

# Mini Me's Nursery



Parent Handbook

July 2021

## Introduction

Many local families have entrusted the care of their children to Mini Mes since opening in 2012, when we opened our first holiday childcare provision supporting parents of primary school aged children, within the beautiful parish of St Brelade. Mini Mes have since expanded in 2021, opening our brand-new nursery, just a stone throw away in heart St Brelade, taking children ages 0-3 years, with the intent on expanding to include preschool aged children in the future.

*A safe, happy, caring, secure and stimulating environment for your child*

## Vision and Ethos

We have a clear vision of what we want to achieve at Mini Me's Nursery. We want to provide a safe, happy, caring, secure and stimulating environment for your child, to prepare for their future and to enable all children to develop their capabilities as successful confident learners.

At Mini Me's Nursery our ethos is that children's early years are the most important years of their lives. Therefore we strive to provide high quality childcare and education for your child that is appropriate to positive, respectful, relaxed and homely environment, surrounded by supportive adults, sensitive to the individual needs of your child and your family.

This handbook aims to provide you with the relevant information about Mini Me's Nursery.



## Nursery Hours and sessions

Mini Me's Nursery is open from 7.30am - 6.00pm all year round and are closed for the bank holidays as well as over the Christmas period (between Christmas and new year) dates of when we are closed over Christmas will be given to the parents in advance. A deposit of £250 is required to secure a place at Mini Me's Nursery and this includes a £50.00 administration fee.

At Mini Me's Nursery the minimum requirement is 3 sessions a week. Our opening hours are from 7.30am - 6.00pm Monday - Friday.

The times of our sessions are:

Morning: 7.30am - 1.00pm

Afternoon: 1.00pm - 6.00pm

Fulltime: 7.30am - 6.00pm

Flexi Day: 8.30am - 3.30pm

Flexi Day Extended - 7.30am - 3.30pm

The nursery requires 8 weeks' notice if your child is leaving Mini Me's Nursery or if you would like to reduce the number of sessions per week. Failure to give the required notice may mean that you are still charged for the notice period if you leave before the 8 weeks' notice period.

At Mini Me's Nursery we try and help as much as possible with changes to session times but there may be occasions when we are full, please try and give us as much notice as possible. If you would like to book some extra sessions or make changes to the sessions you require then please request an "extra session form" or "change of service form".

## Ratios in nursery

In line with the Early Years Statutory Requirements: A Regulatory Framework for Early Years Provisions the following ratios is followed:

- Children aged 0-2 years - 1 adult to every 3 children
- Children aged 2- 3 years - 1 adult to every 4 children



## Breakfast, Lunch and Dinner

### Mini Me's Nursery has a no nut products policy

We have a chef at Mini Me's Nursery who cooks all the meals for the children fresh in the kitchen onsite. Our aim is to provide a balanced, nutritious, and varied menu, which is appealing to all the children in our care. Our menus will be on displayed on a weekly basis and this can be found on the parents / carers information boards located in the peg area.

### Breakfast

Breakfast will be served from 7.30-8.45am. We offer a choice of cereals, toast, porridge, and fresh fruit.

### Lunch

Lunch is served from 11.30am - 12.30pm children are served a well-balanced lunch which includes a main course and a pudding.

### Dinner

Dinner is served from 3.30pm- 4.15pm children are served with a well-balanced dinner which includes a main course and a pudding.

Children enjoy the social development that mealtimes bring. Sitting with their peers, interacting, watching, and learning from each other. There is always a member of staff sat with the children during mealtimes, this offers encouragement to the children to try new things, talk about where food comes from and table etiquette.

Water is available throughout the day.

Breast feeding is encouraged, and mothers are welcome to drop in throughout the day to breast-feed or bring in expressed breast milk.

For bottle-fed children, you will need to provide ready to use cartons or milk powder and sterilised bottles. We will make the bottles using the Tommee Tippee perfect prep machine.

Bottles and powder pots should be clearly named.



## Vegetarian/vegan/pescatarian and preferred options

For children who are vegetarian/vegan or pescatarian Mini Me's Nursery will provide alternatives to all meals. If you have a preferred choice due to religious beliefs, food allergies, intolerances or any other dietary issues this needs to be made aware to the Nursery Manager, Deputy Manger or your child's key worker.

## Medical Information

Prior to your child starting Mini Me's Nursery, you will be given medical forms that you are required to fill in. This information is especially important for us as staff members as we will need to know a variety of things, including if your child has an allergy.

If your child suffers from a serve allergy, the Nursery Manager and your child's key worker will carry out a risk assessment during the settling in visits. A care plan and emergency procedure will be agreed with you, based on the information provided to us. If required, we will, work with health visitors and other medical professionals to ensure we are able to meet your child's needs.

## Vaccinations

We would recommend that children be fully vaccinated for their own protection and for the protection of those that cannot be vaccinated due to their age or for other reasons. Please note that up to date MMR (Measles, Mumps and Rubella) vaccinations are recommended.

## Partnership with parents and carers

We aim to make your child's early years experiences as positive as possible. In order to achieve this, it is important that we communicate effectively with you and build positive relationships between you and the nursery team.

At Mini Me's Nursery, parent care is just as important as childcare.

- **Daily feedback** - Daily feedback about your child's day at nursery is provided via verbal feedback with activities your child has participated in as well as outings.
- **Questions** - Please feel free to ask your child's key worker, the room leader, deputy manger or manager any questions you may have. A question or worry can



be resolved by talking about it at an early stage. In addition the nursery manager should be able to address any concerns that you may have.

### Joint Parental Responsibility

In the event of a family dispute between parents, there are clear legal procedures that childcare providers must follow:

Parents who are married have equal rights over their child (joint parental responsibility) unless we are informed otherwise by way of a Court order or through Social Services.

To avoid aggravating a dispute further, we will remain neutral unless specifically ordered otherwise by way of a Court Order or by Social Services.

### Settling into nursery

The settling in period for a parent/guardian and child into nursery life is an important process. Proving yourselves and your child to adjust and get to know the new environment and practitioners, for this reason we recommend that your child attends a week induction before your child's official start date. The Nursery Manager or Deputy Manager will contact you with times and dates for your child's settling in week.

### Key worker

A keyworker is a member of staff who is responsible for recording your child's development whilst at nursery. This person will hold observations of your child, which they will share with you and is your immediate point of contact with regards to the care and development of your child. It is important that you build a relationship with this person, as working in partnership together will provide your child with a strong support. At Mini Me's Nursery the practitioners work in shifts so it may not always be possible to see your child's key worker but where possible we will try our best to ensure you at least see your child's key worker once a day. You are very welcome to phone the nursery to speak to your child's key worker during the day if you have been unable to see them.

### What to bring to nursery?

You need to bring in the following items:



- Three sets of clothes (or more if your child is toilet training). This is to include seasonally appropriate clothing.
- Spare shoes, when your child is toilet training.
- Any personal items, such as a comforter, dummy which your child may require.
- Sunhat and sun cream (if unable to use nursery sun cream Soltan Factor 50).
- Pair of wellington boots.

**These should be all placed in a bag with all items of clothing clearly labelled.**

You will also need to provide nappies, wipes, nappy cream, teething granules or gel, formula or breast milk, dummy and bottles.

Children will take part in messy activities involving paint, glue etc so should not be brought to nursery in their best clothes.

### Signing in and out sheet

Your child will be signed in and out by a practitioner at drop off and pick up. This is recorded with the time and the name of the person who dropped off and picked up. This is a legal document and is used during emergencies.

### Outings

As part of the curriculum we take the children out on foot to explore the environment around us. Prams are available for children who are unable to walk and we also have reins available. All children wear a high visibility jacket.

### Outside area

The nursery has an amazing large and safe outdoors area. Outdoor play is a large part of the childrens daily routine, the garden area provides the children an opportunity to explore the environment around them. There is an amazing mud kitchen area which provides then children opportunities to use their imagination and see what they can create with mud as different ways to transport the mud. The children have access to bikes, sand pit, balls, slide etc. Over time you will see our outside area develop which includes developing a growing area, providing the children with loose parts materials, painting area, water play wall etc.



### Sun cream

Please ensure that your child has sun cream on before they arrive at nursery, practitioners will top up your child's sun cream throughout the day. If your child is unable to have the nursery sun cream (Soltan factor 50) then please ensure you provide nursery with a bottle of factor 50 sun cream which is clearly labelled with your child's name on.

### Jewellery

Please refrain from allowing your child to wear any form of jewellery to nursery. If your child does wear earrings, then please ensure they are stud earrings.

### Collection of children

Please ensure that a member of staff is informed immediately with the full name of the person, should someone not listed on the enrolment paperwork be collecting your child. This person will be required to have photo identification with them so a staff member can check the name given with the photo identification. We will not allow a child to leave the nursery unless this criteria is met.

If an unauthorised person comes to collect your child, we will endeavour to contact you. If we have any doubts, then your child will not be released.

Please note only nursery staff are permitted to open the nursery door to allow access to the building. We would kindly request that you refrain from opening the nursery door for others.

In the unlikely event of a child becoming lost or unaccounted for whilst in our care, we will carry out an immediate and thorough search of the area. If the child is not located, the police and parents will be informed immediately.

### Late collection of a child





If you are going to be late collecting your child, please let us know as soon as possible. There will be charged £10.00 every 15minutes over your child's session time.

If you do not collect your child by the normal closing time, two members of staff will remain with your child. After 30minutes, if we have been unable to contact you or any of the authorised persons named on your nursery contract, the Nursery Manager or Deputy Manager will assess the situation and contact Multi-Agency Safeguarding Hub (MASH)

### Phones and Mobiles

Please ensure that mobile phones are kept on at all times. We will only ring you if we feel it is necessary. If you are unable to answer your phone please ring us soon as possible.

The nursery can be contacted directly on **502929**. Please feel free to ring and check on your child whenever you feel necessary or would like to discuss any information with your child's key worker. We can also be contacted by email on [nursery@minimeschildcare.com](mailto:nursery@minimeschildcare.com)



## Development Matters in the Early Years Foundation Stage (EYFS)

"Children develop quickly in the early years, and early years practitioners aim to do all they can to help children have the best possible start in life. This guidance helps adults to understand and support each individual child's development pathway."

The Early Years Foundation Stage Framework (EYFs) sets out the learning and development stages for children as they grow from birth to five years. Children learn and develop through playing, exploring, being active, creative and being asked questions to help their thinking.

There are 7 areas of learning which we use when planning activities for your child as well as monitoring your child's development.

Characteristics of Effective Learning
<p><b>Playing and exploring – engagement</b></p> <p>Finding out and exploring Playing with what they know Being willing to 'have a go'</p>
<p><b>Active learning – motivation</b></p> <p>Being involved and concentrating Keeping trying Enjoying achieving what they set out to do</p>
<p><b>Creating and thinking critically – thinking</b></p> <p>Having their own ideas Making links Choosing ways to do things</p>

Area of Learning and Development	Aspect
<b>Prime Areas</b>	
<b>Personal, Social and Emotional Development</b>	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
<b>Physical Development</b>	Moving and handling
	Health and self-care
<b>Communication and Language</b>	Listening and attention
	Understanding
	Speaking
<b>Specific areas</b>	
<b>Literacy</b>	Reading
	Writing
<b>Mathematics</b>	Numbers
	Shape, space and measure
<b>Understanding the World</b>	People and communities
	The world
	Technology
<b>Expressive Arts and Design</b>	Exploring and using media and materials
	Being imaginative

To read more about the EFYS, please visit [www.foundationyears.org.uk](http://www.foundationyears.org.uk)



## Nursery Story

The staff at Mini Mes Nursery use a software called Nursery Story, this provides the staff the opportunity to share, photos, videos and observations of your child. There are many features of Nursery story which includes:

- Child's daily story - This provides parents/carers information about their child's day.
- Observations - Allows staff to create and share observations, photos and videos with you detailing your child's learning and development with links to the curriculum.
- Builds a strong parent partnership - The Nursery Story Parent App means that families/carers can be involved in their child's day without being in the room. Parents/carers receive insights into their child's day and can instantly communicate with Mini Mes Nursery.
- Facilitate handovers - The Nursery Story Parent App helps to alleviate handover concerns by giving parents an insight into their child's day. Giving parents peace of mind and reassurance that their children are in good hands, from the moment they arrive at Mini Mes Nursery till they get back home.

All the information that is entered into the Nursery Story platform is safely secured and is only available to the child's family and Mini Mes Nursery. At the end of their time with Mini Mes Nursery, you can download and celebrate these fantastic memories of your child's time at Mini Mes Nursery.

Nursery Story - For Parents App can be installed via Apple and GooglePlay

Open the Mac App Store to buy and download apps.



### Nursery Story - For Parents 4+

The Nursery Story Ltd

Designed for iPhone

★★★★★ 5.0 • 7 Ratings

Free

More information can be found on: <https://nurserystory.co.uk/>



## Nursery Contract

Please ensure that you have fully read and understood the Terms and Conditions of this handbook and the policies as confirmed in your signed nursery contract. Please speak with the Nursery Manger if you have any questions.

The terms and conditions are not negotiable, and we would draw your attention to the following key points:

### Fees

Fees are invoiced monthly in advance and are due for payment by the 25<sup>th</sup> day of the month in advance.

You will be charged for each session that you have booked, regardless of whether your child attends. This includes illness, holidays and COVID-19. Refunds or replacements sessions cannot be given for unattended sessions and booked sessions cannot be swapped for alternative sessions.

Any additional sessions during the month will be invoiced at the end of the month.

The nursery is closed on all Bank Holidays and over the Christmas and New Year Period dates will be given at the start of each year.

**Mini Me's will be closed the following dates for Christmas 2021:**

**Friday 24<sup>th</sup> December 2021**

**Wednesday 29<sup>th</sup> December 2021**

**Thursday 30<sup>th</sup> December 2021**

**Friday 31<sup>st</sup> December 2021**

Fees are payable if the nursery is closed for any event beyond our reasonable control, including, but not limited to, lacking essential services or weather conditions.

Fees are reviewed annually; you will receive at least one months' notice of a change in fees.

### Payment method

The required method of payment is standing contact your bank to set this up. Standing orders should be arranged to deduct directly from your bank account on the 25<sup>th</sup> of each month, for the month ahead. Please note that invoices are only sent for record purposes and to capture any additional sessions or fee amendments and should not



be relied upon to make payments which are expected by standing order. Parents should notify the nursery if they do not receive an invoice. You will be charge a 5% admin charge to your bill if not paid within 5 working days from 25<sup>th</sup> of the month.

### **Additional Hours**

If you should require additional hours for your child, please ask for an extra session form and we will do our best to accommodate this, subject to availability.

### **Notice Period**

Two months written notice is required to cancel your child's nursery place or to reduce sessions. If insufficient notice is not given, you will be liable to pay fees in lieu of notice. Similarly Mini Mes Nursery reserves the right in its absolute discretion to terminate the provisions of its services with respect to your child subject to providing two months prior notice to the parent/carer of its intention in this respect. The parent/carer will remain liable for payment of fees during the period between notification of Mini Mes Nursery exercising its rights hereunder to terminate the provision of its services to your child and the cessation of those services at the expiration of the notice period unless otherwise agreed in writing.

### **Policies and Procedures**

The main policies that Mini Me's Nursery use are together are issued in the parent policy handbook. Please ensure you have read and understood this information

### **Contact details**

Nursery Manager: [Marguerite Gilley](#)

Deputy Manager: [Sarah-Jane Jegou](#)

Email address: [nursery@minime'schildcare.com](mailto:nursery@minime'schildcare.com)

Phone number: 502929

