

Parent's Handbook



DINKY DALES

NURSERY LTD



Dinky Dales Nursery Ltd

Ravenstonedale

Kirkby Stephen

Cumbria

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General Information

Dinky Dales Nursery Ltd, was established in 2021 and is managed by the owners Julie Procter and Keeley Morland. The nursery is situated at the old primary school in the centre of the quiet village of Ravenstonedale, approx. 7.5 miles from Tebay and just under 5 miles from Kirkby Stephen; just off the A685.

The nursery is open from 8:00am-5:30pm, Monday to Friday all year round with the exception of bank holidays and over the Christmas and New Year Period. The nursery is registered for 52 children: 20 under 2½ years and 32 between 2½ and 5 years old.

The rooms are arranged according to the ages of the children. At Dinky Dales, we have 3 fun-filled rooms. A baby room for children 2 years and under. A little room for 2 and 3 year olds and a big room for children to move through in to the term after they turn 3 and pre-school children.

We offer a show around for new starters and their family, this ensures children and parents are familiar with the building, staff and get to know our routines. We will also introduce the parents to the child's key worker and discuss preferred days/times/start day.

Our aim is to provide a safe, fun and secure environment, where your child can learn through play. Dinky Dales Nursery is 'where children learn to explore' and they are encouraged to do this in every aspect of the provision through using their imagination and asking questions. All our learning and care requirements are based on the 0-5, Early Years Foundation Stage Framework (EYFS). Activities and topics are planned based on the children's interests, this 'golden thread' runs throughout everything we do at nursery. The nursery is required to adhere to the statutory welfare requirements. We are very proud of our small, friendly and caring atmosphere which is like home from home for our children. We hope to provide an environment where both children and parents are happy, relaxed and comfortable.

Dinky Dales Policies and Procedures are working documents and are available to you at any time. We have a comments, compliments and complains book, in the entrance hall and on our website. Any comments are most welcome.

We hope your child enjoys their time at Dinky Dales Nursery and we cannot wait to watch them grow and develop.

Our Dinky Team

Julie Procter

Managing Director

NVQ Level 3 Children's Learning and
Development (Early Years Educator)

SENCO



Keeley Morland

Managing Director

NVQ Level 3 Children's Learning and
Development (Early Years Educator)

DSL



Fiona Maughan

Office Manager

Data Protection Officer



Jodie Rothery

Deputy Manager

Level 3 in Children and Young
peoples work force



Jair Donaldson

Deputy Manger

Foundation Degree in
Education of Children in Early
Years



Lauren Belford

Baby Room Leader

CACHE Level 3 Diploma for the
Early Years Workforce
(Early Years Educator)



TJ Keefe

Nursery Practitioner

Level 3 Diploma in Early years



Abigail Mason

Nursery Practitioner

Apprentice working towards
Level 3



Isobel Dargue

Nursery Practitioner

Working towards Foundation
Degree



Heidi Watson

Nursery Practitioner

Early Years Teacher Status



Carley Thwaites

Nursery Practitioner

Apprentice working towards
Level 2

**STARTING
SEPTEMBER 2023**

Our Rooms...



Baby Room

Our baby room can hold up to 6 babies, from birth to 2 years old. Our staff work hard to follow individual routines and to ensure they have a calm, fun and happy time at Dinky Dales. The babies have a fun environment to explore as well as a 'free flow' provision which allows access to the outdoor area.

Little Room

Our little room can hold a maximum of up to 20 children from ages 2 to 3 (the term after they are 3, they will move into the big room). The aim in our little room is for all the children to have fun and develop their independent skills.

Staff work alongside the children to enhance their knowledge and development.



Big Room

Children move in to our big room the term after they turn 3 and will stay for their pre-school year. In the big room we focus more on learning, this is alongside playing. The older children work on developing a 'sense of self' and getting to know themselves. We learn through play and encourage challenge and risk taking to extend our learning and abilities.



Outdoor Area

We love our outdoor area! We spend lots of time playing in our playground, going for walks around our village and exploring our dinky garden. We take every opportunity to play and learn in our beautiful surroundings.



Key Person

Your child will be allocated a key person, who will have responsibility of caring and supporting your child throughout the day. The key person will monitor, observe and record your child's progress throughout their time at Dinky Dales and speak to parents/carers about their child's day! At different ages and stages, their key person will change, however parents will be informed of any changes.

Terms and Conditions

Admissions

The nursery operates a waiting list and places are offered on a first come, first served basis. If spaces are full, the child will be kept on the waiting list and Julie or Keeley will be in touch when the place is available. We will do everything we can to get your child a space, however we do experience a high demand for spaces and ask that you are patient while we are full. There is a non-refundable deposit of £50 to secure your child's space at nursery.

Settling In

Parents are encouraged to bring their children for a visit before starting nursery. This allows the child to get to know the environment and the staff they will be with. We suggest bringing your child for a short 2 hour session in the week before they start which will be free. We take every step to ensure that your child settles in to nursery and is happy in their new environment.

Clothing

We advise parents not to send their children in their best clothing, as they will take part in messy activities! Please provide a spare set of clothes for your child just in case they get theirs messy.

Behaviour

The nursery operates a policy of encouraging positive behaviour. All efforts will be made to diffuse situations by distraction and encouragement of positive behaviour. If necessary a child will be taken away from a situation to calm down in the calm corner, where they can then talk about their feelings and how to solve the situation, they will then return to play with their peers.

Meals and Snacks

Meals are not provided at nursery and parents must send a packed lunch. We can heat hot meals in the microwave. Milk and water is provided with a mid-morning and afternoon snack. We promote healthy eating at all times in the nursery and would encourage parents to follow this as much as possible. We are a **NUT AND SHELLFISH** free nursery so please check the ingredients carefully on the meals you provide. The nursery provides snacks at 10am and 2pm for all children.

Safeguarding

We take our children's safety very seriously here at Dinky Dales Nursery. We have a safeguarding policy in place to ensure that children's safety is our main priority. All staff are safeguarding trained. Keeley Morland is our Designated Safeguarding Lead. (DSL)

Terms and Conditions

Absences

If your child is going to be absent from nursery, please inform us as soon as possible. No deduction will be given for absent days due to sickness. If we are expecting your child and they haven't been dropped off at nursery we will get in touch and ensure everything is ok. If your child is in receipt free funding and is absent during term time due to sickness, the hours are lost and will not be transferable to other days.

During holiday periods, if you can let us know that your child will be off 72 hours before the expected start time you will not be charged for their place.

Medication

The nursery staff will administer medication which is prescribed by the doctors only. A form has to be filled in and signed by the parent before leaving. If your child is showing any symptoms of being unwell please refer to 'Illnesses and Exclusions' information later in this document.

Arrival and Departure

Children must be dropped off and collected from nursery promptly at the correct time. Additional charges will be added for late collections and early drop offs. No child will be allowed to leave the premises with anyone who is not known, notified to staff or on our 'photo ID form'. No one under the age of 16 will be able to collect a child from the premises. If you need to extend your child's hours please inform a member of staff we will do everything we can to accommodate.

Cancellations

If you should wish to cancel your child's place at Nursery, one months notice of leaving is required.

Free Learning for 2 Year Olds

Eligible children are entitled to 15 hours of free learning per week. See the Westmorland and Furness website to see if your child is entitled to these free hours. For an application from and further information please see Julie, Keeley or Fiona at Nursery or look online at:

[Families Information | Free Childcare for 2 Year Olds \(westmorlandandfurness.gov.uk\)](https://www.westmorlandandfurness.gov.uk/families-information/free-childcare-for-2-year-olds)

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Nursery Grants

The nursery is registered to receive the Free Early Years Education Grant. Your child is eligible for the grant from the term after their 3rd birthday. This allows your child to claim 15 hours in one week (term time only). Any hours beyond this will be invoiced separately. When your child is eligible for this we will send a form home. You may also be able to claim an additional 15 hours a week free funding- depending on individual circumstances. For more information on this and a range of other help, please go to; [Families Information | Free Childcare for 3 and 4 year old's \(westmorlandandfurness.gov.uk\)](#)

Fees

Fees are due at the beginning of every month in advance. Bills are sent via Famly to parents during the first week of each month. All bills must be settled by the end of the 2nd week of the month. We are registered to accept payments from the Tax-Free childcare scheme run by HMRC. For more information on this please search Tax-Free Childcare - GOV.UK

[Tax-Free Childcare - GOV.UK \(www.gov.uk\)](#)

Fees are charged per hours booked in at nursery and there will be no deduction for being dropped off later, or being collected earlier. To secure your child's place at nursery we ask for a £50.00 non-refundable deposit to be made at the time of confirming your child's place. This will then be deducted off your first invoice once your child has started.

Non-payment of fees in full after 1 month with result in us printing off the invoice and handing it personally to you. After the second month of non-payment you will receive a final reminder with one week to pay this. Failure to do so will result in your childcare space being terminated until payment is received in full .

All children= £4.95 per hour, unless eligible to free hours.

Holidays

We do not offer deductions for any absent days during term time, however during the holiday periods you can reduce your days (or not attend at all) and will only be charged for the days you are booked in. Attendance during holiday time must be booked in advance but if your child is absent for any reason, you will still be charged for what you've booked unless we receive 72 hours notice. If your child is in receipt of either 2 or 3/4 year old funding and is absent due to holidays in term time, the hours are lost and will not be transferable to other days or refunded to you. Bank holidays and the Christmas closure period will not be charged for.

Any other questions, please ask a member of staff at Nursery, or ring/email us using the details on the front page.



Illnesses and Exclusions



We understand that children generally get colds and runny noses and this is acceptable to Nursery. However, if they have a cough, runny nose and are not themselves we ask that parents don't bring them to Nursery so infection is not spread to children and staff.

The following periods of exclusion apply at all times, when a child has been ill.

- ◇ Chicken Pox - 1 week or until spots are dry and scabbed
- ◇ Cold Sores - 7-10 days until they have crusted over completely
 - ◇ Conjunctivitis - 2 days after treatment start
- ◇ COVID-19 - Complete 3 days isolation and return when recovered
- ◇ Cryptosporidiosis - 48 hours from last episode of diarrhoea
 - ◇ Diarrhoea/Vomiting - 48 hours after last episode
 - ◇ Ear Infection - 24 hours after treatment
 - ◇ Flu - Until recovered
 - ◇ German Measles/Measles - 1 week
 - ◇ Hand foot and mouth - 72 hours
 - ◇ Head lice - After treated and clear
- ◇ High temperature - 24 hours after temperature returns to normal
- ◇ Impetigo - 48 hours after treatment and the scabs are dry
 - ◇ Meningitis - Until recovered
 - ◇ Mumps - 1 week
 - ◇ Oral Thrush - 48 hours after treatment
- ◇ Scarlet Fever - 24 hours after commencing treatment
 - ◇ Shingles - 48 hours
 - ◇ Slap cheek - 48 hours
 - ◇ Streptococcus A—Until recovered
 - ◇ Threadworm - Return after treatment
 - ◇ Tonsillitis—24 hours after treatment
- ◇ Whooping cough - 5 days commencing treatment or 21 days from onset of illness if no antibiotics

We advise that children on antibiotics should have at least 48 hours of treatment, before returning to Nursery.

THESE ARE IN PLACE TO HELP PREVENT THE SPREAD OF INFECTIONS AND ILLNESSES.

Frequently Asked Questions

- WHEN DO CHILDREN EAT AND WHAT DO I NEED TO PROVIDE?

We have food at:

10.00 – SNACK TIME – nursery provides

12.00 – LUNCH TIME – Parents/carers provide

2.00 – SNACK TIME – nursery provides

4.00 – TEA TIME – parents/carers provide (some parents bring snacks and some bring meals)

Snack rotas vary but we will endeavour to pick items which the children in the room like and if they don't, we will provide something they do like.

For mealtimes we have a toaster, microwave and kettle so we can make anything that you think is suitable for your child.

We promote healthy eating. At mealtimes please provide a main meal and at least one piece of fruit alongside other healthy items. Please no sweets or chocolates.

Nursery is a NUT free zone and SHELLFISH free zone. 'May contain nuts' is fine. We advise you not to bring meals such as homemade fish pie which may contain fish bones, as this may be a choking hazard and we aim to keep all children safe. An information sheet on choking is included in this handbook.

Children can bring in their own water bottle, this will be accessible for them throughout the day to have a drink when they would like.

- WHEN IS THE NURSERY OPEN?

We are open Monday - Friday 8.00am-5.30pm all year round (excluding Bank Holidays). We also close for about a week between Christmas and New Year. We will ask every holidays if you would like your child to attend.

- HOW DO I BOOK A START DATE?

Please let us know when you would like your child to start nursery and the times you would like them to attend. This will include a 2 hour free taster session which can be taken by itself or as part of the child's first day.

- WHAT DO I NEED TO BRING?

We love to be outside, therefore we ask parents/carers to provide suitable clothing that you don't mind getting messy. Waterproof clothing and wellies are beneficial as well as a woolly hat and a sun hat. These can stay at nursery if this is easier (lots of parents leave a bag at nursery).

We will also need some spare clothes for if your child has an accident or their clothes get wet/dirty during play.

If your child requires nappies – please provide these. These again can be left at Nursery (a few to last a while) or you can bring a few in your child's bag just for the day.

If nappies are not provided an additional charge will be added to your invoice.

Please could you name your children's clothing to help staff.

- WILL YOU FOLLOW MY CHILD'S ROUTINE?

YES! We ask parents to write down the child's routine prior to the child starting. This will allow us to stick to it throughout the day.

- WHERE WILL MY CHILD SLEEP?

We have cots or pushchairs; we can use whatever your child is used to at home. We

- also have music we can play, twinkly lights or whatever your child may need to help them get to sleep. We can also rock them to sleep if this is something they are used to.

- WHAT IF MY CHILD IS TOILET TRAINING?

We have small toilets, a small seat and potties available and can go with the routine that you are following at home. We make 'toileting charts' so you know when your child has been to the toilet.

- HOW WILL I KNOW WHAT MY CHILD IS DOING?

We endeavour to have good quality discussions with parents/carers at dropping off and collection time. We also use an online app called Famly. When your child starts you will receive an email with how to log in. This will give you access to photos throughout the day of what your child is doing as well as assessments, invoices and news. We send out a monthly newsletter which will inform you of events and topics happening at the nursery.

- HOW DO I HELP MY CHILD AT HOME?

- ◆ Reading a story
- ◆ Painting and drawing
- ◆ Baking
- ◆ High quality conversations – modelling correct pronunciations.
- ◆ Playing with playdough
- ◆ Playing outside
- ◆ Building towers together
- ◆ Counting
- ◆ Listening games
- ◆ Cutting and sticking
- ◆ I-spy
- ◆ Singing and dancing
- ◆ Getting messy!
- ◆ Imaginative play
- ◆ Encourage their interest

- WHAT DO WE TEACH?

At Dinky Dales, we follow the 'Development Matters' curriculum. This is part of the Early Years Foundation Stage.

The following documents can be viewed online:

- ◆ Development Matters (Revised July 2021)
- ◆ Statutory Framework for the Early Years Foundation (Effective 4th September 2023)

- WHAT DO WE TEACH? (CON'T)

To develop children's knowledge and skills, we base our topics on the children's interests. We do this with the hope that this will increase engagement and interactions in the activities.

Using the Family app, we complete observations on children. These are then linked to the 7 areas of development in the EYFS which are; Communication and language, personal, social and emotional development, physical development, literacy, maths, understanding the world and expressive arts and design. In each term, we will complete assessments to determine how well your child is progressing and what we can do further to support their progress through using 'what's next'.

- TRANSITIONS

When a child moves up into the next aged room, we complete transition sessions for this. This could include a couple of hours in the room getting to know staff members or completing a transition report to help the new key person understand what there is to know. We also work closely with schools to make transitions from nursery to school run smoothly. We will (when possible) invite the child's new teacher into the setting to have a chat with your child and discuss the transition. We will also make schoolbooks with pictures in, so the children are aware of the classroom they will be moving into, their new teacher and share this with their friends at nursery.

- WILL I BE ELIGIBLE FOR FUNDING?

The term after a child turns 2 years old, some children will be eligible for 15 free hours a week (term time only). This is dependent a few factors including income, allowances claimed and many others. More details can be found:

[Help paying for childcare: Free education and childcare for 2-year-olds - GOV.UK \(www.gov.uk\)](https://www.gov.uk/help-paying-for-childcare)

The term after children turn 3 years old they are eligible for 15 free hours a week (term time only). Some 3-year-olds may be entitled to 30 free hours. This can be checked on the following link.

[Get 30 hours free childcare: step by step - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-30-hours-free-childcare)

Any questions please do not hesitate to ask a member of staff.

Early years food choking hazards



Below is a table of advice on key foods for care givers who are involved with preparing and serving food for babies and young children (under 5 years old)

Vegetable and fruits	Advice
Pips or stones in fruit	Always check beforehand and remove hard pips or stones from fruit.
Small fruits	Cut small round fruits like grapes, cherries, berries, strawberries and cherry tomatoes, into small pieces: cut lengthways and then again cut them in halves (quarters).
Large fruits and firm fruits	Cut large fruits like melon and firm fruits like apple into slices instead of small chunks. For very young children, consider grating or mashing firm fruits, or softening them up by steaming or simmering.
Vegetables	Cut vegetables like carrots, cucumber and celery into narrow batons. For very young children consider grating or mashing firm vegetables and legumes like butter beans, chickpeas and tofu, or softening them up by steaming or simmering.
Skin on fruit and vegetables	Consider removing the skin from fruit and vegetables, especially for very young children. Peeled fruit and vegetables can be swallowed more easily.
Cooking fruit and vegetables	Consider softening firm fruit and vegetables (such as carrots, broccoli, yam and apples) by steaming or simmering until soft. Serve cut into slices or narrow batons.
Meat and fish	Advice
Sausages and hot dogs	Cut sausages and hot dogs into short strips. Cut them in half and then lengthways or as thinly as possible. Peeling the skin off the sausages helps them to be swallowed more easily.
Meat or fish	Remove bones from meat or fish. Cut meat into strips as thinly as possible. Remove skin and fat from meat and fish, it will help the food pass smoothly down the throat.
Cheese	Advice
Grate or cut cheese	Grate or cut cheese into short strips. Cut lumps of cheese as narrow as possible.
Nuts and seeds	Advice
Chop or flake whole nuts	Chop or flake whole nuts, peanuts and seeds. Whole nuts should not be given to children under five years old.
Bread	Advice
White bread and other breads	White bread can form a ball shape with a dough-like texture at the back of a child's throat, if not chewed properly. Brown bread or toasted white bread are good alternatives. Cut bread, chapatis, naan bread and other breads into narrow strips.
Snacks and other foods	Advice
Popcorn	Do not give babies and young children popcorn.
Chewing gum and marshmallows	Do not give babies and young children chewing gum or marshmallows.
Peanut butter	Do not give babies and young children peanut butter on its own, only use as a spread.
Jelly cubes	Do not give babies and young children raw jelly cubes.
Boiled sweets and ice cubes	Do not give babies and young children boiled, hard, gooey, sticky or cough sweets, or ice cubes.
Raisins and other dried fruits	Do not give babies under the age of 1 whole raisins or dried fruits. Cut them into small pieces.

Make sure food is prepared appropriately for children under 5 years old, see: <https://www.nhs.uk/start4life/weaning/>

It is also advisable that care givers are familiar with how to respond to a choking incident, see: How to stop a child from choking: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-stop-a-child-from-choking/>

and How to resuscitate a child: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-resuscitate-a-child/>



ETHOS

WE PROVIDE A CARING AND SAFE
ENVIRONMENT WHERE ALL CHILDREN CAN
BUILD THEIR IMAGINATION AND RESILIENCE
THROUGH EXPLORATION AND PLAY.

