



Introduction

SuperStars Day Nursery was opened in 2011 and we believe we have created a stimulating and exciting environment for your child. Our nursery provides a professional quality care for children aged 0-5 years. We are pleased to announce our opening of another Day Centre based in Handsworth Wood which is now officially OPEN to the public February 2016

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.
Our philosophy is to **CARE**.*

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



SuperStars 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

Early drop- 8.00am with additional cost £4.50 per hour & Late pick up 6.00-7.00 with additional cost £4.50 per hour

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 3 & 4 year olds*. We offer a morning sessions of 3 hours and you are able to book any combination of these up to the 15 hour 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 four main food groups every day:-

- Fruit and vegetables
- Breads, cereals and potatoes
- Meat, fish and alternatives
- Milk and dairy produce



Fresh fruit and vegetables are served every day.

At snack time children will be given milk, water or juice. They will be able to have a drink at any time during the session. No fizzy sugary drinks will be given.

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

If parents want to leave us a supply of food for a week we can store it in the freezer and prepare them accordingly.

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.

Snack Times.

We offer fruit and milk/juice/water at snack times for all the children. The children in preschool have the choice to help themselves from our 'café' style snack area.



Drinks Station.

Fresh drinking water is available at all times throughout the day for all children.

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.

We cater for variety of dietary requirement and all our food is sourced locally

For younger babies the appropriate food is pureed. On day 11 poached fish is served. Sponge puddings are replaced with stewed fruit and custard. Instead of crackers the babies have bread fingers and no crisps are given. Wholemeal brown bread is used for sandwiches.

We have a snack trolley twice a day; the children pour their own milk or water. The seasonal snacks include: oranges, satsumas, nectarines, apples, bananas, grapes, kiwi, melon, peaches, strawberries, raisins raspberries, plums, carrot sticks, celery, tomatoes, peppers, and cucumber. Water is accessible throughout the day.

***Themed Food:** Throughout the year we celebrate food from different countries.

***Out of School Club:** When arriving from school the children are given sandwich and drink, there will also be a selection of fruit available. Later they have a snack/light tea. Where possible the children will make their own sandwiches from a variety of fillings. They also choose their own fillings when having jacket potatoes.



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 24 hours.

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

In dire emergencies the child's GP will be contacted or the child will be taken to hospital. Medication prescribed must be clearly labelled with the child's name. The medication book will be filled in with the name and dosage.

Information sheets are provided on the next page to give guidance on infectious diseases including the use of antibiotics and the amount of time the child requires to be kept at home.

If you are unsure please contact us on 0121 507 0570 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.

INTEGRATION from the baby room

At the age of 20 months, your child's continuing development within the Nursery evolves to the next level, as they move from the Baby room into the Tweenies room.

We appreciate that this can temporarily be unsettling for your child, as they leave behind familiar surrounds, activities and friends within the Baby room. In order to make this transition period as easy and unsettling as possible for your child we have developed an Integration Policy' as we believe that continuity for your child is paramount especially in this transitional period.



New Faces

Prior to your child permanently moving from the Baby room, they will visit the Tweenies room for individual short sessions, with a familiar member of staff from the Baby room. During which they will be included in the routine of the 2-3's in the toddler room. We have found that this method of introduction greatly assists the child to familiarise themselves with the new surroundings, routine, children and staff. You may be asked at some point to take your child straight into the Tweenies room upon arrival to nursery. During the integration your child will be introduced to the Tweenies Room staff, although your child may already be familiar with them as they frequently visit the Baby room as part of the integration process.

Development.

Your child will be encouraged to carry out a wide range of new activities and will have different toys to those within the baby room to play with and to assist in the continuing development.

Daily Diary.

When your child moves into the toddler or pre-school a short record of their day will be kept, along with all the nappy changes on an individual daily sheet. Your child's key person will brief you of your child's day verbally and will always be on hand for any questions.

Sleeping

Facilities are available for the children who still require an afternoon 'nap' with sleeping facilities provided.

The integration period has been designed to help your child in the transitional period between the Baby Room and the Tweenies Room. With help and encouragement from both parents/carers and the staff, we are confident that your child will quickly settle into the Tweenies Room.



Early Years Foundation Stage and the curriculum

At SuperStars Day Nursery 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 six learning areas:

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

These areas will be covered throughout the nursery day, the curriculum is delivered through play and the planned activities will be suitable for the stage each child has reached. 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 school.



SuperStars Day Nursery Record of achievement

At SuperStars Day Nursery 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.

SuperStars Day Nursery 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. If several children need reinforcement on a task i.e. colours the whole group will undertake activities and games to achieve the desired goal.
- 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.

The children will follow the Early Years Foundation Stage Curriculum, (EYFS) and this is six areas, Creative Development, Problem Solving, Reasoning and Numeracy, Personal and Social Development, Communication Language and Literacy, Physical Development and Knowledge and Understanding of the World. The children's developmental records are based on this.

Please see separate Policy on the EYFS



KEY Person POLICY

SuperStars Day Nursery will operate a Key Person System.

The Key Person system is designed so that the child/parent has a designated person assigned to them. This will change as they progress through the nursery. The Key Person will be responsible for completing the child's development records and will observe and plan activities for their children. If the child's Key Person is absent a nominated second Key Person will take over their role.

The child's Key Person will also be used in the settling in of the child, although all staff will be available to assist with this process.

The parent may wish to talk to the same Key Person about any concerns for their child, but this is not always necessary. Staff will work alongside each other and share the concerns so that everyone is aware of the changing situations.

CARE IN THE SUN

SuperStars Day Nursery encourages children's safety in the sun. As skin cancer has become more common and is caused by harmful Ultra Violet Rays in sunlight; it is our belief that encouraging safe sun behaviour we can prevent sunburn, which contributes to skin cancer.

With this in mind we ask for parents support in this matter by sending their child to nursery everyday with a sun hat. Parents are also asked to complete a 'Sun Cream Permission Slip' stating whether they will bring in their own sun cream or use the factor 25+ sun cream provided by the Nursery. Sun cream will be applied throughout the day, and we will ensure that the children have their sun hats on at all times when outside, and they have plenty of fluids to drink through out the day.

We will be talking to the children about sun protection and the importance of it. We will be following the Sun Smart Campaign run by Cancer Research UK.

- ❖ Stay in the shade.
- ❖ Make sure you never burn.
- ❖ Always cover up.
- ❖ Remember children burn more easily.
- ❖ Then use factor 15+



Our Anti-biting policy

SuperStars Day Nursery has zero tolerance to children biting. Staff will do their utmost to prevent biting in the setting. Parents must also be responsible and inform staff if their child has bitten at home so that they can be vigilant.

If a child bites another child or member of staff the following procedure will be followed:

- The child will be removed immediately from the situation and taken to a quiet area. An age related explanation will be given as to why biting is unacceptable. The child will then be asked to say sorry, be it in words or a cuddle.
- The bitten child's parents will be informed by telephone about the incident. When collecting the child they will be asked to sign the incident book. The biting child's parents will be told about the incident and will be asked to sign the incident book.
- If continual biting occurs staff will work in partnership with the child's parents to phase out the biting.
- We hope that all parents respect this and understand that we have a responsibility to protect all the children in our setting from injury.

Please remember children are unpredictable

Your child could be bitten one day and could be biting the next



Our Toilet Training Policy

We encourage all children to be toilet trained when ready, and when they know that they need the toilet.

Children will be treated appropriately to meet their individual needs.

- ❖ We would start by encouraging the child to use the potty/toilet at nappy changes to familiarize the child with the potty/toilet.
- ❖ Then when ready we would like the child to wear underwear, and their parents to supply several changes of clothes as accidents will happen!!
- ❖ The child will be encouraged to use the potty/toilet and communicate to staff when they require the potty/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.

ACCIDENTIAL 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.



SUPERSTARS Day NURSERY POLICY STATEMENTS

Our Mission Statement

1. Admissions
2. Paying Fees
3. Nursery Funding
4. Settling In
5. Integration within the Nursery
6. Staffing
7. Bringing & Collecting Children
8. Visitor Policy/Procedure
9. Parents as Partners
10. Fundraising
11. Confidentiality
12. Sickness Medication
13. Accident Procedure
16. Fire Drills
16. Evacuation Procedure
16. Toilet Training
17. Nappy Changing
18. Safeguarding
19. No Smoking
20. Substance Abuse
21. Care in the Sun
22. Food Management & Hygiene
23. Healthy Eating Policy
24. Sleep & Rest
25. Outings
26. Lost Child Procedure
27. Equal Opportunities
28. Behavior Management Policy
29. Health and Safety
30. Anti-Bullying
31. Anti-Biting
32. Maintenance and Replacement of Equipment
33. Language
34. Key Person Policy
35. Developmental Record
36. Learning Through Play
37. Early Years Foundation Stage and the Curriculum



38. Allegations Against Staff
39. Outdoor Play Policy
40. Infection Control Policy
41. Multimedia Policy
42. Mobile Phone Policy
43. Complaints Policy
44. Complaints Procedure.
45. English as 2nd Language
46. Special Needs
47. Recruitment
48. DBS Policy
49. Staff Induction Policy
50. Staff Development & Training Policy
51. Termination of Employment Policy
52. Student /Volunteers Policy
53. Monies Policy
54. Whistle Blowing Policy
55. Staff Discipline Policy
56. Grievance Procedures
57. Anti-Harassment & Bullying
58. Drugs & Alcohol Policy
59. Dropping off & Collecting Children Procedure
60. Staff & Visitors Mobile Phone Policy
61. Social Networking Policy
62. Complaints Policy
63. Complaints Procedure

“ That Extra Something Special”

ALL POLICIES LINK TO EACH OTHER. PLEASE BE AWARE OF THIS WHEN
READING THROUGH AND USING THE POLICIES FOR REFERENCE.

These are available to read upon request



Complaints procedure

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

The manager: Siddra Amar
The owners: Farah Chaudry

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

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.

...that extra something
special!

That extra something special is our SuperStars Staff.
Who help your children develop, feel relaxed and
have a laugh and helped us to achieve Ofsted Good
in 2014.