



## **Jack in the Box Nursery Regulations, Policies and Procedures**

This policy represents the agreed principles of Jack in the box's Nursery regulations. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

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 policy 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. Alongside the Early Years Foundation stage (EYFS) policy, Health Safety and Welfare policy and Additional Information policy.

### **Birthday celebrations and Special Events**

The nursery celebrates birthdays and special events. Parents/carers must ensure if they bring in treats or cakes from home to celebrate a special event then this must be in the manufacturers' original packaging to eliminate the risk to children with allergies. Any treats will be given out at the end of the session to parents/carers for them to give to their child if they wish to do so. Alternatively non- edible options can be brought into nursery such as bubbles or stickers to celebrate with.

### **Clothing**

The nursery requests that each child is provided with several complete changes of named clothes. It is an essential component of educational 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 to 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/ carers should therefore dress their children with this in mind. The nursery will accept no liability for damaged clothing while the child is at the nursery.

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

- Wellington Boots/Raincoat
- Sun Hat/Sun Cream (as required)
- Appropriate clothing for the weather conditions
- Appropriate clothing for children to manage themselves
- Nappy changing items (if needed) this includes named nappies, wipes, and nappy sacks.
- Child-friendly footwear e.g., Velcro shoes (no laces)
- A named pack lunch (if needed) which is of nutritious value
- A named water bottle

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- A termly snack letter will be sent out for you to choose from and items will need to be brought into nursery daily.

### **Key Persons**

Every child within Jack in the Box is assigned a key person who will greet you all on your child's settling in sessions. The key persons role is to ensure that your child's care is tailored to meet their individual needs, to help them become familiar with the setting, offer a settled, positive, trusting, warm relationship, for your child's confidence, well-being and attachment whilst building a relationship with parents/carers. Your child's key person will undertake most of your child's daily care practices.

Your child's keyperson will also be responsible for keeping records on your child such as Learning Journal records of your child's progress as well as completing your child's progress check at 2 years of age as appropriate (see two-year-old policy), alongside completing termly assessment sheets and if necessary, help families engage with more specialized support if appropriate. The key person will promote your child's learning by developing a deep understanding of their individual needs and from their modeling and support. The transition toolkit will be completed when your child moves onto their next setting, i.e., school. However, please note that the keyperson does not have sole charge 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.

### **Notice of absence (see Safeguarding policy and child placement, admissions, and attendance policy)**

If a child is not brought to nursery on a day when s/he is normally present, the parents/carers must inform the Managers by 9am with the reason for the absence and the expected date of return. If for any reason (e.g., illness or holidays) a child cannot be brought to the nursery when s/he would normally be present, parents/carers are required to pay the normal fees. We all have a duty to keep children safe and protect them from harm. Poor attendance can be seen as a safeguarding issue. Timely attention will be paid to the attendance and development of any child who attends the nursery with particular attention drawn to children who are believed to be 'at risk,' 'vulnerable groups,' or who have been placed on the safeguarding children's register.

Children's attendance will be monitored and recorded, and parents/carers will be contacted as to the reason why their child has not attended, and logs will be monitored. If a child is absent for a prolonged period, or a child is absent without notification from a parent/carer the nursery will contact the parents/carers or make contact through the emergency contact list.

Practitioners will use their professional judgment regarding the patterns and trends in a child's absence, the child's/ parents and or/carers' vulnerability due to parent's/carers/ child's mental or physical health, their homelife and current circumstance when deciding if their absence should be considered as prolonged.

Any concerns will be referred to local children's social care services and/ or a police welfare check requested.

### **Personal property**

Children should not bring sweets or valuables to the nursery (e.g., jewellery, toys etc.), since staff cannot be held responsible for any personal belongings being lost or damaged. However, children on occasions will bring in a comfort/ transition toy from home, this will be placed in the child's bag during the session when it is not needed.

Due to health risks concerned with over exposure to strong sunlight we have sun watch days where the children are moved out of direct sunlight when outside. Settings will be aware of the UV levels on hot days and will act accordingly. We are committed in ensuring that all children are protected from the dangers of too much sun. Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun and find the right balance to protect children from sunburn. Particular attention will be paid to direct sunlight times 11.00am-3.00pm and routines maybe adjusted, and activities will be moved into shaded areas.

Children are encouraged to drink water more frequently throughout sunny or warm days; this is accessible both indoors and outdoors.

Parents must apply a high factor sun cream before each session during the summer season. If your child attends all day a named sun cream must be provided and suitable for their own individual needs. Suncream must be within its expiry date, suncream containing nut-based ingredients will not be allowed in the setting. Practitioners will re-apply suncream after lunch, parents/carers must provide named sunhats for their children and light-weight cotton clothing that covers their arms and legs.

**Toileting (please see intermate care policy for procedures)**

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 hygiene routines such as 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.

**Nappies (please see intermate care policy for our nappy changing procedures)**

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

**Photographs policy (please see acceptable use policy)**

At Jack in the Box, we take photographs of your children participating in activities, celebrating their achievements and their progress through the Early Years Foundation stage, whilst capturing their development and learning experiences, these photos may be displayed within the nursery environment. Under no circumstances will these photographs be circulated outside the nursery, used for promotional purposes, or posted on the website unless permission is received in writing from parents/carers beforehand.

**(Please see Pupil Information Sheet and Acceptable use policy to sign for consent, consent for photographs can be removed if parents wish to do so)**

**This Policy was adopted by the managers and staff in September 2025**

**Signed on behalf of Jack in the Box Managers.....**

**Staff signatures:**