

Parent's Handbook



Dinky Dales Nursery Ltd
Ravenstonedale
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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. Julie and Keeley previously worked at 'Biggins Nursery (Ravenstonedale) Ltd' which was situated in this building. They then bought and took over the business, changing the name. Dinky Dales is situated at the Old Primary school in the centre of the quiet village of Ravenstonedale, this is approx. 7.5 miles from Tebay and 5 miles from Kirkby Stephen; just off the A685.

The nursery is open from 8:00am-5:30/6:00pm, 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 2^{1/2} years and 32 between 2^{1/2} and 5 years old.

The rooms are arranged according to the ages of the children. At Dinky Dales, we have 3 functioning rooms. A baby room for children 2 years and under. A little room for 2-3year olds and a big room for Grant Funded and Pre-school children.

We operate a show around system for new starters. We like to show all new starters around. This ensures children and parents are familiar with the building, staff and get to know our routines. We ask that you call to make a 'look around' appointment.

The aim of our Nursery is to provide a safe, fun and secure environment, where your child can learn through play. Our slogan is 'where children learn to explore' and they are encouraged to do this during play! All our learning and care requirements are based on the 0-5, Early Years foundation stage Framework. Activities are planned from the seven areas of learning and development to promote a range of skills and learning opportunities. The nursery is required to adhere to the statutory welfare requirements. We are very proud of our brand new, small, friendly and caring atmosphere which is like home from home. 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. Please ask if you would like to read them. We have a comments, compliments and complains book, in the entrance hall. 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

BA Hons in Children, Schools and families (Level 6)



Keeley Morland
Managing Director

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



Fiona Maughan
Office Manager



Laura Stephenson
Nursery Practitioner

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



Lauren Belford
Nursery Practitioner

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



Jodie Rothery
Level 3 in Children and Young People's work force



Jair Donaldson
Foundation Degree in Education of Children in Early Years

Our Rooms...



Baby Room

Our baby room can hold up to 6 babies, from birth to age 2. Our staff work alongside the children and follow their routines, to ensure they have a calm, fun and happy time at Dinky Dales. The babies have plenty of areas and toys to play with and also access to their own outdoor areas!

Little Room

Our little room caters for 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 learning whilst doing this! Staff work alongside the children to enhance their development and get them prepared for their pre-school year!



Big Room

Our Big room, is for children that are Grant Funded age (the term after they turn 3) and the Pre-school children. In the big room we focus more on learning, this is alongside playing. The older children work on writing their names, number work and letters and sounds, plus much more!



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 your child within the group. The key person will link with parents/carers on a daily basis and will monitor, observe and record your child's progress throughout their time at Dinky Dales! 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 a place is offered and the hours are not suitable, the child will be kept on our waiting list until we can accommodate them. Julie or Keeley will be in touch when the place is available. We will do everything we can to fit your child in.

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 session (e.g. 2 hours) in the week before they start. Their first 2 hour session will be free of charge. We are very flexible in terms of the child's needs, when settling in.

Clothing

We advise parents not to send their children in their best clothing, as they will take part in messy activities! And whilst we do use aprons...accidents can happen.

Behaviour

The Nursery operates a policy of encouraging positive behaviour. All efforts will be made to diffuse situations by distraction or persuasion. 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 be able to 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 do not send your child with any of these produce.

Safeguarding

We take our children's safety very seriously here at Dinky Dales Nursery familiarise yourself with our Safeguarding Policy, so you can clearly understand our procedures and what we are obliged to follow should we suspect a child is being ill-treated

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 a child becomes absent more than twice and no notification, then the Nursery will make a courtesy phone call to check that 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 or refunded to you.

Medication

The Nursery staff will administer medication which is prescribed by the doctors only and handed to use by a parent/carer. A form has to be filled in and signed by the parent before leaving. If your child is not feeling 100%, please re consider bringing them to Nursery, to prevent further spreading.

Arrival and Departure

Children must be dropped off and collected from Nursery promptly at the correct time. Due to the COVID 19 restrictions, parents/carers are not allowed to enter the building. We will take your child at the door and at pick up time, bring them back to you with all of their belongings! 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.

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 Cumbria Gov website to see if your child is entitled to these free hours. For an application from and further information please see Julie or Keeley at Nursery or look online at:

www.cumbria.gov.uk/childrensservices/childrenandfamilies/cfis/freechildcarefortwoyearolds.asp

Terms and Conditions

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. Any hours above this, must be paid for by parents. When your child is eligible for this we will send the formal details and what is required by the government. You may also be able to claim additional 15 hours free funding– depending on individual circumstances. For more information on this and a range of other help, please go to; www.childcarechoices.gov.uk.

Fees

Fees are due at the beginning of every month in advance. Bills are sent to parents during the first week of each month. All bills must be settled by the end of the 2nd week of the month. Our preferred method of payment is BACS, but we do also accept cash or cheques.

We are also registered to accept Corporate Voucher's as payment for Fees.

Fees are charged per hours booked in at Nursery and there will be no reduction for being dropped off later, or being collected earlier.

All children= £4.75 per hour, unless eligible to free hours.

For further information please visit: www.gov.uk/child-tax-credit

Holidays

We do not offer deductions for 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 year or 3/4 year old funding and is absent due to holidays, 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– At least 14 days or until fully 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
- ◇ Scarlett Fever– 24 hours after commencing treatment
 - ◇ Shingles– 48 hours
 - ◇ Slap cheek– 48 hours
- ◇ 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.](#)

Our Ethos...

“We provide a caring and safe environment where all children can build their imagination and resilience through exploration and play.”

