

Food Management Policy

- At Next Steps Nursery we aim to ensure that table manners and behaviour will be consistent during meal times.
- Meal times will be a happy, social occasion for staff and children.
- Individual dietary requirements will be respected, dietary chart is displayed in snack area
- Cultural differences in eating habits will be respected
- Children will be encouraged to say `please` and thank you
- Any child who shows signs of distress will have their food removed without any fuss
- Children who are slow eaters will be given time and not rushed
- Staff will set a good example by eating the same food as the children
- Supervision
- Giving opportunities for children to have choices
- Involve all children in caring for one another
- Helping children to recognise and understand the rules for being together with others
- Encourage children to do things for themselves
- Encourage independence
- Providing encouragement, praise, comfort and support
- Encouraging the children to be proud of their attempts and achievements
- Assisting the children to be aware that they are valued as an individual and as part of the group
- Support and assist to make decisions about how and what they want to eat drink, sit next to
- Assist in preparing choosing and clean away snack

Dated: 29/10/2009

Review Date: 01/11/2010

Integration of children with Additional needs

Next Steps Nursery aims are committed to the integration of children with additional needs. Our philosophy is that children with a additional need have a right to be educated and to develop to their full potential alongside other children. Everyone stands to gain if all children are allowed to share the same opportunities and helped to overcome any disadvantages they may have to face.

Access

- Wide doors are available for easy access
- The entrance to the Nursery is ramped
- The play area is on one level
- Suitable bathroom, toilet and changing facilities are available
- We will assess each child's needs in terms of access and adapt our facilities as appropriately

Support

- There are several members of the staff who are experienced in the care of children with additional needs.
- Two members of staff attend training to enhance their knowledge and support members of the team, children, parents and outside agencies
- Outside agencies, including the Health and Education Authorities, will be called on to give advice and support and the staff will receive training where appropriate
- Staff will work together with parents/ main carers as partners to give day to day care for the child and parents/carers will be given support by all the staff team
- We ensure that children are treated as equals and are encouraged to take part in every aspect of the Nursery activities.
- Children will be encouraged to be involved in the daily routine.
- Children with additional needs will be supported in outings
- Positive images of those with additional needs will be displayed throughout the nursery.

Dated: 29/10/2009

Review Date: 01/11/2010

Race and culture

Next Steps Nursery believes that it is the right of every worker user (both adult and child) to be treated as an equal and with respect, and that no religion or culture is inherently superior to any other.

- The nursery will not tolerate racism in any form
- Staffs are committed to Promote Positive role models
- Actively promote equal opportunities at all times
- Challenge those (including children) who do not do so
- Challenge any form of racial abuse and report any incidents of this to the manager
- All staff will be continually reviewing their working practice and relationship in order to provide the best service to all nursery users
- All toys and books etc. will be selected in order to provide positive images
- The Nursery acknowledges the diversity of religious practices, customs and festivals and will provide opportunities for all users to share in these whenever possible.

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Review Date: 01/11/2010

Procedure for the bathroom

- Toilets are to be cleaned with toilet wipes
- Soap to be replaced in dispenser when needed
- Toilet rolls to be replaced when needed
- Bins to be emptied after each session and placed in the outer bin ♦located in school yard at the back of the school
- Assisting the children to be independent during toilet routines {use the toilet, pulling the chain, wash and drying hands giving praise
- Gloves and aprons must be worn when cleaning the bathroom
- Buckets, mops, cloths coloured red are only to be used in this area, all mop heads must be replaced each day

General resources

- Nursery clothes to be washed once worn

Ensure cupboard is well stocked with:

- Disposable gloves
- Disposable Aprons
- Baby wipes
- Nappy sacks

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Review Date: 01/11/2010

Financial Procedure

Resources

- The resourcing of the Nursery is the responsibility of the manager.
- The overall budget for the year is set by the manager
- Financial monitoring of the budget is the responsibility of the accountant and reports to the manager.

It is the responsibility of the manager or person in charge with the consultation with staff to
Purchase, replace resources

- Purchasing the provisions (food) the finance for this will be via weekly cheques administered by the manager.
- The manager will administer a monthly petty cash figure of £100 a month
- The manager will administer the payment of milk via the petty cash weekly

Financial responsibility

- The collection of fees is the responsibility of the manager /person in charge
- Fees must be banked weekly, daily on cash machine
- If arrears accrue. A formal reminder letter will be sent out on the second week. If payment is not forthcoming the matter will be dealt with by the manager for pursuing

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Agreement Parent/Main Carer

Fee is required to be paid weekly. On taking up a place at Next Steps Nursery

The weekly fee must be paid irrespective of whether your child is present or not.

Fee increase will be made on an annual basis on notice from the manager.

Should your child have to give up their place in the nursery, a notice period of 2 weeks is required.

Should the fees for your child`s place be in arrears of more than 2 weeks the manager has the right to terminate that place. (Arrangements will be made for arrears to be cleared)

The Nursery opens Monday to Friday from 8am – 5.45pm. Children must be collected by 5.45pm. If any parent/carer has had 2 verbal warnings in a month about late collection, the matter will be liaised with outside agencies.

In all instances the Nursery should be notified that you will be late.

The Nursery will be closed on the annual Bank Holidays (lists of these dates will be displayed).

It is the Parents responsibility to inform nursery of the up to date emergency contact telephone numbers, work place, home address or person to contact in an emergency.

Snacks and drinks will be made available to the child through out the day and it is the responsibility of the parent/carer to notify the staff of any allergies the child suffers.

Packed lunches supplied by the parent will not be heated up at anytime due to unavailable resources.

Any child who has been sent home from the nursery because of ill health will not be re-admitted for at least 24 hours.

If a child is prescribed antibiotics they will not be allowed to return to nursery for 48 hours. Should a child be on prescribed medication, it is the responsibility of the parent/carer to notify the manager or key worker and to sign the necessary form consenting to administering of such.

During settling in your child we encourage yourselves to stay until both you and your child feels comfortable and secure in the nursery setting.

I have read, and understood the conditions set out above and agree to abide by them

Name.....

Relationship to child.....

Signed.....

Date.....

Financial reviewing processes

- The Manager/person in charge will undertake a full review of the operation of the nursery every year in August.
- A financial review of the operation will be undertaken each year as part of the budget making process
- The manager has the right to ask the team to review any policy/practice at any time
- If a parent/main carer questions a policy or practice the team will review such and amend if necessary
- Reviewing working practice will be part of the supervision undertaken by the manager with individual members of the team
- The manager will report any changes to policies by newsletters
- Records of fee collection are to be kept as instructed by the accountancy
- Records of other financial transactions are to be kept as instructed by the accountancy
- The cash boxes are to be kept locked at all times and the keys kept on the person of either the manager/person in charge.
- Any financial discrepancies are to be reported to the manager immediately

Dated: 29/10/2009

Review Date: 01/11/2010

Job Description: Cleaner

The cleaner will be responsible for the up-keep of the above premises, which is a community day nursery for children aged 2-5 years

Main Duties

Empty bins in all rooms

Vacuum main nurseries play room, office, and foyer

Clean nursery toilets, staff toilets and hand basins

Wash floors in play room, toilet area, and accessible toilet with resources provided

Wipe around surface in kitchen

Lock or unlock the building securely

Wages

Hours: 1hr a day (5 days a week)

Wages: Hourly rate

Appraisal

Name

Date of appraisal

Please list any duties you do which are not identified in your current job description

Please identify the areas of work in which you feel you have been most successful – why

Please identify the areas of work in which you feel you have been least successful and why

What factors have had an effect on your job performance?

A. internal

B. external

What kind of management support would you find most useful

Please identify any training you think would improve your performance and give reasons

How would you like to see your role develop in the next year?

Signed.....Dated.....