



Jack in the Box
NURSERY SCHOOL

Jack in the Box

Welcome Pack

Your child's key person is:

Welcome to Jack in the Box

Thank you for choosing our nursery and becoming part of our family community. We are a pre-school where all involved work to achieve the best for your child.

Our Vision

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this welcome pack in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for.

Our Aims

- At Jack in the Box, we aspire to develop confident, independent, and ambitious individuals who love to play and learn.
- To provide the best care we possibly can in a safe, secure, and stimulating environment.
- To offer Inclusion and Equity opportunities for each child.
- To encourage independence, develop self-esteem, a sense of achievement and self-confidence.
- To foster in children a caring and respectful attitude towards peers and adults.
- To encourage responses to significant experiences, showing a range of feelings and self-regulation when appropriate.
- To develop awareness of the needs of others.
- To provide a regular two- way flow of information with parents and between providers. All staff are aware of the need to maintain privacy and confidentiality.

Starting Nursery

Starting nursery is a very exciting time.

We aim to ensure your child's introduction to our setting is as stress free as possible. Once a place has been offered, we aim to achieve this by inviting you and your child to visit the nursery prior to your child's official start date.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents/carers and staff to work together to help your child feel confident and secure in the group. This takes longer for some children and parents/carers should not feel worried if their child takes a while to settle. You must be prepared to accept that it may take some time for your child to adjust to the nursery but very few children fail to settle eventually. We find that

staying with your child and then leaving him/her for short period's eases the separation process. Please remember, the more your child comes and experiences the activities on offer and sees you interacting with the staff, the more settled s/he will feel. To see our recommended programme to introduce your child to life at the nursery, please refer to the Settling-in Policy.

Arriving at Nursery

Children should arrive at 9.00am Doors will be open at 9.00am for the main session and parents/ carers can enter the nursery. If a child is attending breakfast club, they need to arrive by 8.30am or wait for the main session to start as this can cause disruption to the setting and children.

Late arrivals and pick up

Please try to arrive at nursery on time as this helps the setting and your child. Children often find it hard to settle when everyone else is already busy and feel more settled when they arrive in time and alongside their peers. If you do arrive late, then please ring the doorbell, and wait for a convenient time for a member of staff to let you in. A late pick-up charge will apply.

Parking

During session times if you need to drive then please respect local neighbours and park in an appropriate place.

Security

Once the session has started all children are safe in the nursery. During sessional hours' parents, should report to the front gates or door. To keep our children safe, we must be informed if someone other than you are collecting your child. Please fill in the 'collection form' situated by the front door, practitioners will add this information to their daily information sheet you will need to ensure the person collecting your child has the password which you filled in on your child's registration form.

Holidays in Nursery term time

You are more than welcome to take your child out of the setting for notified holidays and special occasion during term time. However, they will miss important learning opportunities, and this is not in line with Hertfordshire school policy. Sessions will still be chargeable if fee paying, and funded hours will not be able to be claimed back.

Health and Safety at Nursery

What to do if your child is unwell

Please telephone the nursery (please see communication page within this welcome pack) on the first day of any absence. The Managers are not allowed to admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Any child who has a temperature, discharge from the eyes, sickness, diarrhoea or any contagious/infectious

illness should be kept at home until a doctor has certified, that s/he is fully recovered, or 48 hours have elapsed since the last bout of diarrhoea or 24 hours has passed since their last recorded temperature. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival.

Prescribed Medicine in Nursery

Most children will at some time have a condition requiring medication. For many the condition, will be short-term – perhaps the duration of a short period of absence from Nursery. However, although a child may soon be well enough to be back at nursery prescribed medication may still be required during the nursery day for a short period. Parents must complete a medicine form giving details of the child's condition and time to be administered. All medication must be prescribed by a doctor and clearly labelled with the child's details and will be kept in a locked container or in the fridge. Records will be kept of all medication received and administered by the Nursery. We endeavour to administer medication at the prescribed time however if this differs the new time will be stated to the parents/carers and signed for at the end of the session. The nursery is only allowed to administer prescribed medication from a doctor. Parents/ carers are asked to keep their child at home for the first 24 hours when medication is prescribed (if they have not had this prescribed medication before).

Illness during nursery hours

Sometimes children become ill while at nursery. If necessary, the nursery will make every effort to contact parents/carers to come and collect their child. The emergency contact numbers are crucial at this stage, and it is very important that you try and remember to notify the nursery of any changes in them. Parents/ carers need to ensure they have received consent from their emergency contacts for the nursery to retain their personal information, should they need to be contacted in an emergency.

Head lice

Head lice can be attracted to any child's hair, anytime and anywhere. Due to the way in which they transfer, they can be a problem in nurseries. We do not search children's heads for lice, however if we discover that a child has lice, we will inform you promptly and anticipate that you will treat your child and your whole family as soon as possible. There is a lot of advice available in pharmacies about the current recommended treatment for these pests and we will always offer advice if asked. It is every parent's responsibility to regularly check their child's hair and act immediately if lice are found, we suggest hair is wet combed weekly.

Accident/ Incidents during nursery hours

All accidents/ incidents are reported in our Accident/ Incident File which is kept in the Nursery. Parents/carers will be asked to sign these in the event of their child having an accident/ incident at the end of the day the accident occurred. In some cases, parents are contacted immediately after the accident for example a bump to the head. First aid trained staff will administer first aid and TLC for minor injuries. In the unlikely case a serious injury occurs an ambulance will be called.

Whole nursery emergency

In the event of a whole nursery emergency or critical incident, all parents will be contacted the nursery would evacuate to Highfield Community Centre

Sun watch days

Due to health risks concerned with over exposure to strong sunlight we have sun watch days when the children are moved out of direct sunlight when outside, settings will be aware of the UV levels on hot days and act accordingly. Parents/ carers are advised to apply sun cream before each session during the summer season. If your child attends all day a named sun cream must be provided for practitioners to apply after lunch. We advise parents/ carers to provide named sunhats for their children and clothing that covers the arms.

Communication between home and Nursery

Nursery website

Our nursery website is at www.jackinthebox.org.uk . This contains policies and procedures and is updated regularly. Parents and carers are welcomed to follow our Instagram page @jewtreejackinthebox (look for our logo) where photos and events of the activities available to your children will be shared and are updated weekly. Please familiarise yourself with the settings policies and procedures.

Contacting the nursery by telephone or email

If you need to contact the nursery you should telephone: Agnese or the nursery on 07960381422. You can also email by writing to jitbyewtree@hotmail.com

Newsletters and signs

You will receive half termly newsletters and flyers of up-and-coming events. Important information is always displayed on the white board or window and website please ensure you check these daily.

Fees

You will receive a termly invoice indicating the amount for the full term. This can be divided into monthly instalments with agreement from the manager. Failure to make these agreed payments may result in your child's sessions being suspended or reduced to a manageable amount.

Parent consultations/ telephone calls

Parents/carers are invited to parent consultations in the Autumn, Spring and Summer terms or receive a telephone consultation call. To book your appointment please see the booking form on the window in the weeks before the consultation dates or speak to your child's key person.

Complaint's procedure

We believe children and parents/ carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We work in partnership with parents and the community generally and we welcome suggestions on how to improve our nursery at any time. We reserve the rights to terminate your contract with us if threatening/ verbal or physical abuse is shown towards a member of staff.

Making concerns known

A parent who is uneasy about any aspect of the group's provisions should first talk over any worries and anxieties with the manager.

Most complaints should be resolved informally or at this initial stage.

If the matter reoccurs or is unresolved to the parents'/ carer's satisfaction, the parent/ carer should put the concerns or complaint in writing and request a meeting with the nursery owners if they feel the setting is not fulfilling the Early Years Foundation stage (EYFS) requirements.

Jack in the Box will notify the parents/ carers who made the complaint of the outcome of the investigation within 28 days of having received the complaint. Both parents/ carers and owners may have a friend, relative or partner present if required and an agreed written record of the discussion should be made, which will be made available to Ofsted (please see complaints policy)

Learning and Development

The Early Years Foundation Stage (EYFS)

At Jack in the Box, we provide a tailored curriculum supported by the EYFS this guides the development of children's capabilities with a view to ensuring that children in our care are ready to benefit fully from the opportunities ahead of them.

There are seven areas of learning and development that shape the educational programme at Jack in the Box. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas are called, the **prime areas**, which are:

- communication and language;
- physical development;
- personal, social and emotional development.

We also support children in four **specific areas**, through which the three prime areas are strengthened and applied. The specific areas are:

- literacy;
- mathematics;
- understanding the world;

- expressive arts and design.

Our sessions involve activities and experiences for children, as follows.

- **Communication and language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations. This covers many forms of communication such as picture exchange, Makaton and visuals.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement through both Gross and fine motor skills. Children are helped to understand the importance of physical activity.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings and understand others; to understand pro-social behaviour in groups; and to have confidence in their own abilities. Through adult modelling they will learn how to look after their bodies, including healthy eating and manage their personal needs independently.
- **Literacy** involves encouraging children to link sounds and letters and to begin to read and write through decoding. Children are given access to a wide range of reading materials (books, poems, and other written materials both fiction and non-fiction) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures. It is important that children look for patterns, relationships and spot connections, developing a deep understanding of numbers to 10.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, past, present and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design.

Practitioners consider the individual needs, interests, and stage of development of each child in our care and use this information to plan a challenging and enjoyable curriculum for each child in all the areas of learning and development.

Each area of learning and development is implemented through planned, purposeful play and through a mix of adult-led and child-initiated activity. Play is essential for children's development, building their confidence as they learn to explore, to think about problems, and relate to others. Children learn by leading their own play, and by taking part in play which is guided by adults.

Key person and Learning Journals

The nursery has a key person's system in operation. Your child will be given a member of staff who will be responsible for the initial settling-in period, this will enable your child to form a bond with his/her keyperson. Your child's keyperson will also be responsible for keeping a Learning Journal record of your child's progress and will complete your child's progress check at 2 years of age (please see two-year-old policy) As well as writing termly assessment records through their teacher judgment and knowledge of your child. However, please note that the keyperson does not have sole contact with of your child throughout the day and at times they will not be the person giving you feedback at the end of each session/day.

All staff are pictured with their qualifications within the foyer as well as the key person's list.

Offsite visits

We strongly believe that all our children should have opportunities to visit places that are relevant to their learning and give them an opportunity to develop their skills. Visits are usually planned at the start of the term, and you will receive a consent form if you wish your child to participate. We have a range of outside visitors who help broaden the children's curriculum.

Photographs

Your child will be photographed whilst they are at nursery. They will be photographed by practitioners as part of their learning. These images may be used in the nursery environment as well as for assessment purposes to support your child's learning Journal. Please ensure you are aware of the image consent documentation on the pupil registration form.

Inclusion

Jack in the Box Nursery is an inclusive nursery. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual children, or groups of children. For further information please see our inclusion and equity policy.

Special Educational needs and Disabilities (SEND)

Where a child appears to be behind expected levels, or where a child's progress gives cause for concern, practitioners will consider all the information about the child's learning and development from within and beyond the setting, from formal checks, from practitioner's professional judgment, observations and from any more detailed assessment of the child's needs. From within the setting practitioners will consider information on a child's progress in communication and language, physical development, and personal, social, and emotional development. Where any specialist advice has been sought from beyond the setting, it will inform decisions about whether a child has SEND. All the information will be brought together with the observations of parents and considered with them. Children may have Special Educational Needs and Disability either throughout or at any time during their nursery development and our dedicated Special Educational needs co-Ordinator (SENCO) are here to support.

Behaviour

Aims and expectations

It is the primary aim of Jack in the Box that every member of the Nursery feels **valued, listened to and respected**, each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The Nursery's positive behaviour policy is therefore designed to support the way in which all members of the Nursery can work together in a supportive way. It seeks to promote an environment where everyone feels happy, safe, secure and supports these key aims:

Believe that children and adults flourish best in an ordered environment without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline, self-esteem, as well as self-regulation, with respect for others to ensure everyone knows what is expected of them and children are free to develop their learning in an atmosphere of mutual respect and encouragement. Agnese is the named practitioner responsible for behavior management.

To achieve this at Jack in the Box:

Strategies of addressing unsociable behaviour are used and this is regularly discussed and agreed within the Nursery, and explained to all newcomers, both children and adults. The implantation of "high five" values was implemented from the children's suggestions

1. Listening ears

2. Looking eyes

3. Sitting nicely

4. Quiet mouths

5. Hands up

= High five

- Appropriate methods are implemented to support children's behaviour including distraction, praise and reward and excellent nursery- home links. (See positive behaviour policy, Positive touch policy)

Clothing

The nursery requests that each child is provided with several complete changes of clothes. It is an essential component of educative play that children can enjoy art and craft activities with, for example, glue, paste, paint, sand, water, etc. Inevitably children will transfer some of these materials onto themselves and their clothing. We attempt as far as possible to purchase glue, paste and paint which are "washable", but in practice not everything is washable off all

clothing materials. Parents should therefore dress their children with this in mind. The nursery will accept no liability for clothing damaged while your child is at the nursery.

Please ensure your child has the following named items at nursery:

- Wellington Boots/Raincoat
- Sun Hat/Sun Cream
- Appropriate clothing for the weather conditions and an adequate supply of spare clothes in their bag
- Appropriate clothing and shoes for children to manage themselves (no laces)
- Nappy changing items (if needed) this includes nappies, named wipes and nappy sacks.

Toileting

We promote independent toileting for all children and support parents during the toilet- training period.

Children are encouraged to ask a member of staff if they need to use the toilet. This arrangement enables toileting to be more closely monitored by staff who are then on hand to supervise hand washing afterwards. However more confident children may use the toileting facilities independently. Children are encouraged to ask a member of staff to support intimate care e.g., wiping, flushing and support with clothing however children sometimes do this independently. (See intermate care policy and positive touch policy)

Nappies

Parents/carers of children not yet completely toilet trained are required to provide sufficient disposable nappies, nappy sacks and named wipes for each day and cream if needed.

Breakfast, Lunch and Tea Club

Jack in the Box provides the opportunity for children to have breakfast, lunch and tea. We do all we can to ensure that the meals provided are of nutritional value.

Packed Lunches

Parents who provide a named pack lunch must ensure these are balanced and have a nutritional content with a named drink; and does not contain sweets. These will be stored safely till lunch time and monitored during lunch times. On hot days, you may wish to put an ice pack inside to keep them cool as there is insufficient space to place them in the fridge. Named water bottles need to be provided.

Snack Shop

Children will have the opportunity throughout the sessions to visit the snack shop where fruit, other nutritional snacks, fresh water, and milk are available. An additional snack time will be held throughout the morning and afternoon sessions, where milk, water and fruit are provided. Fresh water is available throughout the day. Please check the settings notice boards or snack letter for the items to bring each day/week for snack.

Our Nursery promotes a healthy lifestyle this is reinforced through our menus and supervision over home packed lunches brought into the setting to ensure they are of nutritional value. As sweets, can damage children's teeth, we do not allow sweets to be eaten in the setting, and they will be taken out of lunch boxes and placed within their take home bags

Allergies in Nursery

We have had some children with severe peanut allergies so to make our nursery environment as safe as possible we ask that you inform a member of staff if your child has peanut butter sandwiches. If your child has any dietary restrictions or allergies, then please ensure you have notified a member of staff. Please make sure you read the newsletter for other allergies within the setting and foods that may be restricted.

Our wider community

Family centres

Family centres can offer support advice and activities for all families and children we work closely with: Windmill Family Centre

Windmill Family Centre
Address: Hemel Hempstead HP2 4DW

Policies

All our policies and procedures are available on our website <https://jackinthebox.org.uk> and in the nursery foyer. If you require these in any other format, please speak to a member of staff.

Thank you for taking the time to read this welcome pack. We hold an open-door policy so please always ask if you have any questions or queries. We look forward to watching your child flourish at Jack in the Box.
The Jack in the Box team.