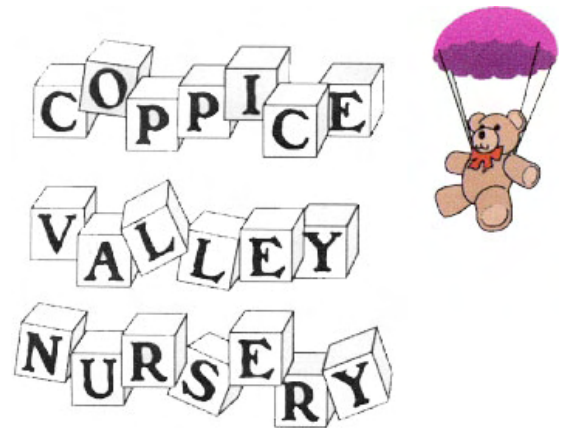


Coppice Valley
Nursery

**Information
for
Parents**



Coppice Valley Nursery
The Hydro
Jennyfield Drive
HARROGATE
HG1 2RP
☎ 01423 556764



Welcome

Coppice Valley is a very caring and loving Nursery, and all the staff are dedicated to the well-being of every child in their care.

The Nursery is well equipped with a wide range of activities, eg creative, tactile, puzzles, clay, sand, water, art, duplo, dressing-up and many "sit and ride" toys, as well as a slide and other outdoor toys.

Each child is nurtured and encouraged to develop their full potential, and at their own pace, under the guidance of qualified and experienced staff. Our main aim is to provide a secure and stimulating, but homely environment, where children will grow and learn through encouragement and praise, not criticism. We encourage close contact between home and Nursery, and you are most welcome to call in at the Nursery at any time and have a cup of tea or coffee, and talk to the staff.

If you have any concerns or problems relating to the Nursery, I will be happy to discuss them with you at your convenience.

Should you wish your child to attend the Nursery, please read the attached literature and complete the Registration Form, and return it to me as soon as possible. I will then arrange for you to visit the Nursery at a time convenient to you. I will liaise with you regarding a settling in period for your child prior to their start date.



JULIE DODSON
Nursery Manager



Julie Dodson NNEB, Diploma in
Child Health and Education
Nursery Manager since May 1992



Julia Hines NNEB
Assistant Manager/Pre-School Nursery Officer
since December 1991



Tracy Windle, NNEB
Baby Room Nursery Officer since January 1995



Claire Butters, NVQ in Childcare
& Education Level 3
Baby/Tweenie Room Nursery
Nurse since April 2000



Pat Colgan, NNEB
Tweenie Nursery Officer
Since April 1992



Jo Oldfield, NNEB
Tweenie Room Nursery Nurse since Dec 2001

Team



Kathy Baldwin, NNEB
Tweenie/Pre-School Room Nursery
Nurse since Feb 1992



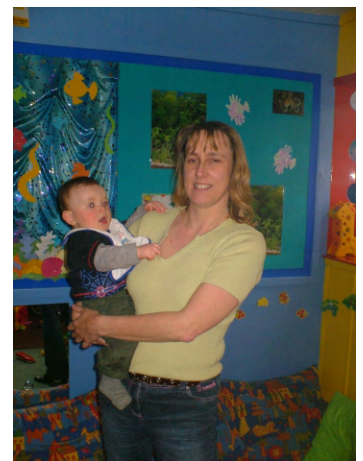
Bev Newman, NNEB
Baby Room Nursery Nurse since April 1993



Sue Abbott
Baby/Tweenie Room Nursery
Assistant since Jan 1996



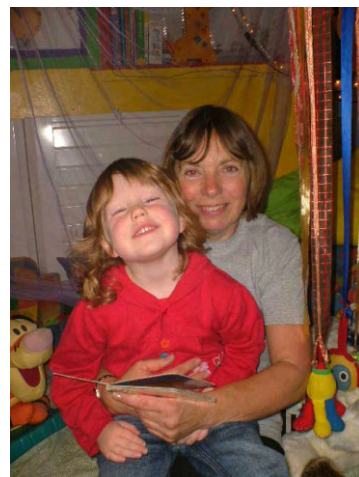
Jill Marks, NNEB
Tweenie/Pre-School Room
Nursery Nurse since Jan 2004



Lynne Parker
Baby Room Nursery
Assistant since May 2003



Tina Strong, NVQ in Childcare &
Education Level 2
Tweenie Room Nursery Assistant
since Jan 2001



Carol Dobinson
Nursery Assistant since
April 2005



Berni Bowdler
Nursery Cook since Sept 2001



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COPPICE
VALLEY
NURSERY



Nursery Regulations

Your child is being cared for during his/her formative years and in order to maintain the high standards of the Nursery, it is important that parents read the following regulations and nursery policies and adhere to them. The Nursery Manager will arrange with you a start date and settling in period suitable to you and your child.

Age of Admittance

Three months to five years of age.

Hours of Opening

Monday – Friday: 8.00 am to 6.00 pm

The Nursery is open for 51 weeks of the year and closed for statutory (bank) holidays and one-week holiday at Christmas (no charge is made for this week).

Fees

Fees include: A morning snack; full cooked lunch; afternoon snack; and a full tea.

A session is either a morning or afternoon, and is no longer than five hours.

Fees must be paid for in full, monthly in advance, by direct debit. If your child is ill, or on holiday, the fee must be paid to keep the child's place. See page 4 for current charges. Fees are annualised over 50 weeks and divided into twelve equal monthly payments.

Sickness

Please notify the Nursery if your child is ill and unable to attend the Nursery.

If your child becomes ill at the Nursery or has an accident (other than minor bumps or grazes etc), we will contact you to come and collect him/her. It is important, therefore, that you keep the Nursery updated with any changes to contact numbers or personal circumstances. When young children play together, small accidents sometimes occur. Minor bumps and bruises, cuts etc. are dealt with by the trained members of the Nursery staff and your child will be comforted and reassured. If your child develops an infection at

home, your child should not attend Nursery until the child is clear of infection and in line with the Nursery's policy. Any medication your child requires must be given to the Nursery Staff and not left in the child's bag. You will be asked to sign a medication form with clear instructions of when the medication is to be administered.

Clothing and Personal Property

Please try to help your child be as independent as possible with dressing. Send them in comfortable, practical clothing. A change of clothes should be supplied for ALL children and nappies for those who require them. Outdoor clothing, including footwear, should be labelled clearly with your child's name, as children often have the same items and this can cause problems if they get them mixed up, also a bag clearly marked with the child's name - a marker pen is quite suitable – you do not need to purchase special "school" labels. Children may bring to the Nursery a comforter ensuring that it is nothing of financial value.

Parking

Please exercise great care when dropping off and picking up children using, where possible, the designated parking area. For the safety of all the children, please drive SLOWLY when approaching and leaving the Nursery.

Notice

One month's notice or one month's fees are required on either side to terminate a Nursery place.

School leavers: children who are leaving to start school are required to give two months notice.

Breastfeeding

Babies who are breast-fed must be well established on bottle-feeding before they join the Nursery, otherwise this can become quite distressing for them and can contribute to lack of milk/fluid intake, which is very important to your baby's health and growth at this stage.

The Nursery staff are very experienced in caring for young babies and feel that this is a very important part of your child's needs.

General Information

Council employees and existing parents/carers are given priority when places are available. Sessions required for your child must be specified at the time of reservation and payment of deposit. Should you wish to change these requirements, you will be required to give one month's prior notice, otherwise you will be charged for the first month's attendance at the original booked sessions.

Should you request to defer your reserved place till a later start date you will be required to pay a retainer for each week until you take up your child's place at the Nursery at a cost of 50% of your fees.

If, after reading the information in the enclosed pack, you would like your child to attend the Nursery, please fill in the registration form and return it to the Nursery Manager. Your name will be put on the waiting list and once a place is available for your child, the Nursery Manager will contact you. You will then be requested to pay a deposit of £100 for a full-time place, £50 for a part-time place and confirm your reservations. The deposit is non-refundable if you decide not to take up your place at the Nursery. It is important, therefore, to keep the Nursery informed of change of details. On taking up the place, your deposit will be refunded off your first month's nursery fees.

The Nursery operates a swimming concession scheme at pools across the district for families with children at Coppice Valley Nursery (concessions do not apply to swimming lessons). Please ask the Nursery Manager about your entitlement once your child is enrolled at the Nursery.

Nursery Fees

April 2010 – March 2011

Regular Placements

Number of sessions*	Unit of charge	Charge
Seasonal Fee	Per session	£19.50
Full Time – 10 sessions/week	Per calendar month	£731.00
Part Time – 9 sessions/week	Per calendar month	£731.00
Part Time – 8 sessions/week	Per calendar month	£649.00
Part Time – 7 sessions/week	Per calendar month	£567.00
Part Time – 6 sessions/week	Per calendar month	£484.00
Part Time – 5 sessions/week	Per calendar month	£402.00
Part Time – 4 sessions/week	Per calendar month	£325.00
Part Time – 3 sessions/week	Per calendar month	£240.00
Part Time – 2 sessions/week	Per calendar month	£165.00
Part Time – 1 session/week	Per calendar month	£80.00

* A session is either a morning or afternoon and is no longer than 5 hours (fees reviewed annually and an increase made on 01 April)

Fees have been annualised into 12 equal monthly payments based on 50 weeks. For children attending regular part-time sessions, the fees will be annualised based on the 'normal' sessions, with any extra sessions being charged for separately.

Fees are payable monthly in advance by direct debit. Fees are non-returnable, if your child is ill or on holiday the fee must be paid to keep your child's place.

A reservation fee of £50 part-time place / £100 full-time place per child is required to reserve a regular place (cheques made payable to Harrogate Borough Council).

The fee will not be refundable if the place is not taken up. Where the place is taken up, the reservation fee will be deducted from the first month's fees.

Non-Regular Placements

The fee for a non-registered place is £21.50 per session.

Review of Fees

Fees are reviewed annually and an increase made on 01 April each year.

Parents who register two children at the Nursery, both on full-time places, will be entitled to a 20% discount off Nursery fees for the SECOND child only.

Code of Practice

Every child will be loved and cared for by the Nursery's dedicated staff, within a lively, stimulating environment.

Every child will be inspired to develop to their full potential, under the careful direction of Nursery staff caring for them.

Staff will behave in a courteous, polite manner when dealing with parents and other members of staff.

All members of staff are aware of different cultures and religious beliefs which enrich the Nursery's environment. Discrimination in any shape or form is not acceptable.

Each and every activity in the Nursery will be functional regardless of gender and physical disability. If, however, a disability restricts the activity, then the activity will be modified appropriately.

The Nursery will provide an extensive range of play and educational activities for enjoyment but in the context of a continual learning experience both indoors and outdoors.

Children who have brothers or sisters in another area of the Nursery will have the opportunity to have contact with them.

Personal hygiene governs the activity within the Nursery. All children will be supervised when going to the toilet and washing their hands, to promote good personal hygiene habits.

Each and every activity in the Nursery is viewed with safety in mind; certain areas of the Nursery are prohibited to the children in the Nursery e.g. the Kitchen.

Animosity, in any form, will be strongly discouraged and destruction or violence will be prohibited in the Nursery.

In the event of an accident, the following action will be taken:

- Comfort the child
- Tend to the injury
- Report the incident to a senior member of staff, parents contacted if necessary
- Write a report in the Accident Book, which parents will be asked to read and sign on the day

Our relationship with parents is of paramount importance and communication between home and Nursery is vital.

Should staff ever feel there are grounds for concern about a child's welfare, in the first instance this will be discussed with the parent.

The security of your child, whilst attending the Nursery, is constantly observed. All door handles and windows are set out of the normal reach of children. The main entrance is secure at all times and the children are closely supervised.

Children will never be ridiculed or made to feel embarrassed and smacking is not permitted at the Nursery. Children should be spoken to in a firm manner (never shouted at) and an explanation given as to why their behaviour is unacceptable. In the Tweenie/Pre-School room, if a child is behaving in an unacceptable manner, he/she will be sat away from the other children for a few minutes to reflect on his/her behaviour, after which the child will be allowed to go and join his peers in play again. Consistency in discipline is essential; children must be given boundaries as this also provides them with stability.

Charter of Children's Rights

- To be loved and cared for unconditionally.
- To be safe and secure and be protected from harm.
- To have basic needs met and a right to free education and health care.
- To be valued as an individual free from discrimination.
- To be treated with respect and dignity with recognition for personal background and identity.
- To be listened to and to speak so as to be able to take part in decisions for the future.
- To think, want and feel and to be private.
- To receive guidance and encouragement to develop own beliefs and ideas.
- To develop self-esteem and self-confidence through a stimulating and nurturing environment.
- To belong to a community which values the beliefs that the child holds.

Settling in Policy

Our experienced staff work in partnership with parents/carers to ensure that each child settles into the Nursery smoothly, and as gently as possible. Our aim is to welcome the family into our homely, caring and stimulating environment and to have a sense of belonging.

We recognise that this can also be a difficult time for parents/carers; our staff are there to support and reassure you too.

Children are very individual, we therefore have a flexible approach to 'settling in'!

Procedure:

- The parent/carer must contact the Nursery manager several weeks prior to the agreed start date and arrange for the child to visit.
- Visits are most convenient between the hours of 9.30 am to 11.30 am and 1.30 pm to 3.30 pm and can be of varied intervals of time, depending on the needs of the child and parent/carer.
- Bringing your child slightly later than the normal time and collecting them earlier on their first day can often make transition a little easier for them.

Please discuss your needs with the Nursery Manager who will be pleased to advise and support you.

Transition Policy

The Nursery is small, with 30 places, so the children are comfortable with all the staff and rooms. We encourage children to visit different areas so they can interact with a variety of age groups.

Procedure

- Children visit frequently in the month prior to moving into the next room.
- The children have a key worker who will liaise closely with their new key worker to share information.
- Children's development and progress is monitored closely throughout their time at the Nursery using the Early Years Foundation Stage Framework. This information can be shared with other childcare providers that you may use.
- During the summer term, prior to starting school, we will liaise with your child's Reception teacher to share the information beneficial for a smooth transition from Nursery to school.

LEA Funding for 3 and 4 year olds

Every child in the term following their 3rd birthday will be entitled to funding towards their Nursery Fees. This makes a significant saving on your nursery fees, e.g. a fulltime child would pay approximately £100 less per month.

The pre-school room has two qualified and experienced staff with knowledge of the foundation stage, which children work towards using a well balanced curriculum in all aspects of learning.

As well as the educational aspects of your child's development, we ensure that your child receives the essential emotional support needed at this early stage in their lives. We provide children with social/awareness and teach them domestic skills in a secure and stable environment, maintaining a high level of support when your child explores or encounters new experiences, so building their confidence and self esteem.

Coppice Valley Nursery provides a combination of care, education and social interaction, and has a team of dedicated and enthusiastic staff.

All staff actively support each child to:

- Help them to be healthy
- Protect them from harm or neglect and help them stay safe
- Help them to enjoy and achieve
- Help them to make a positive contribution to our nursery and the wider community

There is a wide range of equipment and resources to give your child an excellent start.

Admissions Policy

The Admissions Policy would be used if there were only one place available but more than one child requiring a place.

- The age of child that can be accommodated in vacancy would first be established.
- Priority given to Harrogate Borough Council employees and existing parents.
- It is advisable that children should attend two or more sessions per week. In our experience children tend to settle in quicker the more frequent the attendance.
- Priority to be given to a child who has been on the waiting list for the longest period.

Non-Collection of Children from Nursery

If a child is not collected at the end of the session the procedure will be as follows: -

- Two members of staff will stay with the child.
- The parent/carer will be contacted by telephone. If they are not available the emergency contact person on the child's registration form will be notified.
- If no contact is made for anyone to collect the child after one hour, Social Services will be contacted for advice and support.

At all times during the process the child will be made to feel comfortable and reassured by members of staff.

“First Day” Checklist for New Starters

The following is a “Checklist” which you may find useful:

All Children

- A bag with child’s name on it.
- Your child’s/children’s names should be clearly marked on coats, shoes and Wellingtons and hats.
- Supply of nappies if appropriate to age. The Nursery does provide creams and lotion; if you are not happy for these to be used please supply your own and inform a member of staff.
- A complete change of clothing.
- A comforter (if necessary).

Babies

- Bottles (with feed made up) and baby foods.
NB Please ensure that all feeding bottles and equipment are **clearly labelled with your child’s name.**
- Brief written outline of routine (especially for very young babies).

Complaints Procedures

If a parent/carer has an issue, either involving their individual child or the Nursery as a whole, they should, in the first instance raise the issue with either their child's Nursery Officer or the Manager of the Nursery. If the parent/carer feels unable or unwilling to raise the matter in this way, they can approach the Area Leisure Services Manager. In the first instance every effort will be made to resolve any matters within the setting of the Nursery. Issues raised will be dealt with within the following appropriate framework:

A matter relating to an individual child should be discussed between the parent/carer and the Manager.

- Should the matter not be resolved, the issue will be brought to the attention of the Area Leisure Services Manager who will meet with all parties involved.
- Should the matter still remain unresolved, it will be raised with the Director of Community Services.
- If the matter raised concerns a general policy issue, again it should first be raised with the Nursery Manager who will report it to the Area Leisure Services Manager for consideration.
- Should an approach on general or policy matters still not be resolved, it will be reported to the Director of Community Services for consideration.

At all points throughout these processes the parent/carer will be kept informed of progress.

If the parent/carer is concerned about the standard of Nursery provision childcare they may contact OFSTED who are the registering authority at the address below:

OFSTED, National Business Unit, Royal Exchange Buildings,
St Ann's Square, Manchester M2 7LA
Tel: 0300 123 1231 www.ofsted.gov.uk/parents

Coppice Valley Nursery Registration No. 400133

All meals are prepared on the premises by the Nursery Cook, using fresh ingredients. Children are also provided with a morning snack. If your child has any particular dietary requirements, the Nursery is happy to accommodate these, and you should discuss them with the Nursery Manager

We operate a 5 week menu rotation

Menu 1 (Lunch and Tea)

Monday

Quiche Lorraine, Chips and Beans
Rice Pudding

* * *

Beans on Toast, Sausage Rolls, Carrot and Cucumber Sticks
Fresh Fruit, Home-baked Cakes

Tuesday

Savoury Mince, Cheese Cobbler and Peas
Treacle Sponge and Custard

* * *

Selection of Savoury Sandwiches and Nibbles, Sweet Sandwiches
Fresh Fruit, Home-baked Cakes

Wednesday

Chicken Carbonara and Garlic Bread
Jam Tart and Custard

* * *

Cheese on Toast, Cocktail Sausages, Carrot and Cucumber Sticks
Fresh Fruit, Home-baked Cakes

Thursday

Sausage and Onions, Mashed Potatoes, Broccoli and Carrots
Chocolate Sponge and Chocolate Sauce

* * *

Selection of Savoury Sandwiches and Nibbles, Sweet Sandwiches
Fresh Fruit, Home-baked Cakes

Friday

Tuna Pasta Bake with Sweet Corn
Ground Rice and Jam

* * *

Spaghetti Hoops on Toast, Cheesy Rolls, Carrot Sticks
Fresh Fruit, Home-baked Cakes

Parents'/Carers' Policy

The Nursery staff will liaise with parents to build good relationships in which we can work together for the benefit and welfare of all the children.

- All parents are welcome to visit the Nursery at any time.
- Parents will have access to their child's records.
- Parents will be given a copy of all policies and guidelines relating to the Nursery.
- We encourage parents and staff to have discussions on children's progress on a regular basis; the staff always welcome a "chat" with our parents.
- Parents will be kept informed of events, outings, etc., happening at the Nursery, usually in the form of a Newsletter.
- Why not join our very informal friends fund raising and social group? We meet at the Nursery 3 or 4 times a year to plan future events. Please speak to the Nursery Manager if you are interested.

Management and staff welcome and appreciate comments from parents regarding the Nursery.

Health and Safety Policy

The aim of this policy is to ensure the safety of all persons using the premises and the reasonable and practical steps that are taken to do this.

- To maintain a safe and healthy environment throughout the Nursery.
- To establish and maintain safe working procedures amongst staff and children.
- Hazardous materials, i.e. cleaning fluids, will be kept out of the reach of children in a locked cupboard. Protective clothing will be worn by staff when using such hazardous materials.
- Play equipment will be inspected and checked regularly for safety and kept in good, safe repair.
- Fire drills for staff and children will be carried out monthly and recorded at the Nursery.
- High standards of personal hygiene and care of the Nursery and equipment will always be maintained.

The Nursery will follow the Regulations of the Health and Safety at Work Act 1974 and any other relevant legislation.

Food Management Policy

The Nursery believes that meal times should be a happy social occasion for staff and children alike.

We will encourage a good standard of table manners and behaviour and this will be consistent.

- Individual dietary requirements will be respected.
- If a child does not finish his/her first course he/she will be given a small helping of dessert.
- Staff will set a good example regarding table manners.
- Children will be encouraged to say “please” and “thank you” and to sit at the table together.
- Conversation will be encouraged but no shouting.
- Children will be encouraged to try a small piece of everything.
- A child will never be forced to eat food that he/she does not like.
- Quantities will be given according to a child’s age and appetite.
- Children will be encouraged, where reasonably possible, to wait until everyone has finished before starting their dessert.
- Slow eaters will be given time to eat at their own pace.
- Menus will be displayed for parents to see.

Equal Opportunities Policy

Equal Opportunities is about ensuring that we are all treated with care, concern and respect. This goes for everyone, whoever they are, and whatever their 'difference' might be. This will mean doing things differently to ensure an individual's needs are met.

Our setting aims are: -

- To promote positive attitudes to diversity including gender, cultural diversity and special needs of all kinds.
- To acknowledge the complexity of British Society and recognise that it would be failing the children if it did not prepare them for their integral part in this society.
- To encourage every member of our setting (both children and staff) to contribute personally to a happy and caring environment and to develop self respect and respect for others.

Behaviour Management Policy (Children)

The "Children's Act" states that smacking, slapping or shaking is not permitted, or any other punishment which humiliates or frightens a child.

All staff at the Nursery adhere to this, as the welfare of the children is paramount to us all. Should a child express behaviour that is not acceptable, they will be dealt with in the following way: -

- The child will be taken away from the situation and sat apart from the other children and toys.
- A member of staff will explain carefully to the child why his/her behaviour was not acceptable, i.e., we all share and play together with our friends and are not to be unkind to each other as this makes the other person sad and upset.

- The child will be encouraged to talk through reasons why they were behaving in that way. This will help to identify if there was an underlying reason for it. Positive behaviour will always be enforced and lots of praise given for this.
- All children are treated equally and our methods are consistent. This gives children a feeling of security when there are set guidelines to adhere to.
- Should staff feel a child is behaving aggressively towards other children or staff, the parents/carers will be informed, so that home and Nursery can work together to help the child overcome his/her unacceptable behaviour.
- If you ever have cause for concern regarding your child or another child's behaviour, please bring it to the attention of the Nursery Manager.

Anti-Bullying Policy

Bullying will not be accepted in any shape or form in the Nursery.

- Should staff feel a child is behaving in an intimidating way towards another child, that child will be removed from the situation and sat apart from the other child.
- A member of staff will then explain that behaviour of that kind is not acceptable and is very unkind, because it makes our friends sad.
- The parent/carer will be informed of the situation so we can liaise with the family on how best to deal with the matter.
- The staff will attempt to establish if there is an underlying cause for this type of behaviour if it becomes very frequent.

The staff will work closely with the family to overcome this type of behaviour; several members of staff have had training in "managing difficult behaviour".

Special Needs Policy

- All children have their own special individual needs. For the purpose of this policy the children who are described as having “*special needs*” are those who require support which is additional and different to that which we give all the children.
- All staff are aware of each child’s individual needs and will support them accordingly.
- Children will be encouraged to be independent and feel confident and valued through support and praise.
- Staff will ensure close liaison with the parent/carer giving guidance and support at all times.
- The Nursery will endeavour to provide activities for the child to play and learn alongside their peers so far as reasonably practical.
- We recognise children whose academic, physical, social or emotional development is giving cause for concern.
- We identify children’s areas of weakness that require extra support from members of staff.
- Every child will be provided with activities adapted to suit their individual needs.
- We aim to liaise with all relevant parties, professional bodies and parents for the welfare of the child.
- We assess and recognise children’s performances, strengths as well as weaknesses.
- Where needed, we develop and implement “Individual Education Plans” (IEP) within the guidelines of the Special Educational Needs (SEN) Code Of Practice.
- We seek specialist advice to meet the child’s “special educational needs” and in line with the LEA (Local Education Authority).

Reviewed: May 2004

Child Protection Policy

All Nursery staff, whether voluntary or paid, have to have an enhanced disclosure from the Criminal Records Bureau (CRB) requested through Harrogate Borough Council. As part of our recruitment, staff have to be registered as “fit” persons in line with OFSTED and references are always taken up prior to employment, followed by a probationary period.

Our prime responsibility is the welfare and well being of all the children in our care.

It is our legal responsibility, as childcare professionals, to report to the authorities if we feel that the safety and well being of a child is at risk.

It would be for the authorities then to assess and make a judgment, to reflect the regulations of the Safeguarding Children Board.

Should a parent/carer have cause for concern regarding a member of staff in relation to their child, they should contact the Nursery Manager in the first instance, who will investigate the allegation and inform the Safeguarding Children Officer and OFSTED.

The parent/carer may also contact OFSTED - the registering authority - on 0300 123 1231, or Harrogate Borough Council's Safeguarding Children Officer on 01423 556726 / 556849.

If a child is brought to Nursery with an injury which include minor bumps and bruises they will be asked by the Nursery staff to fill out an “Accident at Home” form which will be kept in their child's confidential personal file. We hope you do not find this procedure intrusive, as it is a legal requirement of the Nursery Manager to have such documentation in place.

Sun Protection Policy

Outdoor play is a very important part of a child's healthy development and the Nursery adhere to the following procedures in order to protect your child from the sun:

- Children will wear sun hats (the Nursery has a varied selection). You can provide your child's own if you wish. (Please put their name on it).
- Sunscreen will be provided by the Nursery and applied at regular intervals, using Factor 30. If your child has very sensitive skin/allergies, please provide your own, clearly labelling it with their name, and give it to a member of staff.
- Areas of shade where children can play or rest are provided in the garden using natural sources/improvised shelters.
- Children will be actively encouraged to drink water which is always available in individually named plastic bottles.
- Staff will talk to the children about the importance of protecting their skin and encourage good practice.

Infectious Diseases

Germs are not visible but they are all around us. Some can make us feel unwell for a short time, others can make us seriously ill for longer.

Where children are concerned, particularly in groups such as nurseries, playgroups and schools, infection can spread very quickly. A child or a member of staff can introduce an infection.

It is, therefore, very important that if your child is unwell, for example with diarrhoea, vomiting, rashes or a suspected infection, you should inform the Nursery and keep your child at home and seek advice from your doctor.

It is advised not to return your child to Nursery until 48 hours clear of infection/illness.

If you are concerned or unsure, please contact the Nursery for advice.

Procedures for Outings and Transport

Children are taken for walks with adequate supervision according to the age of the child.

- Permission for this is requested on all registration forms.
- For organised outings e.g. Summer trip, picnic, parents/carers permission will always be sought by letter. A ratio of one adult to two children minimum on such trips will be adhered to (parents/carers participation will be requested).
- All senior members of staff have the relevant insurance to transport a child in their car should the need arise, with appropriate car seats/safety belts.
- There will be at least one member of staff with experience/qualification in first aid to accompany children on trips. Where there is a larger group of children there will be several staff with relevant first aid knowledge.

- The nursery has a portable/travel first aid kit and this will be taken on outings with the appropriate staff.
- Those children who do not have a parent/carer with them on a trip will have a designated member of staff with them, who will have emergency contact numbers for the child's parent/carer.

Outdoor Play Policy

Outdoor play is a vital part of a child's development and children will be given every opportunity to explore and experience this throughout the year at Nursery.

The Nursery provides:

- Sit-n-ride toys appropriate to the age of our children
- Climbing frame and slides
- Play houses
- Water and sand activities
- Ball games
- Table top activities – weather permitting!!

Children will be supervised at all times and the Nursery garden has adequate fencing surrounding it for your child's safety.

Parents are requested to provide:

- Sun hat
- Sensible footwear depending on weather
- Sunscreen (if your child is particularly sensitive to high street brands, which the Nursery provides). The Nursery staff will ensure that all children have high factor sunscreen applied before they play out during the summer months

Working for you

COPPICE VALLEY NURSERY Registration Form

Child's Full Name:	
Date of Birth:	
Mother's Name:	
Place of Work:	Contact No: Mobile:
Father's Name:	
Place of Work:	Contact No: Mobile:
Home Address:	
Post Code:	Tel No:

Emergency Contacts

	1 st	2 nd	3 rd
Name:			
Address:			
Home Tel:			
Work Tel:			
Mobile:			
Relationship:			

Child's Doctor:		Tel No:
Address:		
Vaccination with dates: <i>(please update regularly)</i>	Whooping cough	Yes/No – Date:
	MMR	Yes/No – Date:
	Polio/Tetanus/Diphtheria	Yes/No – Date:
	Meningitis C	Yes/No – Date:
Any known allergies/illnesses/special needs <i>(please specify)</i>		
Any special dietary requirements:		

1st and 2nd Languages

Religion (if appropriate)

I would describe my child's ethnic origin as:-

Agreed start date: _____

Please tick requested place requirements:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8.00-1.00pm					
Afternoon 1.00-6.00pm					

(Both morning and afternoon should be ticked for full days)

We occasionally have to administer first aid to the children, please delete any preparations you **DO NOT** wish us to use on your child:-

Sudocrem / antiseptic wipes / sun screen / Calpol / Nurofen / baby wipes

I confirm my child may participate in walks, local topic related visits etc on an on-going basis.	Yes	No
I confirm that in a case of emergency, Coppice Valley Nursery may involve emergency medical services ie Ambulance / casualty department. (We will always try to contact you first, but should you be unavailable this would allow us to start treatment immediately)	Yes	No

I confirm that the information on this form is correct and that I have read the nursery information pack of procedures, regulations and policies and that I agree to comply with the terms and conditions set out there in.

I enclose a reservation fee of £50 part-time place / £100 full-time place made payable to Harrogate Borough Council and understand that this will be refunded off my first invoice when my child starts nursery.

Signed: _____ (Parent / Carer) Date: _____

Signed: _____ (Nursery Manager) Date: _____

Receipt Number _____

Please return completed registration form to:
Coppice Valley Nursery, The Hydro, Jennyfield Drive, Harrogate, HG1 2RP