



## **Rydal Day Nursery Rules & Regulations**

July 2015

In line with the Children Act all nurseries are legally bound to maintain strict adult / child ratios to maintain the safety of the children, as a result we must insist that you deliver and collect your child at the times you have booked, unless prearranged. Failure to comply will result in staffing levels being below the legal requirement or staff having to stay late. Extra staffing costs incurred as a deviation from prearranged times will be passed to the parents concerned at the discretion of the manager. Again due to staffing levels, any sessions not attended by your child will not qualify for refund or fee reduction, this includes sickness and voluntary holiday leave. Please notify the nursery if your child is unable to attend due to ill health or unexpected absence. It is vital that the nursery is notified should details on the registration form alter while in attendance, such as contact numbers or medical details, please complete a new form [available from staff members] to ensure swift action in the event of an emergency.

Safeguarding children procedures In the event of suspected incidents of any form of child abuse / neglect, the nursery is legally required to comply with the national regulations and obligations. Children's and Social Care Dept will therefore be contacted and the child protection procedures will be followed. Our safeguarding officer and inclusion officer is the manager. She is responsible for overseeing with individual key persons any children who have been observed to have special educational needs. The individual parent carer will be informed of any concerns, and if thought appropriate, the child will be placed on our SEN register with parental consent. This will enable us together to implement individual play plans and access any necessary professional support through health visitors, speech therapists educational psychologists etc.

At Rydal Day Nursery we adopt our own policies these are strictly adhered to, included in these is our Equality and Diversity Policy, and admissions policy. A portfolio of these policies is always available for parents and can be located in a folders next in our hallway, please familiarise yourself with these. Any discriminatory or abusive behaviour will be challenged and such occurrences may be recorded for future reference.

All visits and outings are at the discretion of the nursery and will be undertaken providing we can arrange adequate numbers of staff. Please do not allow your child to bring food into the nursery it is very unfair on the other children, snacks and meals are provided. Please keep all toys at home unless as part of topic and other than comfort aids, these can be left in the box provided and made accessible to the child during the session. It will be the responsibility of the parent to remember to take such items home, the nursery cannot be held responsible for any favourite toy being lost or broken.

During your child's time at nursery we will take photographs and videos. If you do not wish your child to be included in the films please notify us in writing before your child's start date. Students will be required to make observations as part of their course work, all of which will be anonymous and vetted by Rydal staff before they are passed for submission to the relevant colleges. We are legally bound to share information about your child's development with any other setting your child attends, the setting attended more often will be the one to compile your child's school transfer document but each will contribute to the final remarks.