



Parents Welcome Pack

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www.brightkidsdaynursery.co.uk

Bright Kids Day Nursery Ltd Welcome Pack

Welcome to Bright Kids Day Nursery,

At Bright Kids Day Nursery, we understand that children thrive through play-based learning, enabling safe environments and secure attachments. It is for this reason that we work hard to ensure your children's interests are acknowledged and used as a base to extend their learning in the setting. To achieve the best outcome for all children, we rely on parent partnership. In this pack, we hope to explain some of what we do so that you feel more at ease when your child starts, and we can provide them with the best possible care. We hope you find this information useful, however, please do not hesitate to contact us if you have any questions.

We operate a learning through play approach and provide opportunities for all children to be confident, capable, and independent. We follow the Early Years Foundation statutory guidance which sets out what we need to do to ensure that the environment is safe, suitable, and educational. Our 'continuous provision' (resources that are available everyday) are carefully arranged to ensure that children have the opportunity to progress in all 7 areas of learning and development within the EYFS which are:

Prime areas:

- Personal, Social and Emotional development
- Communication and Language
- Physical development

Specific areas:

- Literacy
- Expressive art and design
- Understanding of the world
- Mathematics

When your child joins the setting, they will be assigned a key worker who is responsible for liaising with you about your child's development. They do weekly reports which you will see on Blossom, alongside termly reports, where you'll be invited into the setting to have a meeting with your child's key worker. We value your input during these meetings and encourage parents to have their say.

Between the ages of 2 and 3, we are required to write a summary about each child in the prime areas of development. We will then invite you to discuss this and add ways in which we can support your child's development. You are then asked to share this information with the health visitor when you take your child for their 2 year old check.

Your child's key person will be responsible for helping your child to settle into the nursery, helping them with personal care, building an attachment with them and sharing information with yourself. It is also their responsibility to observe, assess and plan for your child's development. They are also

assigned a key buddy; in case the key person is off for any reason. All staff in your child's room will understand their care routines and know how to appropriately care for them if staff are absent.

On occasion, your child's key person may change. This is because we recognise that children tend to gravitate towards particular staff members. Therefore, in discussion with the staff members and yourself, we would change the key person in the best interests of your child. We also operate a buddy system where the children have another Keyworker assigned to them if their own one is off work.

Blossom:

We use a secure online platform called Blossom to share observations and photographs of your child. You will be sent an email before your child starts with us, from Blossom, to ask you to activate the account. By accepting their terms and conditions you are agreeing to use this method. All information about your child is only shared with you and anyone else you request to be added to the account. Throughout your child's time at nursery, the key person will share observations/photographs /assessments with you via Blossom. This includes a 'daily diary' which will share information about sleep, nappy changes, meals, bottles and activities, each day.

Other features on Blossom:

- Parent observations: there is a section where you can upload activities and photos from outside the setting. We love to see pictures of places you've explored on the weekends or on holidays, arts and crafts you've done at home, or new experiences such as museums, zoos, farms etc. If your child has taken an interest in something, upload a picture and a short explanation on Blossom so we can use this to further develop their development.
- Invoices: these are sent through Blossom and will be calculated based on sessions attended per month. You will also receive receipts for payments that have been made.
- Direct messaging: You can message management throughout the day if you want to inform us of anything or have any questions/queries.
- You are also able to look at reports, observations and assessments on Blossom and leave comments on these, as you please.
- Newsletters, advice, and general information sent in the 'news' section.

Children's Learning:

Children are supported and encouraged to have freedom and choice and can select resources as they please, throughout the day. We offer children choices and do not force children to take part in activities if they do not want to. With the help of parents/carers, we can support children more easily to extend their learning and reach milestones. We have a designated SENCO, who you can discuss any concerns around your child's development with. If you or we feel as though your child has any additional needs or needs a little more support, you can discuss this with your child's key worker, or the designated Senco, who is Chloe Hazell. We may set a meeting up with you if we feel there are any delays with your child's development, to provide early intervention.

We also offer home learning bags which can be requested during pick-up or drop-off time. We ask that the bags be looked after and brought back after a week or two.

The bags are pre-made and include:

- Fine motor skills bag (threading activity, ideas for activities you can do at home, scissors and cutting activities, and more)
- Emotions and feelings bag (flashcards with different emotions, books about feelings, information for parents and more)
- Toilet training bag (books about potty training, laminated reward chart, information for parents, and more)
- Transition to new sibling (laminated storyboard with various cutouts, information for parents, and more)
- Transition to school (books, puppets, information, and more)
- Sensory bag (sensory blocks, ideas for activities to do at home, toys with lights, and more)

All bags can be tailored to meet children's specific needs and we're more than happy to make new bags to further assist with children's learning.

Policies and procedures:

We have an extensive set of policies and procedures which we would strongly advise you to look at. They are available to read and are situated by the front door. We can also email these to you upon request.

Settling in:

We do ask that you explain to your child that you will be bringing them to the nursery and discuss with them the names of the staff to help them become familiar. We have produced some information (below) that you can share with your child. All staff qualifications are on our staff board. The settling-in period takes place over one week. The first day will be for an hour and parents will come into the room to meet the key person and fill out an 'all about me' form. The second, third and fourth days will be for two hours and your child will stay with us for lunch. During this time, we encourage parents to leave, so that the child can become familiar with the setting and get a good feel for the environment. On the last day, your child will stay with us for a nap and we will call you when they've woken up. The child will start officially from the following week. Where parents don't need to return to work immediately, we can be flexible on settling in, if needed.

Frequently asked questions

How do I get to the nursery? We are situated in Leyton Mills Retail Park at the far end. There is a main entrance opposite KFC and you can park in the car park for 3 hours.

Do I need to buy a uniform for my child? The uniform is not compulsory but prepares preschool-aged children for reception. We encourage parents to buy royal blue polo shirts or sweatshirts, grey or black trousers/skirts and white polo shirts.

Do I have to pay if my child doesn't attend? Yes. Full fees apply for non-attendance e.g. illness, holidays. Please inform us if your child will be absent and the reason. This can be done by direct messaging, email or a phone call.

Can my child attend if they are ill? Please see our children's illness and infection policy and the document on 'Guidance on Infection Control in schools and other childcare settings' which can be found online for when you should keep your child at home. Please inform us if your child will not be attending on the day and the reason for their absence.

My child requires medicine - can you administer it? Yes - Please see our medicine policy and speak to a staff member. Medicines MUST be handed over to a staff member and you must give written permission for us to administer it. Medicine must be prescribed and in the event that medication has not been given before, the child must be monitored at home for 48 hours first. Any antibiotics, regardless of whether they have had it before, must be given at home for 48 hours before it can be administered in the setting. If your child needs ongoing medication, we will complete a health care plan with you.

Do you have a CCTV camera?

We have in-house CCTV where we can ensure our staff and children are kept safe. Unfortunately, we do not offer this to be viewed remotely to parents.

What happens if I am late for collecting my child? Please inform the nursery as soon as possible if you are to be late in collecting. After 5 minutes from the time the child should be collected a charge of £1 per minute will be made. If, after 60 minutes, no one has collected your child and the staff cannot contact anyone from the list of people who are authorised to collect, we will contact the Multi-agency Safeguarding Hub to speak to a social worker. (See policy)

What do I do if I have a suggestion or comment about the nursery? We welcome all comments on how we run the playgroup and any suggestions of improvement we could make. Comments can be made via direct messenger, email or written and handed to staff. If you have a complaint, please speak to Sophie and/or refer to our complaints policy.

What will happen if I cannot pay my child's fees? Please contact the Nursery Manager as soon as possible before/soon after the fees are due. Please see our Late or Non-Payment of Fees Policy. As a general rule we will seek payment a few days after that payment is due. We will discuss and record with parents and seek a repayment arrangement. It is really important that you contact Nursery Manager if you are experiencing difficulties in paying your child's fees so that we can help you manage this.

Can you help if we are experiencing difficulties in our family? Yes - we are able to suggest ideas, inform you of services and support you through any difficult times. We are able to initiate an EHA- Early Help Assessment. We can work with you and other agencies in order for you and your family to receive help for your situation. Examples could be Housing, Finances, and Disabilities.

What is the Early Years Foundation Stage? This is a legal document that all childcare providers working with children from 0-5 years have to adhere to. This includes Pre-School, Playgroups, Day nurseries, childminders and teachers in Reception classes in schools.

Do I need to send anything in with my child? Please provide a bag and named spare clothing including socks for your child in case of them having a toileting accident or getting wet/dirty. If your child is in nappies, you will need to provide nappies and wipes. Messy play is available for the children every day, so we would recommend that children do not come to nursery in their best clothes. We go outside to play every day unless the weather is severe therefore suitable clothing should be worn for the weather e.g. coats, hats, and sunhats. As we have water play outside daily, we would recommend that children bring in a named pair of wellies that can be left here or taken home each day. In hot weather, we ask you to provide a factor 50 suncream for your child so we can apply it to them.

All newsletters and information are sent out via email. Please let us know if you would prefer not to receive information in this way.

Can I claim funding for my child? Yes. We accept 2,3- and 4-year-old funded children. If your child is 2 years old you may be able to claim 15 hours a week funded childcare if you receive financial help, you will need to apply for this at www.gov.uk/30-hours-freechildcare

or search online for 2, 3 and 4 year old funding.

If you are successful, you will be given a code that you will need to pass on to us before your child starts nursery. The code is only valid for 6 weeks so please make sure that you apply less than 6 weeks before your child starts playgroup so that it is valid.

All children are entitled to 15 hours a week funded childcare from the term after their 3rd birthday. Terms are September 1st, January 1st and April 1st. When your child starts nursery, we claim the funding and will ask you to fill in a form with your child's and your details. For example, if your child's birthday is September 11th - you will be able to claim funding from the term after their birthday - January.

If children are eligible for funded hours and parents need their child to attend all year round, the hours are averaged out. 30 hours becomes 22 per week, and 15 hours becomes 11. Stretching the hours means your child will be able to attend nursery during school holidays and will not need to break up for 12-15 weeks. If you wish for your child to attend to term time only, their allocated funded hours will remain, as is.

You may be eligible for between 15 and 30 hours of funding a week for your 3/4 year old if you are working. You will have to apply for this at www.childcarechoices.gov.uk. If you are successful, you will be given a code, which you will need to pass onto us along with your national insurance number. Codes MUST be obtained by the following cut off dates in order for children to claim in the respective terms:

By 31st August to be able to claim for a September start

By 31st December to be able to claim for a January start

By 31st March to be able to claim for an April start

Please apply for the 30-hour funding well in advance of the above dates in bold in order to claim the funding. If you have not applied and received a code by the cut off dates your child may still attend but you will be charged.

We are registered to 'Tax free childcare' which is run by the government. If you are working the government will pay £2 of your childcare fees for every £8 that you pay. Information is available at www.childcarechoices.gov.uk

Please note: For children who are doing funded hours only, we can only accept five 15 hour funded two year olds, three 30 hour funded three year olds, and three 15 hour funded 3 year olds.

If you have any questions about funding, please do not hesitate to speak to Nursery Manager

Contact details:

Telephone: 02085580666/0208-510-1731

Email: brightkidsdaynursery@hotmail.com

Website: <https://www.brightkidsdaynursery.co.uk/>

Facebook: Bright Kids Day Nursery

Tiktok: brightkidsdaynursery

Instagram: brightkidsldn

Supporting your child's learning at home:

- Do daily tasks with your child. Talk about what you are doing and why you are doing it. When hanging up the washing, you could say 'The clothes are wet, let's hang them up to dry.' Give them simple tasks like passing you the socks. Praise them for helping.
- When you're out and about, build on what your child says about what they can see - so when they say 'Big bird!' you can say, 'Yes, it's a big, noisy bird called a crow.'
- Talk to your child about what has happened so far in the day - for example, 'We went to the shops this morning, didn't we? We bought some apples.' And talk about what is going to happen next - 'After lunch, we'll do the washing up.'
- You could photo book of funny, or memorable, family events and talk about it with your child.

- Sing songs together that encourage your child to use their imagination. For example, try singing *The Wheels on the Bus* and ask your child to suggest other things on the bus and describe what sound they make.
- Read picture books together. Talk about the things they can see and how we use them. For example, 'A bed is something we sleep in.'
- Use books to talk about your own experiences, and theirs, giving them time to respond. 'Oh look, the boy is at the park. We went to the park yesterday with Granny.'

Try sharing familiar books at bedtime. Pause when reading so that your child can join in. Talk about the sounds at the beginning of words and words that start with the same sound (like words beginning with P).

- Encourage your child to recall what has happened in the story. For example, 'Why is bear feeling sad?' Ask them to guess what might happen - 'What should they do next?' - or how the story might end - 'Do you think they're going to find the treasure? Where could it be?'
- When you are out and about, talk to your child about what they can see. Play games like, 'I spy with my little eye something beginning with...' and say the first sound of the thing that you can see - 'something beginning with b-b-b-b.' You can go first and show your child how the game works.
- Try role-playing games together such as shopping. Set items out on the sofa, give your child a bag and some pretend money. Then switch roles and let them be the shopkeeper.
- Play teddy bears' picnic. Put soft toys in a circle and give your child a few cups and spoons. Give your child a chance to tell you what to do like, 'Stir teddy's tea.'
- Plan a treasure hunt game, where your child has to listen to your instructions to find a clue or an object. For example, 'Try looking behind the sofa'.

Healthy eating information

"Every child deserves to grow healthy and strong"

It is important that we encourage children to be healthy and active.

We offer a varied menu of nutritious food in the form of four summer menus and four winter menus which we rotate to ensure children have plenty of variety and balance. We do not offer sweet treats at Bright Kids Day Nursery and a copy of the menu is available upon request.

We discourage children coming in with food, unless the child is struggling with the transition of starting, or has sensory needs and won't eat certain foods.

It is natural for a child to refuse food at times. If you are worried about your child's eating, please speak to us and/or your health visitor. As long as your child is active, well and gaining weight, they are eating enough. If your child isn't eating much at mealtimes perhaps consider reducing snacks/snack times so your child is hungrier at mealtimes.

A varied diet its important:

*Fruit & Vegetables

*Potatoes, rice & pasta

*Dairy or alternatives

*Meat, fish and eggs

Should all be included in your child's daily diet.

Drinks

We have water and milk available throughout the day for the children to help themselves. Even low-sugar drinks can cause tooth decay and cavities, so it is important these are limited. The drinks we provide are in small jugs with child-size cups for them to be poured into. It is recommended that children do not drink from a bottle (any drinks) after the age of 1 as this may affect their teeth, mouth muscles and speech.

Did you know.....

A standard size 'Innocent smoothie' contains between 15-18g of sugar, that is approximately 3 teaspoons.

We follow guidance and advice from HENRY. More information can be found here:

<https://www.henry.org.uk/about>

WHAT IS A PORTION? A GUIDE FOR YOUNG CHILDREN AGED 1 – 5 YEARS OLD

Number of portions a day	1 year	2-3 years	3-5 years
Bread, rice, potato, pasta, chapatti	1/2 -1 medium slice bread	1 medium slice bread	3-5 years 1-2 medium slices bread
(4-6)	1 tbsp mashed potato or rice(30g)	1 -2 tablespoon mashed potato (30-60g); 6 smallish chips	2-3 tablespoon mashed potato (60-80g); 8-10 chips
	1 tbsp porridge or 1/2 weetabix 1/4 small chapatti	1-1 1/2 tbsp cereal or 1 weetabix 1/2 small chapatti	2-3 tbsp cereal or 1-1 1/2 Weetabix 1 small chapatti

Meat, fish, egg and alternatives (2-4)	1/2-1tbsp finely chopped meat or fish	1 1/2 tbsp chopped meat or fish	2-3 tbsp chopped meat or fish
	1/2 – 1 hard cooked egg 1/2 -1 tbsp baked beans 1/2 fish finger 1/2-1 tbsp lentils	1 egg 1 1/2 tbsp baked beans 1 fish finger 1 sausage	2-3 tbsp baked beans 1-2 fish fingers 1-2 sausages 2-3 tbsp lentils

Fruits and Vegetables (5)	1/2- 1 small piece fruit e.g. apple, pear, etc.	1 small piece e.g. apple, banana	1 small piece e.g. apple, pear
	1 tbsp soft or mashed e.g. carrot, courgette	1 slice melon 4 strawberries/blackberries	1 slice melon 6 grapes
	75ml fruit juice*	1-2 tbsp vegetables or small chopped salad	2-3 tbsp vegetables or small salad
		150ml fruit juice* 1 1/2 tbsp lentils	150ml fruit juice*

Milk and Dairy (2-4)	3 dice-size pieces of cheese	4 dice-size pieces cheese	1 small matchbox size cheese
	2 tbsp yoghurt	2-3 tbsp yoghurt or custard	4 tbsp yoghurt or custard
	100ml full fat milk	120ml full fat or semi skimmed milk	120ml full fat or semi skimmed milk

Foods high in fat and/or sugar (1-2)	1/2 soft biscuit	1 biscuit	
	3 tbsp jelly	4 tbsp jelly	
	1/2 small slice cake	1 small slice cake	

Early years food choking hazards

Below is a table of advice on key foods for care givers who are involved with preparing and serving food for babies and young children (under 5 years old)

Pips or stones in fruit	Always check beforehand and remove hard pips or stones from the fruit.
Small fruits	Cut small round fruits like grapes, cherries, berries, strawberries and cherry tomatoes, into small pieces: cut lengthways and then again cut them in halves (quarters).

Large fruits and firm fruits	Cut large fruits like melon and firm fruits like apple into slices instead of small chunks. For very young children, consider grating or mashing firm fruits, or softening them up by steaming or simmering.
Vegetables	Cut vegetables like carrots, cucumber and celery into narrow batons. For very young children consider grating or mashing firm vegetables and legumes like butter beans, chickpeas and tofu, or softening them up by steaming or simmering.
Skin on fruit and vegetables	Consider removing the skin from fruits and vegetables, especially for very young children. Peeled fruit and vegetables can be swallowed more easily.
Cooking fruit and vegetables	Consider softening firm fruit and vegetables (such as carrots, broccoli, yam and apples) by steaming or simmering until soft. Serve cut into slices or narrow batons.
Sausages and hot dogs	Cut sausages and hot dogs into short strips. Cut them in half and then lengthways or as thinly as possible. Peeling the skin off the sausages helps them to be swallowed more easily.
Meat or fish	Remove bones from meat or fish. Cut meat into strips as thinly as possible. Remove skin and fat from meat and fish, it will help the food pass smoothly down the throat.
Grate or cut cheese	Grate or cut cheese into short strips. Cut lumps of cheese as narrow as possible.
Chop or flake whole nuts	Chop or flake whole nuts, peanuts and seeds. Whole nuts should not be given to children under five years old.
White bread and other breads	White bread can form a ball shape with a dough-like texture at the back of a child's throat, if not chewed properly. Brown bread or toasted white bread are good alternatives. Cut bread, chapatis, naan bread and other breads into narrow strips.
Popcorn	Do not give babies and young children popcorn.
Chewing gum and marshmallows	Do not give babies and young children chewing gum or marshmallows.
Grapes	Ensure grapes are cut length ways at all times for children aged 0-5 years.
Jelly cubes	Do not give babies and young children raw jelly cubes.
Boiled sweets and ice cubes	Do not give babies and young children boiled, hard, gooey, sticky or cough sweets, or ice cubes.
Raisins and other	Do not give babies under the age of 1 whole raisins or dried fruits. Cut them into small

dried fruits	pieces.
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Make sure food is prepared appropriately for children under 5 years old, see:

<https://www.nhs.uk/start4life/weaning/>

It is also advisable that care givers are familiar with how to respond to a choking incident, see: How to stop a child from choking: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-stop-a-child-from-choking/>

and How to resuscitate a child: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-resuscitate-a-child/>

Bright Kids Day Nursery - Caring for your child's teeth:

To promote good oral health in children we have used the advice below from the NHS website. It's important to use fluoride toothpaste, as this helps prevent and control tooth decay.

Children aged up to 3 years

Start brushing your baby's teeth as soon as the first milk tooth breaks through (usually at around 6 months, but it can be earlier or later).

Parents or carers should brush or supervise toothbrushing.

Brush teeth twice daily for about 2 minutes with fluoride toothpaste.

Brush last thing at night before bed and on 1 other occasion.

Use children's fluoride toothpaste containing no less than 1,000ppm of fluoride (check label) or family toothpaste containing between 1,350ppm and 1,500ppm fluoride.

Use only a smear of toothpaste.

Make sure children don't eat or lick toothpaste from the tube.

Children aged 3 to 6 years

Brush at least twice daily for about 2 minutes with fluoride toothpaste.

Brush last thing at night before bed and at least on 1 other occasion.

Brushing should be supervised by a parent or carer.

Use children's fluoride toothpaste containing no less than 1,000ppm of fluoride (check label) or family toothpaste containing between 1,350ppm and 1,500ppm fluoride.

Use only a pea-sized amount of toothpaste.

Spit out after brushing and don't rinse - if you rinse, the fluoride won't work as well.

Can I let my child have sweets?

Most children want sweets, but you can help to prevent problems by making sure they don't have a large amount or very often, and particularly not before bed when saliva flow lessens.

What are the best snacks to give my child?

The best snacks are fruit and raw vegetables. Try tangerines, bananas, pieces of cucumber or carrot sticks. Other good snacks include toast, rice cakes and plain popcorn. Dried fruit is high in sugar and can be bad for teeth, so only ever give it to children with meals - for instance, as a dessert - and never as a snack between meals.

Should I let my child have fizzy drinks?

Fizzy drinks can contain large amounts of sugar, which will increase the risk of tooth decay. Fizzy drinks (both those containing sugar and sugar-free or "diet" versions) also contain acids that can erode the outer surface of the tooth.

What are the best drinks for my child's teeth?

The best drinks for children over 1 year old are plain still water or plain milk. Your child should have full-fat milk (whole milk) from the age of 12 months to 2 years. Semi-skimmed milk can be introduced from the age of 2, as long as your child is a good eater and growing well for their age. Skimmed milk can be given to children aged 5 and over.

Is it OK to drink fruit juice or smoothies?

Even unsweetened juices and smoothies contain sugars and acids, so although they can contribute towards their [5 A Day](#), restrict your child to no more than 1 small glass (about 150ml) of fruit juice or smoothie each day and only at mealtimes. If your child is thirsty, it's better to give them water than to encourage a taste for sweet drinks.

Will milk at bedtime damage my child's teeth?

Teeth are at most risk at night because there's less saliva in the mouth to protect them. Water is the best drink to give at bedtime, but if you do give milk, don't add anything to it. Chocolate-flavoured drinks and milkshake powder usually contain sugars, which will increase the risk of decay.

Are sugar-free medicines better for my child's teeth?

Yes. Always ask if a sugar-free medicine is available and remind your doctor about this if you're being given a prescription for your child. This is especially important if your child is taking long-term medication.

When should my child give up bottles?

Your child should begin moving off the bottle and on to a free-flow feeder cup at 6 months. Try to get them off bottles completely by the age of 1, because the teats and spouts encourage children to suck for long periods of time, meaning the drinks that cause tooth decay stay in contact with your child's teeth for a long time.

Are sippy cups good for teeth?

There's no need for a child to use a sippy cup. They're similar to a bottle in that they require the child to suck to make them work. A free-flow feeder cup is better, as it doesn't have valves and the flow of liquid is unrestricted. This means that children learn to drink normally rather than by sucking.

Will a dummy or thumb-sucking harm my child's teeth?

No, but they will encourage an open bite, which is when teeth move to make space for the dummy or thumb. They may also affect speech development. That's why you should avoid using dummies after your child reaches 12 months old. Thumb sucking won't cause permanent problems as long as the habit stops by the time your child gets their second teeth, but it can be a hard habit to break. Discourage your children from talking or making sounds with their thumb or a dummy in their mouth, and don't dip dummies in anything sweet, such as sugar or jam.

I hope you've found the above information useful and we look forward to your child joining us!

