of £5 every 15 minutes. We have to keep to strict adult to child ratio regulated by Ofsted; if you are late a member of staff is prevented from finishing work to ensure the correct ratio is maintained. If you are going to be later than your contracted time please ring the nursery.

Please ensure you have filled in emergency contact details in case the nursery has to contact you during your child's stay.

We will not let a child be collected by family or friends who have not signed your child's records. However, in an emergency, the nursery operates a password system, if you need to use a password you can phone this through, your child can then be collected by the person you have given the password to or your child will remain with us until an authorised person has arrived.

Allow yourself a little time to speak to staff when picking up your child, they will pass on information about your child's day.

Dropping off.

When you drop your child off please ensure you speak to a member of staff before you go, there may be something important the staff need to pass on.

Allow yourself a little time to settle your child; this should take no more than five minutes.

Please hand your child's diary to staff or put it in the yellow box in the pre-school room, staff do not have time to go through the children's bags to find them.

Nursery Fees.

We ask parents to ensure that all nursery fees are paid promptly. There is a facility available to allow parents to pay by standing order, please speak to Kate in the office.

Fees are calculated and divided equally between the contracted months, a discount is allowed for your holiday period, if fees are late the nursery reserves the right to charge a 10% surcharge on late or overdue fees.

Accidents

When a child is upset or has a minor accident a member of staff will administer first aid and offer comfort. The incident will be recorded in the accident book and parents are asked to sign it when they collect their child. This is to ensure parents are kept informed of any minor accidents.

Illness

If your child is unwell we welcome a telephone call, some illnesses have time limits before a child can return. We take this information from the Norfolk Health Protection Unit. This may differ from your doctor but we have to follow this guidance. If your child becomes ill at nursery we will contact you using the emergency numbers you have provided. If emergency treatment is needed we will phone for an ambulance and then contact parents it is most important we are able to contact you at all times.

Medication.

We can administer medicines as long as you have filled in a consent form. These need to be completed and signed every day, a member of staff will sign and another counter sign as a witness, you will then be asked to sign when you pick up your child. Medicines are either kept in the fridge or the very top shelf in the yellow room. Under no circumstances will we administer medication with out written consent and specific medication requirements

Meals and snack.

Breakfast is served between 7.30am and 8.45am, there is a choice of cereals.

There is an on site kitchen where our cook, Diane, cooks fresh, healthy meals daily, a menu is displayed in the foyer, lunch is at 12 o'clock.

We cater for dietary requirements, however we cannot cater for children who choose not to eat specific foods.

Tea is a simple snack with pudding.

Children have access to water all day.

Morning and afternoon snack consists of full fat milk or water, fruit, breadsticks, carrot, celery sticks or raisins.

The Baby Room.

The baby room is supervised by Sue having worked at Rainbow for over six years. Sue has also supervised both toddler and pre-school room. The ratio is three babies to one member of staff, at times there will be another member of staff present.

First day. What do I need to bring?

On your first session we ask you to bring nappies, wipes, change of clothing and feeds if required. The nursery can supply food as soon as you wish; we can supply snack, breadsticks, fruit, and milk or water.

If your child is weaning we would be grateful if you bring your own food in. Please make sure it is clearly labelled and shows whether it requires heating.

Food and bottles are kept in the baby room fridge, separate from other foodstuffs. We would be grateful if you can make the bottles up or bring them in with the water and formula measured separately. When your child can go on foods we supply please let us know.

You will be given a daily diary. The staff will use this to pass on information on your child's day, please use this to put non confidential notes and comments in for staff when needed. Your child will also be allocated a key person who will compile 'A Colourful Journey'; this is a scrap book of your child's time at Rainbow. Please feel free to put in any photos or information. You can ask to see this at any time and take it home for a few days.

Sleeping

The baby room accommodates six babies per session. The sleep room is at the far end where babies can sleep either in cots or a pushchair, bedding is kept in bags with the individual child's name on, these are washed regularly. If your child has a comforter please feel free to bring it in, with their name on if possible. Please pass on the routine form you have been given so staff can keep to the babies routines, this helps them settle and keeps the routine the same as yours at home.

Play Room

The play room is carpeted with a vinyl floor area for messy play; there is a selection of toys and equipment, both for mobile and sitting babies to keep them stimulated throughout the day. During the day there are chances to experience texture play i.e. paint, gloop.pasta, sand it gets very messy but great fun. Please can you supply your child with indoor shoes we have fire drills all year round and they may have to walk on wet, snowy, ground.

Outside play.

At Rainbow we feel that one of the best classroom is outside, where the children can run around freely, play in our massive sandpit, dig in the garden and be as physical as they like. In the winter please supply a coat, hat, wellies, gloves and waterproofs as we go outside even in inclement weather. During the summer your child needs a sun hat, we charge a small fee of one pound per child for sunscreen which is used for all the children. If your child needs a specific brand of cream then you need to bring some in with their name on, it will only be used on your child.

Key Person

Your child will be allocated a key person, they are responsible for working with a small group of children, giving them reassurance to feel safe and cared for and building relationships with their parents.

They will talk to you to make sure that the needs of your children are being met appropriately, and that records of development and progress are shared with parents and other professionals as necessary.

They will also be responsible for completing your child's learning story 'A Colourful Journey' during your child's time in that room.

Next Steps

When your child is developmentally ready they will visit the toddler room, staff will approach you at the time and if you agree, they can visit from about eighteen months although they can stay in the baby room until they are two years old.

The Toddler Room.

The toddler room is supervised by Kay and Louise.

First day. What do I need to bring?

On your first session please bring nappies wipes, change of clothing, any bottles that your child may require. Please allow your child time to settle in.

You will be given a daily diary. The staff will use this to pass on information on your child's day, please use this to put non confidential notes and comments in for staff when needed. Your child will also be allocated a key person who will compile 'A Colourful Journey'; this is a scrap book of your child's time at Rainbow. Please feel free to put in any photos or information. You can ask to see this at any time and take it home for a few days.

Sleeping.

We have a separate sleep room children can sleep in cots, mattress or pushchair, bedding is kept in bags with the individual child's name on, and these are washed regularly. If your child has a comforter please feel free to bring it in, with their name on if possible. Please pass on the routine form you have been given so staff can keep to the toddlers routines, this helps them settle and keeps the routine the same as yours at home.

Play room

This room can accommodate sixteen two year olds, there is a carpeted area and vinyl for messy play where child will experience textured play i.e. paint, gloop, sand, pasta, water. Please could you supply indoor footwear as we have fire drills and the children may have to go out in inclement weather.

The room is organised so children can go to any activity they wish to do. We have small world, construction, craft, home corner and a quiet area for circle time and story time.

Outside Play.

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Your child will be given a key person their responsibilities is to work with a small group of children, giving them reassurance to feel safe and cared for and building relationships with their parents.

They will also talk to you to make sure that the needs of your children are being met appropriately, and that records of development and progress is shared with parents and other professionals as necessary.

They will also be responsible for completing your child's learning story 'A Colourful Journey' during your child's time in that room.

Next steps

When your child is developmentally ready they will visit the pre-school room, staff will approach you at the time and if you agree, they can visit from about twenty months although they can stay in the toddler room until they are three years old.

The Pre-School Room

The room is run by Anna who is also the childcare manager; the other permanent member of staff is Sharon the operations manager. Both have worked at Rainbow for 10 years

The room is divided into areas so the children can go from one activity to another. Children have a circle time where they sit quietly while other children talk about news from home. Children are encouraged to bring in items from home for letter of the week it is also called show and tell.

We strive to make opportunities to practise and extend children's skills, in all areas of the six learning goals, so children gain confidence and competence in all they do.

First day. What do I need to bring?

You will be given a daily diary. The staff will use this to pass on information on your child's day, please use this to put non confidential notes and comments in for staff when needed. These daily diaries need to be put in the yellow box if you want it filled in, each child has a drawer please check daily. Your child will also be allocated a key person who will compile 'A Colourful Journey'; this is a scrap book of your child's time at Rainbow. Please feel free to put in any photos or information. You can ask to see this at any time and take it home for a few days.

Play rooms

We are very lucky to have two rooms, each room having ongoing activities all day also sand, water, playdough are available all day. One room has direct access to outside play this means children can choose if they want to go out or stay inside.

There are toilets in both rooms so children can be independent but staff are nearby if needed.

At one end of the room we have the lavender room the children use this for music, soft play, light box and many more activities. Some of the pre school children also use this as a rest room, bedding is kept in bags with the individual child's name on, these are washed regularly. If your child has a comforter please feel free to bring it in, with their name on if possible. Please pass on the routine form you have been given so staff can keep to the routines, this helps them settle and keeps the routine the same as yours at home.

Outside play

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They will also talk to you to make sure that the needs of your children are being met appropriately, and that records of development and progress is shared with parents and other professionals as necessary.

They will also be responsible for completing your child's learning story 'A Colourful Journey' during your child's time in that room.

Next Steps

Around about Easter, you should be informed by the county council the choice of school your child will be attending. You will receive a letter from the nursery please fill it in and return then we can arrange a visit for the reception teacher here. A written report will then be given to you to take to the school.

Staff roles and responsibilities.

Anna and Sharon/ Health and Safety risk assessment.

Louise Child protection.

Sue Equal opportunities/staff room.

Lorraine/ S.E.N.C.O / behaviour management.

Emma/ Fire safety.

Kay/ First aid.