



Introduction

SuperStars Day Nursery was opened in 2011 and we believe we have created a stimulating and exciting environment for your child. Our both Centre in Handsworth and Handsworth Wood provides a professional quality care for children aged 0-5 years.

Our philosophy is to care

Aims

Our aim is to provide a stable and caring environment, which allows children to develop to their full potential. We have a good partnership between staff and parents, ensuring a safe and happy environment.

The children's happiness and enjoyment is our priority.

We aim to encourage the children's development through play. We encourage politeness, respect and good manners.

We wish to give parents confidence in us and the work we do.

We hope to encourage your child's interest in the nursery and will make regular visits out to local sites of interest such as local library and park.



SuperStars Centre's Opening Hours Mon – Fri (8:00am to 6.00pm)

We are open all year with the exception of statutory Bank Holidays and the Christmas week inclusive of New Year's Day

Nursery Education Funding

Children become eligible for nursery funding the term after they turn three and children who are also 2 years old are eligible for nursery funding. SuperStars offers 15 hours of free childcare per week in school term times to all eligible 2,3 & 4 year olds. We offer flexible hours to parents, parents are able to choose from 3 hours per day or 5 hours per day. Parents are able to choose any combination of these up to the 15 hours entitlement so please ask our staff for more details.

Holidays and contracts

You are allowed 4 weeks holiday per year. For example if your child attends nursery 4 days a week, you are entitled to 16 days holiday per year. If your child attends nursery one day a week you are entitled to 4 days holiday per year. Holidays cannot be carried over from one year to the next or taken as sick days.

Your child is charged half fees for holidays in order to retain his/her place. Two weeks notice must be given for holidays. Please ask a member of staff for your holiday forms

Please ask for more information with our manager.



HEALTHY EATING POLICY

SuperStars Day Nursery provides a healthy balanced diet for all children. All special dietary requirements will be catered for.

A variety of food is selected from the main food groups every day:-

- Fruit and vegetables
- Breads, cereals and potatoes
- Milk and dairy produce



Fresh fruit and vegetables are served every day.

At snack time children will be given milk or water. They will be able to have a drink at any time during the session. No fizzy sugary drinks will be given. Children will not be allowed crisps, chocolates and biscuits during snack time.

Babies

Parents may provide their own food, this can be in the form of pre-prepared or homemade. However we would like to point out that Environmental Health are trying to discourage parents from bringing in homemade food. Parents must label the homemade food with the following information.

- Child's name
- Date made
- Heating time
- Contents

Bottle Feeds.

Parents are asked not to send in formula milk feeds already prepared for the day. We ask that the milk powder is sent to the nursery with clear written instructions on the amount of fl.oz feed required. This is so that we can make up the bottles accordingly when required throughout the day. Please can we ask that any milk powders and bottles that are sent in a clearly labelled.

Parents must only send new sealed powder milk box.

Birthday Celebrations.

We like to celebrate birthdays at nursery. Please feel free to send in a cake for your child to share with their friends. Environmental Health have stopped the bringing in of homemade cakes. They must be shop bought and in the original packaging, so that we are aware of the ingredients.

Cultural dietary habits are respected as well as allergies to certain foods. Parents or carers are requested to provide details of foods eaten and not eaten by the child.



Illness and exclusion

Parents are asked to keep their children at home if they have an infection, and to alert the nursery manager so that other parents and carer's are made aware of such infection.

If a child has had vomiting or diarrhoea the parent will be asked to exclude the child until they have been clear for 48 hours.

If a child becomes unwell during nursery hours parents will be informed or the emergency number will be contacted for the child to be taken home.

In dire emergencies the child will be taken to hospital, and parents will be informed. Medication prescribed must be clearly labelled with the child's name, and medication must be prescribed by the doctors.

If you are unsure please contact us on 0121 507 0570 or 0121 250 2513 and we will advise you of our exclusion periods.



SuperStars Day Nursery Exclusion periods of infectious diseases

Disease	Exclusion Period	Infection Spread By:
Hepatitis A	1 week after onset of symptoms	Faecal-Oral Route.
Whooping Cough	Until child has either been on antibiotics for 5 days or 4wks After onset of intense coughing	Air borne.
Hand-Foot & Mouth	None	Fluid from the blisters. Faeces from infected child.
Impetigo	24 hours after treatment begins and child no longer has a discharge.	Direct contact with discharge from lesions.
Measles	Until 5 days after the rash appears.	Airborne
Mumps	Until 9 days after swelling begins or until swelling subsides.	Saliva, secretions from respiratory tract & urine from infected child.
Conjunctivitis	None	Direct contact with the discharge from the eyes and nasal secretions.
Rubella	Until 6 days after the onset of the rash.	Airborne and infected secretions.
Scarlet Fever	Until 24 hrs after start of antibiotics and no fever for 24 hrs.	Airborne
Gastroenteritis	From between 1-10 days until Vomiting & diarrhoea ceases.	Close contact With infected Child.



SuperStars Day Nursery Exclusion periods of infectious diseases

Disease	Exclusion Period	Infection Spread By:
Scabies	Until 24hrs after treatment has been completed.	Skin to skin contact.
Ringworm	Until after treatment has begun & lesions have shrunk.	Direct contact with a child or animal infected with the fungus.
Head Lice	None	Direct head to head contact.
Diarrhoea & Vomiting	Until the child has been clear from symptoms for 48 hrs.	Contact with stools & then touching mouth.
Cold Sores	None	Direct contact with lesions.
Chicken Pox	Until 6 days after rash begins or when all blisters have formed scabs.	Exposure to respiratory tract secretions or fluid from open sores.
Antibiotics	Until the child has had their 2nd day of dosage.	
Pandemic Flu e.g. Swine flu	Until child has been treated and is clear of all symptoms.	Airbourne and infected surfaces.



Early Years Foundation Stage and the curriculum

At SuperStars Day Nursery Centre's we believe that every child deserves the best possible start in life, to help achieve this we deliver the Early Years Foundation Stage (EYFS) in a safe and stimulating environment. We hope to support the children in our care and help them reach their full potential.

The aim of the EYFS is to help young children achieve the five *Every Child Matters* outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution and achieving economic well being.

The Early Years Foundation Stage is a principled approach delivered through four themes:

- ❖ A Unique Child
- ❖ Positive Relationships
- ❖ Enabling Environments
- ❖ Learning and Developing

The curriculum

The EYFS curriculum consists of Early Learning Goals that are set out into seven learning areas:

- Personal, Social and Emotional Development
- Physical development
- Communication and language
- literacy
- Mathematics
- Understanding the world
- Expressive arts and design

These areas will be covered throughout the nursery day, the curriculum is delivered through play and the planned activities. The children will be stretched but not pushed beyond their capabilities so they can continue to enjoy learning.

The planning will be a balance between adult-led and child-initiated activities. Ongoing observational assessments are carried out to inform planning for each child's continuing development through play-based activities.

Children are encouraged to make choices and decisions about a range of activities they would like to be involved in throughout the day. In the child's last term with us the children will have visits to local School, to introduce the children to their new setting, staff and children.

We will discuss this process with the children and talk to them about what they have been doing at nursery.



SuperStars Day Nursery Record of achievement

At SuperStars Day Nursery Centre's we recognise it is important to observe children at play, review and evaluate the curriculum regularly, in order to help us plan, prepare and organise good quality nursery education and maintain systematic records.

Our Centre's recognises that observation is a useful tool, which enables the assessment of a number of aspects of the nurseries setting that are relevant to the planning of the curriculum.

By observing how the children respond to the various activities, staff will be able to evaluate if the activities and resources they have provided have met the children's needs and help them plan a broad, balanced and appropriate curriculum.

Observations also enable staff to provide challenge and extension so that each child is able to progress at their own pace.

All observations /records / assessments will be treated with confidentiality.

Sharing observations with parents/carers strengthens the partnership between the home and nursery, giving understanding and information and allowing staff and parent carers to do their best for each child.

In order to achieve this:-

- All children will be observed as an ongoing process within their time at the nursery.
- The observations are used by staff to assist in the planning and organising of activities
- Parents can read the Developmental Records at any time, but it cannot be taken off the premises until the child leaves the nursery.
- If a member of staff is worried about any development on the child's behalf it will be mentioned to the child's parent or guardian. Together in partnership it will be decided how the child will benefit the most from extra help and encouragement.



Superstars Day Nursery

34: Key Person Policy

Superstars Day Nursery operates a Key person System.

The key person system provides a special person for each child, who will create a bond with their key children and use this to plan and support them during their time at nursery. They are responsible for ensuring their children's interests are planned for and carried out in the nursery.

Parents and carers will be made aware of the key person by a letter from the staff member with their name and photo, explaining their role as a Key Person.

During the settling in period the key person will endeavour to care for their key child on a one to one basis during intimate care routines for example nappy changing/toileting, settling to sleep, feeding/mealtimes and comforting. This will help the child to develop a genuine bond with their key person and help them to settle into the setting.

The role of the key person is to:

- Meet the needs of each child in their care and respond sensitively to their feelings, ideas and behaviour.
- Develop a genuine bond with the children and offer a settled close relationship.
- Talk to the children's parents/carers to make sure the child is being cared for appropriately for each family. Discuss any concerns they may have in relation to the child's development.
- To plan and keep up to date careful records of the child's development and progress through observing the child and planning activities based on their individual interests and needs. These may then be shared with the parents, the child, the second key person and other professionals as and when necessary.

However, the Key Person is not solely responsible for all of these issues. All staff have a part to play in the child's day within our nursery.

As each child moves through the nursery, they are assigned a new Key Person. Much the same as when they first came to the nursery.



Our Toilet Training Policy

We encourage all children to be toilet trained when ready, and when they know that they need the toilet. All parents must start toilet training at home at least 16 days before and then the nursery will follow the procedure.

Children will be treated appropriately to meet their individual needs.

- We would start by encouraging the child to use the toilet at nappy changes to familiarize the child with the toilet.
- Then when ready we would like the child to wear pull-ups/underwear, and their parents to supply several changes of clothes as accidents will happen!!
- The child will be encouraged to use the toilet and communicate to staff when they require the toilet. The staff will assist the child at regular intervals.
- Positive encouragement and praise will be given at all times.
- Verbal and written communication between the parent and the staff will regularly take place to report on the progress of the child's toilet training.

ACCIDENTAL SOILING

Staff are not permitted to rinse soiled clothes due to toileting/vomiting accident under the tap.

PROCEDURES

- Soiled materials can be scraped off into the toilet.
- Staff must wear disposable gloves and blue aprons when doing this.
- Place the soiled clothing in a double bag for parents to launder.
- Staff must wash their hands after handling soiled clothing, even if wearing gloves.

Cleaning of Toilets

Staff are to ensure that the toilets are clean at the start and finish of the session. Additional cleaning should be carried out during the session as necessary.

Procedures

- All toilets are to be cleaned down daily. This applies to the toilet seat and handles, sinks and taps and door handles. Cream cleaner and disposable cloths can be used.
- If an area becomes contaminated with infected materials i.e. diarrhoea or vomit, the area will be washed immediately and spillages attended to as they occur.
- Toilet paper will be provided for the children at all times.
- Staff will supervise children when going to the toilet.
- Children will be educated on how to wash their hands properly.
- The water temperature is controlled by a thermostat and is set at 43°C



Complaints Procedure

Should you have a complaint about a member of staff or nursery procedure, please do not hesitate in contacting:

The Directors: Farah Chaudry & Abid Chaudry

SuperStars Day Nursery (Handsworth wood) managers: Farah Chaudry (Manager)

SuperStars Day Nursery (Handsworth) managers: Siddra Amar (Manager) and Fathima Nafeel (Deputy Manager)

Should you feel the problem has not been resolved please contact:

Ofsted Early Years Directorate
3rd Floor Royal Exchange Building
St Anne's Square
Manchester
M2 9QX

Tel: 0845 640 40 40 (Help Line)

Parents are welcome to come and have a look around the nursery, where we will be happy to help you with any enquiries you may have.