

STATEMENT OF PURPOSE

**Aims and objectives**

Jollytots Nursery aims to provide a safe, secure, welcoming and happy environment for children from 6 weeks of age in a high quality inclusive setting that is well resourced with trained and friendly staff.

We will-

* Encourage a good staff/parent relationship and make parents feel welcome
* Encourage children to explore the environment and feel comfortable with staff and the setting
* Ensure good communication skills are in practice through all buildings
* Provide activities for all children taking into account development and interests
* Ensure confidentiality is kept at all times
* Strive towards constant improvement in all areas of our work
* Promote professional development in our staff attending regular training
* Manage our services effectively and efficiently

**Admissions**

Jollytots is a privately run nursery offering places for children from 6 weeks to 5 years in our Victoria Road Nursery and from primary 1 to primary 7 in our afterschool sites. The nursery is open from 7.00am to 6.30pm for day care. Afterschool clubs are open from 7-9am for breakfast club and 2pm to 6pm with extra childcare during holiday periods.

Childcare is subject to availability and staffing levels. If there are no places available parents will be given the opportunity to join the waiting list. When a place becomes available, within a suitable age group, children at the top of the list will be contacted and offered a place. Priority will be given to those who require a full time place downwards.

When booking in a child the appropriate registration forms must be filled in. Parents will be informed of the policies available and directed to our website where the policies are available.

**Contact information**

Our contact information is:

**Manager:** Jaclyn Robinson – [**jaclyn@jollytots.net**](mailto:jaclyn@jollytots.net)

**Assistant Manager**: – Amy Luney- Amy@jollytots.net

**Directors**: John & Ursula Lindsay **–** [**admin@jollytots.net**](mailto:admin@jollytots.net) **or john@jollytots.net**

**Contact telephone numbers:**

**Jollytots nursery 02893364630**

**Acorn Kids R Cool club 07731859000**

**Oakfield Kids R Cool club 07512159245**

**Sunnylands Kids R Cool club 07949400360**

**Security**

Your child’s safety is our paramount concern. For peace of mind both entrances are protected by a buzzer system which requires a code for parents to gain entry. We would ask parents not to give this code to other family/friends that may be dropping off or collecting your child. Instead we request a password from yourselves when your child starts and this is kept on your child’s file. Afterschool entrance doors are locked and parents must ring doorbell and wait for staff. Staff will only release your child when the password has been given.

**CCTV**

Jollytots operates a CCTV system within the nursery environment. Our aim is to provide a safer and more secure environment for the benefits of children, parents & staff. CCTV is in operation within each of the play rooms and is centrally located in the manager’s office.

Only the manager Jaclyn Robinson, Deputy manager Amy Luney and the proprietors John & Ursula Lindsay who have all been fully vetted (Access NI) will have access to images.

The CCTV system has been registered in accordance with The Data Protection Act.

Our afterschools do not have CCTV although the surrounding buildings that they are in may use CCTV.

**Fees**

Fees are payable weekly by direct debit or standing order, and all accounts are required to be a week ahead at all times. Parents are required to still pay their fees whether their child is in or not i.e. off sick, occasional days off, holidays. We do not charge for days we are closed (5 per year) - New Year’s Day, Easter Monday, 12th July (dependant on the day it falls on), Christmas Day and Boxing Day.

As we do not like keeping cash on nursery premises we would ask that parents set up their S/O or return their completed direct debit form prior to your child’s start date. Bank details are available on request.

You may be entitled to Working Family Tax Credit. For further information phone the helpline 08457143143.

**Sickness policy**

Children who are unwell should not be sent to Jollytots. Not only do they need peace, the comfort of their own home and parental attention, but also the other adults and children need to be protected from infections. Health regulations state ‘children suffering from designated infectious disease must be excluded from the nursery’ (see list below)

Any child who falls ill whilst at Jollytots may be sent home, the manager on duty reserves the right to make an individual judgement on the wellbeing of any child whilst in our care.

**If your child has vomiting/diarrhoea they will be excluded from Jollytots until they are symptom free for 48 hours. Children are excluded from Jollytots if they have – conjunctivitis (unless treatment has been started), Chickenpox, impetigo, measles/German measles, head lice (unless treatment has been given)**

**Confidentiality**

Jollytots respects the right for all information, records and observations to be treated with respect and with due attention to confidentiality and privacy.

However, the legal principle that ‘the welfare of the child is paramount’ (Children’s Order NI) means that confidentiality comes second to the right of the child to be protected from harm.

**Child Protection Policy**

The welfare of the child is paramount-The Children (NI) Order 1995.

We are committed to creating a safe environment for children, which is free from abuse and where any suspicions of abuse is dealt with promptly and appropriately. We will comply with Early Year’s guidelines on Child Protection and the nursery manager Jaclyn Robinson and the deputy manager Amy Luney are the designated child protection officers. All staff are required to have child protection training and it will be renewed every 3 years.

**Safeguarding children**

All staff working in Jollytots have a duty of care towards the children attending and this brings with it the responsibility to ensure that all efforts are made to safeguard children from suspected and actual harm. Children attending Jollytots have a right to feel safe and staff, in partnership with parents/carers, have a responsibility to act on any concerns they may have regarding a child’s welfare and wellbeing.

**The Gateway team will be contacted by us in the event we have a safeguarding concern about a child in our care.**

**Complaints**

In all cases complaints can either be made to the room supervisor, the manager Jaclyn Robinson or deputy manager Amy Luney verbally or in writing and a record of these complaints will be kept on file. We will always endeavour to deal with a complaint at office level, regardless of any outcome this will not have any bearing on the quality of care your child receives. If parents are dissatisfied with the outcome of their complaint they can email their grievance to the owners of the nursery: John & Ursula Lindsay – [**admin@jollytots.net or john@jollytots.net**](mailto:admin@jollytots.net%20or%20john@jollytots.net)

The Early Years Team can also be contacted on the number below if you still feel dissatisfied with the outcome of your complaint:

Their address & telephone is: 02893315112

Gateway team -03001234333

The Early Years Team

Ellis Street

Carrickfergus

BT38 8AZ

**Planning**

Each room individually plans activities for the children in their care on a weekly basis. This planning is done taking into account children’s development, interests, seasons, resources available and special occasions.

**Records**

We must keep the following information on each child:

* Name and address
* Date of birth
* Names of parents and those with parental responsibility
* Any health problems and medication required
* Any dietary requirements
* Any information that may affect the safety of the child or staff
* Names of other professionals known to the family, including GP

**Collection of children**

Children must only be collected by persons 18 years and above, unless they are a parent. The person collecting the child must know the personal password for that child. If no password is known the child will not be released and parents will be telephoned.

**What you need to bring for your child**

**Babies:** Pre measured formula in a suitable container (Bottles cannot be pre-made), baby food until they have been weaned, nappies, baby wipes/cotton wool, spare change of clothes and a notebook which will be used as their daily diary and will be sent home each evening for you to see how they have been and returned each morning to the nursery. It is important if your child has received medication before coming in that this information is written up in the daily diary to avoid over doses.

**Toddlers**: Nappies, wipes/cotton wool, soother (if necessary), spare change of clothes. Notebook, to be used as their daily diary (see above). Sun hat & sun cream or gloves/hat/wellies – Subject to weather.

**2-3’s**: Nappies or spare pants if potty trained, wipes, soother if necessary.

Sun hat & sun cream or gloves/hat/wellies – Subject to weather

**Preschool room**

Spare pants, spare change of clothes.

Sun hat & sun cream or gloves/hat/wellies – Subject to weather.

**Afterschools**

Parents must supply suncream and sun hats. Children should wear suitable clothing and if any changes of clothing that may be needed

**Accident and Incidents**

All accidents and incidents witnessed by staff will be recorded on the appropriate form and parents will be asked to sign. We will also record any marks on the child that have resulted in an accident at home and ask parents to sign, if appropriate.

**Confidentiality**

Jollytots respects the right for all information, records and observations to be treated with respect and with due attention to confidentiality and privacy.

However, the legal principle that ‘the welfare of the child is paramount’ (Children’s Order NI) means that confidentiality comes second to the right of the child to be protected from harm.

**Child Protection Policy**

The welfare of the child is paramount-The Children (NI) Order 1995.

We are committed to creating a safe environment for children which is free from abuse and where any suspicions of abuse is dealt with promptly and appropriately. We will comply with Early Year’s guidelines on Child Protection and the nursery manager Jaclyn Robinson and the deputy manager Amy Luney are the designated child protection officers. All staff are required to have child protection training and it will be renewed every 3 years.

**Safeguarding children**

All staff working in the nursery have a duty of care towards the children attending and this brings with it the responsibility to ensure that all efforts are made to safeguard children from suspected and actual harm. Children attending the nursery have a right to feel safe and staff in partnership with parents/carers have a responsibility to act on any concerns they may have regarding a child’s welfare and wellbeing.

**Legal framework for this policy**

The Children (NI) Order 1995 (Children Order)

Working together to safeguard children (2006)

Safeguarding vulnerable groups Act (2006)

**Policies**

Below is a list of all our policies and procedures and these are available for parents to read at any time in the nursery.

Absence of the manager

Accident and Incident

Additional needs

Allegations against staff

Biting

CCTV

Complaints

Confidentiality

Consent

Covid 19

Data protection

Customer Privacy

Equality

Failure to collect child from school

Fire Safety

First aid

Health and Safety

ICT policy

Infection, prevention & control, including the exclusion of children who are infectious or ill

Intimate/personal care

Maintenance/replacement of play equipment

Managing aggression and challenging behaviour including bullying

Management of emergencies

Management of medicines

Management of records

Menu planning

Missing/lost child

Mobile phones

Outings

Parents’ access to records

Participation

Photograph policy

Play policy

Procedures for making a complaint

Procedures for reporting abuse

Provision of food and drink

Reporting adverse and untoward incidents

Security of the setting

Safeguarding and child protection

Sleeping

Smoking policy

Social networking policy

Statement of purpose

Transport for service users, provision and use

Whistle blowing

This policy was adopted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director

Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_