Jack in the Box
NURSERY SCHOOL

Jack in the Box
Welcome Pack

Welcome to Jack in the Box

Thank you for choosing our nursery and becoming part of our family community. We are a nursery where all involved work to achieve the very 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.

Pleased 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, alongside all of our policies and procedures, these can be accessed at https://jackinthebox.org.uk

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 equity and equal /equity opportunities for all children.
- 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 when appropriate.
- To develop awareness of the needs of others.
- To provide a regular two- way flow of information with parents/carers, between providers and other professionals as required. 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 smooth as possible. Once a place has been offered, we will invite 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. 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.

If your child is attending breakfast club, we request they arrive by 8.30am to ensure they are ready to participate in the breakfast routine.

Late arrivals / pick ups / non-collection of children

Please try to arrive at the 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 on time and alongside their peers.

If you do arrive late then, please ring the bell, and wait for a convenient time for a member of staff to let you in.

All adults are aware of the system in operation for children's arrivals and departures and an adult will always be at the door during these periods. If for any reason, you are unable to collect your child at the end of the session be assured that there would always be two members of staff on duty.
If you can phone through to the nursery to let us know when you hope to collect that would be helpful. If for any reason, you are unable, please do not worry as no child would ever be left on the premises alone. Your child will be reassured and cared for throughout this period so as not to cause the child upset. A child can become distressed when they are the last to be picked up if there is a significant wait time. The nursery staff will nurture your child and provide them with reassurance if their parents/carer has been unavoidably delayed.
We would phone all the contact numbers held on the contact form. Every attempt will be made to ensure that the child is collected but if after 45 minutes to one hour of closure of the setting, the issue has not been resolved the staff will follow their child protection procedures i.e. the police will be informed and children's services if there has been no contact from parents/carers or anyone on their emergency contact list.
The Designated safeguarding Lead (DSL) will keep detailed time records of the action taken and calls made. Under no circumstances should staff go to look for parents/carers or take the child home with them. Your child would then be cared for by Social Services and a note giving their contact details will be left on the main door of the nursery building. Late collection fees will occur if a child is picked up late from their intended session time.

Stranger awareness/ collection of children and security

During sessional hours parents/carers should report to the front gates or door.

Staff are constantly alert to any strangers on the premises. We will not open the door to anyone that is unknown to us and will NEVER release a child to anybody other than the parent/carer unless permission is granted, or communication has been made with the nursery prior to pick up and the password used.

Children's names and identity are always protected, and staff will not disclose information about any child attending the nursery to any person other than those immediately responsible for the child. If a child were the subject of a child protection plan, information would only be shared with Social Services or other agencies involved in a strictly confidential manner. Please refer to our General Data protection policy.

Parents have a responsibility to inform staff if anyone other than themselves is collecting their child for whatever reason. Staff will ask parents/ carers to complete the form situated in the cloakroom area as to who is going to be collecting their child or this information will be written on our daily information sheet, only then will they be released from our care. If we are unsure at any time, parents will be contacted to confirm the identity of any person.

Children may only be picked up by a person who is over 16 years of age, or by a parent, legal guardian, whom is under the age of sixteen. (Please see our Health Safety and Welfare policy)

Parking

During session times if you need to drive then please respect local neighbours and park in an appropriate place which is situated in the Rose and Crown Car Park.

Holidays in Nursery term time

You may take your child out of the setting for notified holidays and special occasions during term time. However, they will miss important learning opportunities, and this is not in line with our policies. Sessions will still be chargeable if fee paying and make up sessions are not offered for children on funded sessions.

Attendance

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 contacts list. Practitioners will use their professional judgement regarding the patterns and trends in a child's absence, the child's / parent and or carers vulnerability due to parent/carers or child's mental or physical health, their home life and current circumstances 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. (please see Child placement, admissions and attendance policy)

Health and Safety at Nursery

What to do if your child is unwell

Please telephone the nursery (please see communication page) on the first day of any absence. Staff members 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 s/he is fully recovered, or 48 hours have elapsed since the last bout of vomiting or diarrhoea or 24 hours has passed since their last recorded high temperature, without medication. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival.

Medicine / oral health

Jack in the Box will continually promote good oral health of the children within our care.
Most children will at some time have a condition requiring prescribed medication. For many the condition, will be short-term – perhaps the duration of a short 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. **Jack in the box will only administer medication that has been prescribed by a medical professional such as a doctor, dentist, nurse, pharmacist, or ophthalmologist.** Parents/ carers must fully complete a medicine form giving details of the child's condition and time to be administered. All prescribed medication must be clearly labelled with the child's details and will be kept in the fridge and/or a locked kitchen. Records will be kept of all medication received and administered by the Nursery and will only be administers to a child where written permission for that particular medicine has been obtained from the child's parent/ carer. Only Level 3 or above practitioners with paediatric first aid can administer medication. We endeavour to administer medication at the prescribed time however if this differs the new time will be stated to the parent/carer and signed at the end of the session. Parent/carers will be asked to keep their child at home for the first 24 hours when mediation is prescribed if they have not had the prescribed medication before. Medicines containing aspirin will only be administered if prescribed by a doctor. Staff must always use their professional judgement, we are not accepting any medication, and we cannot advocate for herbal medications or remedies, these should be given at home.

Illness during nursery hours/ has an allergic reaction at the nursery (including procedures)

Sometimes children become ill while at nursery. If necessary, the nursery will make every effort to contact a family member to come and collect the 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.

Jack in the box will only administer medication that has been prescribed by a medical professional such as a doctor, dentist, nurse, pharmacist or ophthalmologist and a medicine permission form is fully completed by the child's parent/ carer If a child falls ill within the setting or has an allergic reaction to an unknown allergy and parents/ cares are some significant time away, then with parental/ carer consent managers or staff with a level 3 qualification or above with paediatric first aid training can administer paracetamol (never ibuprofen) and antihistamine in an emergency.

Emergency Medication Protocol
Protocol

1. Call parent/carer and explain the situation e.g. their child has a significantly high temperature or is having an allergic reaction from an unknown allergy.
2. Ask if any medication has been administered already that day and at what time/ what the medication was.
3. Inform the parents/carers that a photo will be sent, and consent is needed before we can administer the medication.
4. Send a photo of the medication you are going to administer (ingredients label and dosage label)
5. Await a written text message with permission from parents/carers before administration.

Text protocol

1. Send photo, including dosage, name and ingredients of the medication you are about to prescribe to check if there are any known allergies to the medication/ or if they have had this medication before.
2. Detail the amount to be given e.g. "I will give your child 7.5ml", ensure the correct dosage is given for the child's age.
3. Ask parents/carers "Has your child had any medicine today"? If yes, what did they have and at what time.
4. Please reply to give me consent to administer the medication.
5. Once consent is given through a text message, prescribing the amount and the above questions answered the manager or level 3 practitioner with paediatric first aid can administer the medicine.

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 headlice and we will always offer advice if asked. It is every parent's/carers responsibility to help prevent, detect and help control the spread of headlice and regularly check their child's hair and act immediately if lice are found. It is our experience that the best advice is to get into the habit of 'wet combing' your child's hair twice a week (even when you do not suspect the presence of lice) as a preventative measure and keep long hair tied up.

Accident/ Incidents during nursery hours

Should any incident involving injury to a child take place, a paediatric first aid trained member of staff will be called to assist. If necessary, emergency assistance will be called for.

We record any accident/ incidents in the accident/ incident file involving injury and first aid treatment given, and in all cases, we inform parents/carers, and they sign an Accident Form to confirm they have been informed. If a child bumps their head during the session Parents/carers will be called prior to collection and the accident form will be signed on collection and parents/ carers will be provided with a head bump form for signs to look out for. Should a child be quite seriously hurt, we contact the parents/carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change. If we cannot reach the parent/carer or emergency contact, we will refer to the Pupil Information Sheet for other emergency contacts. If no one can be contacted managers will take the appropriate action e.g. take the child to hospital.

Whole nursery emergency

In the event of a whole nursery emergency or critical incident, all parents/carers will be contacted the nursery would evacuate to 'Rose and Crown Car Park'.

Managing server weather and adverse events

At Jack in the box, we try to prepare for all weather conditions that might affect the running of the nursery such as floods, snow, heatwaves and internal events such as loss of power or heating.
If any of these impacts on the nurseries ability to open or operate, we will contact parents/cares via phone/ email and update our Instagram pages.

Flood

In the case of a flood, we will follow our evacuation procedures to enable all children and staff to be safe and plan for continuity of care if safe to do so.

Snow and other serve weather

If we encounter a heavy snow fall or another sever weather condition such as dangerously high winds during a nursery day the manager will decide whether to close the nursery. This decision will consider the safety of the children, parents/carers and the staffing team. In the event of a planned closure during the nursery day, we will contact all parents/carers to arrange collection of their child. If a planned closure is before the nursery day parents/carers will be contacted of our closure. Parents/carers should telephone the nursery mobile phone before bringing their child, to check whether we are open as normal. Please ensure you keep the nursery informed of any change in telephone numbers and contact details.

In the event of staff shortages due to snow or other serve weather, we will contact all available off duty staff and group the children until they arrive. If we are unable to maintain statutory ratio requirements after all options have been explored, and we feel the safety, health or welfare of the children, staff, parents and carers is compromised then we will take the decision to close the nursery.

Sun watch days and heatwaves

Due to health risks concerned with our 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 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 strength of the sun and find the right balance to protect children from sunburn. Particular attention will be paid to direct sunlight times 11am-3.00pm and routines maybe adjusted, and activities will be moved onto shaded areas.

Children are encouraged to drink water more frequently throughout sunny or warm days this is assessable both indoors and out.

Parents must apply a hight factor suncream before each session during the summer season. If your child attends all day a named suncream must be provided suitable for their own individual needs and must be

within its expiry date. Suncream containing nut-based ingredients will not be allowed in the setting. Practitioners will then re-apply suncream after lunch, Parents/carers must provide a named sunhat for their child and light-weight cotton clothing that covers their arms and legs.

Communication between home and Nursery

Nursery website

Our nursery website is at www.jackinthebox.org.uk . This contains policies, procedures and the latest Newsletter and is updated regularly Please familiarise yourself with the settings policies and procedures.

Parents and carers are welcomed to follow our Instagram page @jitbkingslangley, (look for our logo) were photos of the activities and events are updated weekly.

Contacting the nursery by telephone or email

If you need to contact the nursery you should telephone: The nursery on 07961120231. You can also email by writing to jackintheboxnurseries@gmail.com

Newsletters, noticeboards and relevant information

You will receive half termly newsletters and flyers of up-and-coming events. The notice boards display current information about the nursery and what your child is learning alongside general information, current legislation, and services available to our parents/ carers and children. Please check regularly

Fees

You will receive a termly invoice indicating the amount for the full term. This can be divided into monthly instalments, with agreement by 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/carer consultations in the Autumn, Spring and Summer terms, these are either face to face conversations or telephone calls. To book your appointment please see the booking form on the nursery door in the weeks before the consultation dates or speak to your child's Key Person.

Complaints 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/carers and the community generally and we welcome suggestions on how to improve our nursery at any time. We reserve the right to terminate your contract with us if threatening/ verbal/ harassment or physical abuse is shown towards a member of staff. (see parental conduct on your registration form)

Making concerns known

A parent/ Carer 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 is unresolved to the parents'/ carers satisfaction, the parents/ carers 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 or our statutory duties. 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 the owners may have a friend/ relative or partner present if required and an agreed written record of the discussion and outcome should be made, which will be made available to OFSTED (please see complaints policy for procedures to follow)

Parent/Family involvement

We involve parents/carers and families within nursery life regularly through out the year, some of the ways we achieve this is by

Stay and Play sessions, mystery Readers, Christmas Production, Easter Production, Gardening Week, Rhyme Times Sessions, Family Picnics, Sports Day, Occupation Visit, Pet Visit and any other way families feel they can support the setting. (see parents as partners policy) and (Parent's code of conduct signed on registration)

Our Curriculum and Learning and Development

Jack in the Box at Kings Langley Curriculum

Here at Kings Langley we have devised our DREAM Curriculum. As a setting these are a set of positive traits, we would like every child to achieve by the time they have finished their time with us. DREAM stands for.

Dedicated, Resilient, Excited, Ambitious, Mindful

At Jack in the box, we base our curriculum on what our children already know and what they need to learn in a holistic way covering the seven areas of learning in the Early years foundation stage (EYFS). The curriculum is organised to allow children to explore and learn securely and safely. Our ambitious curriculum is designed to be coherent and sequential, building on children's knowledge to meet the needs of the range of ages and stages of children in our care, especially disadvantaged children, those with SEND, those who are known (or previously known) to children's social care, and those who face barriers to their learning and/ or well-being.

We focus on developing children's knowledge and skills rather than on activities and experiences that leave children's learning to chance. We focus on concepts that are just ahead of children's current level of thinking, which allows them to learn newer concepts by building on previous concepts that they have securely understood. Through high quality teaching/ interactions and expert knowledge of child development staff focus on the most important knowledge and skills needed to be taught and continually check children's deeper understanding adapting that teaching where necessary to support any barriers to learning. (Please see our Early Years Foundation Stage policy)

The Early Years Foundation Stage (EYFS)

At Jack in the Box, we provide a tailored curriculum which is 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 ready for their next stage in education and school readiness.

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, the *prime* areas, are:

Personal, Social and Emotional Development-

- Supports children to develop warm, positive relationships and interactions.
- Enables children to develop a positive sense of self.
- Helps children to develop an understanding of emotions.
- Model's routines, boundaries, and expectations that help children learn how to have a good relationship with each other.
- Provides opportunities for children to explore, prepare and eat healthy foods in supportive and meaningful contexts.

Communication and Language-

- Places a strong focus on vocabulary, oral language, and language comprehension.
- Promotes children's enjoyment and develops their love of stories, rhymes, songs, and books.
- Includes frequent and high-quality interactions between adults and children.
- Includes oral storytelling and shared reading with plenty of opportunities for repeated practise in a range of contexts.

Physical Development-

- Identifies small steps that, when taught and practised purposefully, lead to proficiency in a physical skill.
- Enables children to learn and practise what they need to and builds on what they already know.
- Includes explicit modelling and teaching of fundamental movement skills.
- Provides activities that deepen and extend children's capabilities.
- Gives children the space and time they need to practise and refine their emerging skills through play.

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

children's curiosity and enthusiasm.

Literacy-

- Develop children's communication and language.
- Inspire children's love of books, songs, and rhymes.
- Includes storytelling and shared book reading.

Mathematics-

- Is sequenced so that concepts are introduced and developed carefully, and knowledge and skills are practised frequently.
- Develops children's confidence in and use of mathematical vocabulary.
- Is designed to give children a secure grounding in number and operations with number and to develop their spatial reasoning.
- Helps them to enjoy mathematics so that they use what they know across all areas of learning.

Understanding the World-

- Emphasises the importance of children's personal experiences and the books, songs and rhymes they encounter.
- Enables practitioners to identify the language and knowledge that children need to learn to develop their concepts of past, present and future and their knowledge of living things and the natural world.

- Includes experiences that help children make sense of and learn about the diverse world in which they live and help them recognise both the similarities between themselves and others and their own uniqueness.
- Enable children to learn to use technology safely and purposefully.

Expressive Arts and Design-

- Gives children opportunities to learn and practise skills, to appreciate their own and others art, and to use what they know in creative ways.
- Ensures that all children have the early sensory experiences they need.
- Is clear about how and when new tools, materials, skills, songs, rhymes, and stories are introduced.
- Identifies the vocabulary that children need to express their views and ideas about different art forms and talk about what they think and what they have done.
- Includes opportunities for children to practise their skills and knowledge in creative ways.

These seven areas of Learning and Development address children's physical, cognitive, linguistic, social, and emotional development. No one aspect of development stands in isolation from the others as all Areas of Learning and Development are all closely interlinked. This ensures the delivery of a holistic, child-centred curriculum which allows children to make lots of links between what they are learning.

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 experience 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

At Jack in the Box, we recognise that children learn to be strong independent learners from secure relationships. This requires a quality workforce. A well-trained, skilled team of professionals who help every child achieve the best possible educational outcomes. We aim to develop caring, respectful, professional relationships with the children and their families. Every child at Jack in the box is assigned a key person. Their role is to help ensure that every child's care is tailored to meet individual needs, to help the child become familiar with the setting, offer a settled relationship for the child, and build a relationship with their parents and / or carers. They will support families to engage with more specialist support if appropriate. Children build an attachment with their key person for their confidence and well-being. The key person also promotes children's learning by developing a deep understanding of their individual needs and children can particularly benefit from their modelling and support.
Your child's keyperson will 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 reports through their teacher judgement and knowledge of your child. 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.

Each child is given a Key Person Buddy; this person is a secondary point of call for your child and will take on Key Person responsibilities if the Key Person is absent.

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 and enhance their experiences which could not be provided on the nursery site alone. 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/ knowledge within the setting. (see offsite visit policy)

Safety online / Photographs

The internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be safe online from an early age and the nursery can play a vital part in starting this process. In line with other nursery policies to protect children from other dangers, there is a requirement to provide children with as safe an internet environment as possible and a need to teach them to be aware of and respond responsibly to possible risks. Jack in the box has a clear policy on the acceptable use of mobile phones, cameras and any other electronic devices with imaging and sharing capabilities.

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 evidence to support your child's learning Journal. Written permission from parents/ carers is requested when each child starts at the nursery and parents/ carers' wishes are always followed. Please ensure you are aware of the image consent documentation on the pupil registration form. Parents/ carers are aware they can withdraw their consent at any time and are reminded during open classroom weeks and at parents/carers consultation / telephone consultations. (see acceptable use policy for the recommended daily healthy screen time)

Inclusion and Equity

The mission statement of our nursery is valuing the individuality of all our children promoting anti-discriminatory practices, ensuring that every child is included and supported. Jack in the box provides an environment that promotes equality of opportunities, this does not mean that all children should be treated the same, they are recognised for the unique skills and the abilities they have. We actively seek to remove barriers to learning and participation that can hinder or exclude individual children, or groups of children. We make this a reality through giving more support to those who need it, which is proportionate to their own circumstances, this ensures that everyone has the same opportunities, this might be providing more support to a disadvantaged child so they can reach their full potential.
Equity is ensuring that we give a child what they need to become successful. Equality is treating everyone the same, this however only works if we have all started from the same learning experiences, homelife and starting points.
We are committed to giving all our children every opportunity to achieve the highest standards. We do this by taking account of children's varied life experiences, needs, and protected characteristics. We offer a broad and balanced curriculum and have high expectations for all children. The achievements, attitudes, well-being, and cultural capital of all our children matter. We pride ourselves in using inclusive language which is vital for fostering a sense of belonging and valuing every child where all children feel seen and heard. (see Inclusion and equity policy)

Special Educational needs and Disabilities (SEND)

When the attainment of a child falls significantly below the expected levels, staff enable the child to succeed by planning work that is inline with that child's individual needs and 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/ carers and considered with them. Our dedicated Special Educational needs co-Ordinator (SENCO) is here to support your child within the setting. (see Special Educational Needs and Disabilities policy)

Positive 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 within their developmental means. 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 and positive way. Jack in the Box seeks to promote an environment where everyone feels happy, safe, secure and supports these key aims:

We 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-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. Regular communication is had with parents/ carers forging partnerships with them and other agencies of the setting behaviour expectations and attendance which is applied consistently and effectively. Zoe and Sarah is the named practitioner responsible for leading desirable behaviour within the setting, setting a clear behaviour vision for all.

To achieve this at Jack in the Box:

Strategies of addressing challenging 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 strategies 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 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 (To stay at the setting all year round)
- Sun Hat/ Hight factor Suncream (To stay at the setting)
- Appropriate clothing for the weather conditions and an adequate supply of spare clothes
- 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

Due to the developmental stages of the children that we work with, we support them with their personal care, reminding the children to go to the toilet, alongside hygiene routines such as washing their hands to develop their independence. We are responsible for children's personal care skills, as an essential part of their personal development.

We promote independent toileting for all children and support parents/ carers during the potty- 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., Assistance may be required with wiping, flushing, and managing clothing; however, some children are able to perform these tasks independently. (See intermate care policy and Safe touch policy)

Nappies

Children regularly come to our setting in nappies; we provide a suitable and hygienic changing area for any children who are in nappies. We support children sensitively and with dignity in this matter. Parents/carers of children who are in nappies or who are not yet completely toilet trained are required to provide sufficient disposable nappies, nappy bags and named wipes for each day their child attends and cream if needed. (see intermate care policy and safe touch policy)

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. All members of staff preparing snack hold a food hygiene qualification and are paediatric first aid trained.

Packed Lunches

Parents who provide a named pack lunch must ensure these are of a balanced and nutritional content with a drink; and does not contain sweets. These will be stored safely till lunch 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, in the morning, session to visit the snack shop where fruit, other nutritional snacks, fresh water and milk are available. An additional snack time will be held in the afternoon session, where milk, water and fruit are offered.

We do ask for families to support with snack items. We request fruit daily or weekly (for example 1 apple per day or a pack of apples for the week) and a savoury packet once every half term, these can include rice cakes, biscuits, bread sticks etc. There will be notices throughout the terms to remind and inform you.

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.

Breakfast and tea clubs

At Jack in the box Nursery, we regard snack and mealtimes as an important part of the nursery's session/day. Eating represents a social occasion for children and adults and helps children to learn about healthy eating choices. We recognise that healthier children learn more effectively and we strive to have an impact on health-related issues. At Jack in the box adults and children get the chance to chat to each other and enjoy their meals together. We encourage positive eating habits early on to ensure early experiences with food shape future eating habits and promote children's long-term health including maintaining a healthy weight, and good oral health as well as set the foundations for a lifetime of good health. The nursery has regard for the Allergen Awareness 2014 legislation, and all staff have received training on food hygiene and follow a system to record ingredients of all meals prepared on site

All meals are cooked and prepared in our own kitchen. As a nursery we provide breakfast and tea for the children who attend this session. The kitchen is cleaned daily in accordance with our open and closing checklist.

We ensure that children are offered a well-balanced and nutritious diet where there is always a vegetarian option available. The menus are changed regularly so that your child will get the opportunity to try a wide variety of foods. (see nursery meals, food and nutrition policy)

Allergies in Nursery

We are aware that children may have or develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction. Our position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

When your child attends nursery you will be asked about religious/cultural dietary requirements, allergies, or preferences your child has. We cater for these requirements and display a food and allergies intolerance chart. The nursery holds the right for certain foods not to be brough into nursery, due to severe allergies, such as nuts, please ensure you read your newsletters for these updates on any other allergies.

We have had some children with severe nut allergies so to make our nursery environment as safe as possible we ask that nuts are not brought into the setting for snack or lunch. (see food allergy and intolerance policy)

Mealtimes

No child is ever left alone when eating/drinking to minimise the risk of choking. There is always a member of staff who holds a paediatric first aid qualification present during any mealtime. All staff are vigilant while children are eating and always face the children as choking is silent. All foods are cut and prepared in a way to minimise choking such as grapes, cherry tomatoes which are always cut length ways and into smaller pieces parents and carers must ensure that these foods are prepared this way in their child's packed lunch. Practitioners ensure that any know allergens are discounted from the snack that is offered that day.

Birthdays and celebrations

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 for parents/ carers to give to their child. Alternatively non- edible options can be brought into nursery such as bubbles or stickers to celebrate with.

Our wider community

Visits and Special Visitors

We actively invite members of the community in to speak with the children, this can include religious leaders, different types of occupations or people with a specific interest.

These opportunities provide the children with an experience base to support interests and learning.

Visitors will never be left unattended around the children.

Family centres

Family centres can offer support advice and activities for all families and children we work closely with: Three Villages Family Centre and Leavesden Family Centre.

Three Villages Family centre:
Address: Coniston Road, Kins Langley, Herts, WD4 8DF
Tel: 0300 1237572

Policies

All our policies and procedures are clearly available on our website https://jackinthebox.org.uk and in the setting. If you require these in any other format, please speak to a member of staff, please ensure you familiarise yourself with Jack in the box's policies and procedures.

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.