



Parents/Carers Handbook

Ofsted Registration Number- EY311219

Welcome to First Steps Day Nursery. All of the nursery staff will help make your child's time at nursery special and you will be given one member of staff as a key person who will be there to liaise with you and share information about your child.

Below is a list of the staff who work at the nursery and their Early Years qualifications. All staff have an enhanced criminal records bureau check and are trained in Safeguarding and the Early Years Foundation Stage Curriculum that we follow. Staff are also trained in First Aid and attend training courses on many other childcare related subjects such as behaviour management, makaton and special needs.

Hollie Dennis- Manager/Proprietor

Clare Saphier- Manager/Proprietor

Lizzie Keates- Level 6 Honors Degree in Early Years Deputy Manager- SEND

Rebecca Goaley- Level 3- Supervisor- 0-2 Years

Aimee Thwaites- Level 3- Supervisor- 2-3 Years

Charley Curtis- Level 3-Supervisor- 3-5 Years

Jade Player- Level 3

Michelle Holloway-Level 3

Jodie Turner- Level 3

Amberley Coombe- Level 3

Paula Gittins- Level 3

Kim Warren- Level 3

Sarah Mitchell- Level 3

Nicole West- Level 3

Lucy Worlock- Level 3

Courtney Reeves- Level 3

Beth Jones-Level 3

Megg Ball-Level 3

Tracey May- Level 3

Laura Williams- Level 3

Emily Jones- Level 3

Alisha Watkins- Level 2 Training

Mia Tymon- Level 2 Training

Bernice Roberts- Nursery Cook

Sickness Policy

If your child becomes unwell whilst in nursery care we will inform you immediately. If we cannot contact you then the emergency contact will be telephoned. Below is some information about illnesses and if your child needs to be excluded from nursery.

Chicken Pox-The spots appear in crops every 3-4 days and develop quickly into blisters which leave a scab. The child should be excluded from nursery until all of the spots have scabbed over.

Conjunctivitis-Eyes become bloodshot and watery and yellow discharge appears. The child should be excluded from nursery until they have started treatment for the infection.

Sickness/Diarrhoea-The child should be excluded from nursery for 48 hours after the last case of sickness or diarrhoea.

Headlice-The child should be excluded from nursery until they have received treatment and the lice and eggs have completely gone.

Impetigo-The child should be excluded from nursery until they have been treated and the infection has completely cleared up.

Nursery Entrance

The main access to the nursery is via Chipping Sodbury High Street where there is car parking spaces. During peak times in the day you can find car parking spaces in the car park located just behind the High Street by the Wickwar road. There is pedestrian access via the back lane just off Hounds Road. For safety reasons please can you ensure that you do not drive up this lane as it is only to be used for deliveries.

Sun Protection

Parents/Carers are expected to apply sun cream to their child prior to attending nursery. If your child attends nursery for a full day then nursery sun cream will be reapplied before the afternoon session. If your child attends nursery for a full day and you would like to provide your own sun cream then please clearly label the bottle of sun cream and pass it on to a member of staff.

Pushchairs and car seats storage

We have a nursery 'buggy park' in the front garden for you to store your pushchairs and car seats in if needed. First Steps has its own supply of pushchairs so if we go on an outing then we can use our own. The 'buggy park' is the end shed near to the black railings. Please can you make sure that you keep the entrance to the side garden under the canopy clear of pushchairs and obstructions as this is a fire exit.

Water bottles

Please can you make sure that you bring in a drinks bottle filled with water at the beginning of each of your child's sessions. This will ensure that your child has access to fresh drinking water throughout the day and these bottles will be refilled as required during the session. These bottles will need to go home at the end of each day.

Childcare Vouchers

You may be eligible for childcare vouchers to help with the cost towards your fees. The government run a tax-free childcare scheme, please visit www.gov.uk/tax-free-childcare where you can find out further information.

Nursery Education Grant

Every child is eligible for 15 hours free childcare per week for 38 weeks of the year, the **term** after their third birthday. If you are eligible, an additional 15 hours (30 hours in total) funded childcare is available for 38 weeks of the year. We will allow you to 'stretch' your 30 hours entitlement over 52 weeks if you do not use 30 hours per week.

A daily session charge of £3.50 per session or £7.00 for a full day is charged when using the government funded hours to cover the costs of meals, snacks, consumables and sundries that we use throughout the nursery sessions. We will contact you prior to your nursery education grant starting and give you information on how to apply for the additional 15 hours. If you would like your child to increase the hours that they attend nursery when their grant starts then please book your child in as early as possible as our places are limited.

Bank Account details

If you would like to pay your fees directly into our nursery account then our account details are as follows:

Natwest

Account Number	25301985
Sort Code	52-21-32

Thank you, we look forward to working with you and your child.



Find us on facebook

