



Is a part of



Welcome!



child's name. All new parents are issued with a Nursery bag which should be named and used to keep a couple of complete sets of clothing should we need to change them.

Parents Notice Board

As you walk down the corridor into the nursery you will see a notice board on the wall facing you. One section of the notice board is for parents use. Please date your notices which will be displayed for two weeks. Another section displays information such as nursery holiday closure dates, a list of consultative committee members, their contact details and minutes of the meetings.

Nursery Committee

If you wish to raise any matter with the committee, please inform the nursery manager or contact a committee member. The committee is made up of the nursery manager, a member of the Students' Union executive, a representative of the University and five parents, ideally one from each group room and preferably a student, a member of staff and a community parent. If you are interested in joining the committee when a vacancy arises, please inform the nursery manager.

Thank you!

We hope this information has been helpful. If you have any queries please do not hesitate to ask a member of staff.

We hope you and your child will enjoy your time with us at nursery knowing that your child is receiving the best possible care and attention.



Welcome to Loughborough Campus Nursery!

We are a 102 place nursery, which is open from 8.00am to 6.00pm Monday to Friday for approximately 50 weeks of the year. The Nursery is a department of the Students' Union and has clients who are students, Students' Union staff, staff of the university or from the local community.

The nursery was purpose designed to the highest standards to ensure a safe environment. The staff are professionally qualified and experienced in child care, and work with small groups of children under careful supervision. Good staff-to-child ratios ensure that your child is given the best possible care and attention.



About us

Our aim throughout the nursery is to provide the highest possible standard of childcare, in a safe, caring, and stimulating environment. Your child will be welcomed and encouraged to participate in the nursery day to enable him/her to achieve the greatest level of personal development that he/she is capable of. We aim to assist the children in developing their inter-personal relationships, both with adults and with other children. They are beginning to enjoy each other's company and we encourage them to share and take turns. We treat all children as individuals and allow them to develop at their own pace whilst giving them equal opportunity and encouragement.

We are a multi-cultural nursery that is committed to promoting an environment in which employees can work and which clients can use without fear of being intimidated, harassed, bullied or discriminated against. We make ourselves aware of, and share, each other's festivals and customs and are always keen for parents to help develop our knowledge in this area, by talking to us of any festivals they may be celebrating at home which we could continue in the nursery. We feel it is important for each child to be aware of cultural differences and preferences, and to respect the beliefs of others in a friendly way.

Safety for your children

Although there are several ways out of the nursery and grounds for evacuation purposes, there is only one way in and that is through the main front door. Parents will be given the number for the keypad to enable them to let themselves into the building. All other people should press the buzzer for attention. To help us keep the nursery secure please do not divulge the keypad number to anyone else including family and friends and take care not to let anyone into the nursery when you enter or leave.

It is vitally important that everyone:

- 1) Ensures that the main door is closed behind them on entering or leaving the building; and
- 2) Ensures that other children do not leave the building when opening the door to enter or leave.

Please do not enter the nursery if the alarm is sounding. We have regular evacuation drills and the children respond well to the evacuation procedure following staff instructions. Seeing a parent

Unacceptable behaviour forms

If your child deliberately hurts another person or continues to display unacceptable behaviour (see our Behaviour Policy for more details) a form will be filled out to inform you of the incident, how it was dealt with and by whom.

Illnesses

No child should be sent into the nursery with any contagious illnesses (see illness policy). Parents are notified of any confirmed contagious illnesses by a notice which is displayed in the entrance hall (between the 2 doors on the left hand wall as you enter the nursery). The information about the illness, which room or rooms have children with the illness and the nursery policy are displayed.

Prescribed medication

Sometimes children will need to complete a course of medication after their return to nursery, or they may be on prescribed medication for non contagious illnesses. In this instance parents need to fill in a 'Prescribed Medication Form', which is in the child's group room, giving staff permission to give the medication, stating the time to be given and the dosage. The medication must be handed to a member of staff for safe keeping. It must never be left in the child's bag.

Non-prescribed medication

Our policy is that paracetamol-containing medicines such as Calpol or Panadol may be administered if a child requires it whilst at nursery. If this is so, parents need to provide the medication and fill out a 'Non Prescribed Medication Form' stating when the child last had the medicine, what dosage, and when and why it is needed. Such medication will only be administered for a maximum of 3 consecutive days unless the child is seen by a doctor who recommends continuing for longer. It is not recommended that any product containing aspirin or ibuprofen be given to anyone who is or may be asthmatic. Nursery staff will not administer aspirin/ibuprofen without a doctor's note.

Suitable Clothing

We aim to offer the children as many experiences through play, both indoor & out, as we are able and suggest that you send them to nursery in suitable play clothes that you will not mind if they get stained or damaged. In the winter months they should have suitable warm outdoor clothing including hat & gloves and in the summer sun hats and sun cream, labelled with your



Policies

Equal Opportunities, Outdoor Play, Behaviour, Health and Illness, Medication, Health and safety and Child Protection policies are displayed on the notice board opposite the office door. All other policies are kept in a wallet at the side of the board.

Forms

Forms for you to fill in are to be found in pockets underneath the policies on the notice board opposite the office door, in the corridor of the Pre-School Unit and outside the Toddler Room door. These are:

Absence forms

For NEF-Funded children only.

Change of sessions form

The changes will take place as close to the date you require depending on availability.

Cancellation of place

1 calendar month is required to cancel all or any sessions your child attends.

Holiday notification form

If 2 weeks notice is given of an absence from nursery, meals will not be ordered and therefore the cost of the meals can be reimbursed. If 12 weeks notice is given for a break from nursery of 3 weeks or more, a retainer fee of 50p per hour the child normally attends will be charged to hold the place open, rather than the full fees. Parents are not charged for holidays when the nursery is closed, although the 50p per hour retainer fee would be charged if the nursery closures were included to make up the 3 weeks eligibility. All other booked sessions are payable in full. Only term time students are not charged for institutional vacations. If sessions are required during vacation periods, and plenty of notice is given, we will endeavour to meet these requirements, depending on availability.

Accident / Incident forms

These are for you to notify staff within the group room of any accidents/incidents that have occurred at home. Minor everyday nursery accidents and incidents are reported on your child's individual accident/incident form for you to sign once you have been made aware of the accident/incident.

may cause a child to run away from an organised exit from the building and into possible danger.

As you enter the nursery through the front door, if you turn left you will enter a gated "buggy store" where you may leave your child's buggy, car seat, cycle helmet etc. whilst your child is in nursery. Please ensure that you do this in a safe manner.

A daily routine

Toys and equipment

Toys and equipment are changed after morning snack, after lunch and again after afternoon snack and each room has its own six day toy rota. This is to ensure that the children have access to a wide variety of toys and experiences. All children are encouraged to participate in craft/messy activities but some are not so keen to take part and none are forced as it comes naturally as they get older.

Sessions

Our sessions are designed to enable us to be as flexible to your needs as we are able.

Breakfast/morning snack

Breakfast in nursery is between 8am and 8.30am. Children who attend from 8am are not automatically provided with breakfast, as most of our parents prefer to give their children breakfast at home. However, if this causes a problem, either on a regular or a one-off basis, parents need only to inform the office so that breakfast can be arranged. All of the children are provided with a snack of a biscuit, a piece of fruit and a drink of milk at 9.30am, the start of the main morning session.

Lunch time

At lunch time we try to re-create a family setting, a small group of children sit around a table with a member of staff who encourages independence and social skills, helping them to use their knife, fork, spoon and table manners correctly as well as encouraging them to try a variety of foods.

Afternoon snack / tea-time

At 3.30pm, all children are provided with a snack of either a sandwich or a piece of homemade cake, a piece of fruit and a drink of milk rather than a proper tea. The majority of our children finish at 4.30pm and their parents prefer to give them their evening meal at home.



For those parents whose children stay after 4.30pm and who wish to, can bring in tea for their child to eat at nursery. The tea will be given at about 4.45pm and can consist of any combination of the following: a filled roll, sandwich, stick of cheese or cold sausage; a piece of fruit or vegetable that does not need to be peeled and cut up; a yoghurt; a disposable carton of drink.

Our aim is that the children have something that they enjoy to eat, without causing problems amongst the other children e.g. not crisps and chocolate. They should be wrapped in foil with the child's name on (not in sandwich boxes please as the fridge is not big enough) and handed in to a member of staff in the child's room.

Drinks

The children are provided with a drink of milk with both the morning and afternoon snack, and water at lunchtime. To enable us to provide extra drinks throughout the day please bring in a lidded beaker or drinks container, labelled with your child's name, containing any non fizzy drink (other than milk) that your child enjoys. The beaker or container should be put into and collected from a plastic box or tray which is provided in each room. Water is available throughout the day.

Birth to Three

Birth to Three is a Government-initiated framework for under-three-year-olds. The framework takes the child as its focus and identifies four 'Aspects' which celebrate the skills and confidence of young children. It highlights the relationship between growth, learning, development and the environment in which children are cared for and educated. We incorporate the Birth to Three framework throughout the Nursery day, planning our activities around it. Parents interested in finding out more about Birth to Three can contact DfES Publications on 0845 602 2260 and quote 'BIRTH'.

National Education Funded Sessions (NEF)

For children aged 3+, The National Education Authority fund up to five 2½ hour sessions per week for a period of 38 weeks per year. A notice is displayed on the parent's LCC information wall informing you which children are eligible and the term dates. When your child is eligible for funded sessions we will give you a Parent Statement of Undertaking form (for the LCC) and a NEF Contract Form (for Nursery) to fill in and we will require your child's birth certificate to

photocopy. As a registered NEF funded session provider, the Pre-School Unit is Ofsted inspected in the same way as schools. A copy of our most recent inspection report is available in all the rooms for you to read.

LCC Children's Service information board

Leicestershire County Councils Children's Service information board, located on the wall outside the office, offers information on LEA funded sessions & Tax credits, including Child Tax Credit, which is payable regardless of work status and 9 out of 10 households should be eligible.

Other Information

Invoices

Invoices, calculated calendar monthly, are produced at the beginning of each month and include all booked sessions and lunches and the previous month's nappies that were used. NEF funded sessions and subsidy, where applicable, are deducted monthly. The invoices are placed in the group rooms for you to collect. They should be paid, before the eighth of the month, to a member of staff in the office, either by cash or cheque (made payable to Loughborough Students' Union and with your child's name on the back). Anyone experiencing problems with the content or payment of the invoice should discuss them with the manager/deputy.

Signing in sheets

There is a signing in sheet in each group room for you to enter the arrival time against your child's name. When your child is collected at the end of the day, the time and signature of the person collecting should again be entered at the side of your child's name. A register is taken at the start of each session, but the signing in sheet is an up to date record of which children we have in the room at any given time. Only people who have been authorised on your child's details form, by you, to collect your child will be allowed to take him/her from nursery.

Important information

Nursery phone number	01509 234126
Nursery internal number	(22)4068
Main LSU Switchboard	01509 635000
Email	nursery@lborosu.org.uk

Nursery Manager	Vicky Bond
Deputy Manager	Karen Walker
Deputy Manager	Sue Hart

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