



Welcome Pack

Everything you need to know before
your child starts nursery

Monkey Puzzle Aylesbury
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Firstly, thank you for choosing Monkey Puzzle Aylesbury for your childcare. This booklet will help you find where things are, what you need to bring, who the key staff are and how to make your first few weeks here go smoothly. Please always speak to any member of the staffing team if you have any questions. If they do not know the answer they will point you to the person who will.

Monkey Puzzle Aylesbury is a brand-new nursery. The nursery can cater for 72 children on the premises daily, and our opening hours are 7.30am to 6.30pm 51 weeks of the year. We are closed all Public Bank Holidays and between Christmas and New Year. We provide full day and half day sessions, 5 days a week, Monday to Friday inclusive and have a minimum attendance requirement of 2 sessions per week to support the routines of the children.

The nursery is a three-storey building which has been fully refurbished throughout creating a warm and welcoming environment for everyone. Great emphasis has been paid to safety and security of the children and CCTV has been installed in all the children's rooms, garden area and car park. There is a pram shelter on the side of the building, however items are left at your own risk.

At Monkey Puzzle Aylesbury, we are committed to working alongside parents for the provision of their child's individual needs. This enables us to help each child to develop to their full potential. The nursery is committed to working with any child who has a specific need and/or disability and making reasonable adjustments to enable every child to make full use of the nursery's facilities. All children have a right to a broad and well-balanced early learning environment.

If you have any concerns relating to your child's development or behaviour, please feel free to speak to the manager and staff members. Monkey Puzzle Aylesbury is an inclusive setting where we understand and cater for children's holistic development. We have a very positive and open approach to all children, staff, parents and family members who join our nursery.

General Information

- To assist children in settling into the nursery, we arrange 'Settling in Sessions' prior to their start date. We usually offer 3 sessions of approximately 2 hours (9.30am - 11.30am or 12.30pm - 2.30pm) which are free of charge. If you or your child needs a few more sessions, this is absolutely fine. It is important to ensure children are settled before they start at Monkey Puzzle Aylesbury, and during the Settling period we will review progress to agree your child's start date. If you require additional sessions, we can arrange these a couple of weeks prior to your requested start date. Please complete the 'Settling In Questionnaire' and return via email prior to your child's start date. This will enable us to cater for your child's individual needs and interests.
- If possible we ask you to provide family photos so we can make an 'All about Me Book.' We find that this helps aid the settling in process as children can access them whenever they like and enjoy seeing pictures of people they know.
- We ask that fees are paid via direct debit on the 1st of each month. If your child starts during the month, fees should be paid in advance until the direct debit is in place.
- If you receive childcare vouchers, please make sure these are also paid by the 1st of each month. Please inform the nursery office which company you use and the amount we will receive. Your direct debit will then be amended to reflect this payment.
- Please notify the staff in the room if your child has had any medication, including Children's Paracetamol. Staff members can then ensure children are safely monitored during their session. Children are unable to attend nursery if they have a temperature. A temperature is classed as anything over 37.5 degrees Celsius.
- Please do not bring your child into nursery if they are unwell. If they have had sickness and/or diarrhoea they must be absent from nursery for 48 hours after their last episode.
- Please check your child for Head lice. If you discover they have lice, please apply treatment straight away before bringing your child to nursery.
- Please ensure your child has appropriate clothing for the weather and any spare clothes also reflect this.
- All clothes and belongings, including shoes must be clearly labelled.
- Our opening times are 7.30am - 6.30pm. In order to receive a full handover at pickup we request that you arrive to collect your child by 6.20pm. Please also refer to our Late and Non-Collection Policy. We cannot accept children on the premises before 7.30 am.

Staff at Monkey Puzzle Aylesbury

(subject to change)

Office

Deven and Richa Darji - Directors

Amie Gordyk - Nursery Manager

Stacey Jeffs - Deputy Nursery Manager

Ladybirds (Baby Room)

Gabriella Grosz

Honeybees (Toddler Room)

&

Butterflies (Preschool Room)

Katherine Simon

At times, we will have students and volunteers in the nursery to help them with their educational studies. Students and volunteers do not carry out any personal care of the children and will hold a full and clean DBS check with their relevant school or college.

The nursery team will grow and develop as we care for more and more children. A staff board can be found on the Pre-School room window near the main foyer. This will have the most up to date staff and their qualifications to ensure you know who is caring for your child.

What is the Early Years Foundation Stage (EYFS)?

Welcome to the Early Years Foundation Stage (EYFS), which is how the Government and early year's professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school, as well as preparing them for their future learning and success. From when your child is born up until the age of 5, their early year's experiences should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the "Early Years Foundation Stage Framework".

What is the EYFS Framework - why do we have one?

The EYFS Framework exists to support all childcare professionals to help your child, and was developed with a number of early years' experts and parents.

In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare.
- The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge.
- Assessments that will tell you about your child's progress through the EYFS.
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "Early Learning Goals (ELGs)".

There is also guidance for professionals supporting your child in planning the learning activities, observing and assessing 'what' and 'how' your child is learning and developing.

What does it mean for me as a parent?

Ensuring my child's safety

Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of welfare standards that everyone must follow. These include aspects such as the number of staff required in a nursery, administration of medication and risk assessments.

Quality

You can find out about the quality of your child's nursery and other early years providers in relation to the EYFS Framework by visiting OFSTED's website - the Government's official inspection body for early years www.ofsted.gov.uk/inspection-reports/find-inspection-report

How my child will learn?

The EYFS Framework explains 'how' and 'what' your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should develop the **3 prime areas** first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is similar to a curriculum in Primary and Secondary schools, but is suitable for very young children, and is designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Monkey Puzzle Aylesbury has a fantastic aquarium located between the toddler and pre-school room. This gives children a better understanding of what life is like underwater. They will learn freely about life cycles and develop self-help skills when assisting the staff to care for the fish. This fits perfectly with the EYFS under a number of headings such as 'Understanding the World' and 'Communication'.

In the pre-school room, we have a large interactive touch screen panel which brings the most up to date technology into the nursery. It allows children to explore and experiment with a wide range of activities and media through a range of age appropriate Apps. This will be a session based activity which will be focused around each child's development.

Located next to the baby room is a separate sensory room. All children will have the opportunity to access this in small groups. A range of stimulating, calming and explorative toys can be enjoyed such as a den, fibrotic lights, bubble tube and much more.

If you would like further information on the EYFS please type "Parents guide to the EYFS" into a web search engine and there will be lots of information for you to read.

What is a Key Person?

Children thrive from a base of loving and secure relationships. This is normally provided by a child's parents but it can also be provided by a Key Person while in a nursery environment. A Key Person is a named member of staff with responsibilities for a small group of children. They help the children in the group feel safe and cared for. The role is an important one and guidelines are provided in the Early Years Foundation Stage. It involves the Key Person responding sensitively to a child's feelings and behaviors, and meeting emotional needs by giving reassurance and supporting the child's well-being. For example, when they are new to a nursery setting. The Key Person supports physical needs too, helping with issues like nappy changing, toileting and dressing. That person is a familiar figure who is accessible and available as a point of contact for parents and one who builds relationships with the child and parents or carers.

What is your child's Learning Journey?

A Learning Journey is a record of your child's unique learning and development journey during the Early Years Foundation Stage (EYFS). The Key Person must help ensure that learning and care is tailored to meet each child's individual needs and must seek to engage and support parents or carers in guiding development in the home environment.

The Learning Journey is based on observations and assessment of your child's individual and unique learning style. Observations take place as your child plays and interacts, during everyday activities and also planned activities. The Key Person will observe an activity and with the aid of the EYFS information, decide what the 'Next Steps' are which will help encourage your child's learning. The 'Next Steps' are then added to the following weeks planning ensuring each and every week your child has a specific activity designed for them and their chosen learning style and interests.

Learning takes place in many different situations, and you as parents and carers remain the most important influence in your child's life. Working in partnership makes a real difference to each child's achievement and progress. In order that this record is a true reflection of learning and development, parents and practitioners from each setting that your child attends should contribute.

Monkey Puzzle Day Nursery Aylesbury will record children's observations and progression through an online system called 'Learning Book.' Learning Book brings learning journeys to the digital age, providing parents with an electronic version of their child's learning journey which they can access and engage with at any time. Increased visibility means parents can support the skills their child is learning by using the same teaching styles and processes at home when planning fun and educational activities. With Learning Book, staff are able to record video, photo, voice or text observations via a Smart Tablet. These are then linked to the relevant area within the EYFS and stored to the digital learning journey, all in less than a minute. Progress reports can be produced at the click of a button resulting in staff spending more time with your child playing and interacting. In addition, parents have the ability to interact with the Nursery by uploading photos and providing comment on activities occurring in the home environment.

For more information on Learning Book such as security, how observations are recorded, data etc. please visit the web link: www.learningbook.co.uk

What to provide for your child

3 months to 2 years

(Monkey Puzzle Aylesbury supplies disposable nappies, wipes, and cow's milk.)

- A bag with 3/4 changes of clothes and indoor footwear. Please ensure all of these items are labelled.
- Breastmilk will need to have the 'Date Expressed' and 'Used By Date' clearly labelled. This will then be stored in our freezer in a container.
- Any comforters your child may need during the day, especially during sleep time or if they become upset.
- Formula milk and bottles - these also need to be labelled and can be stored in the baby room if you wish. These are sterilised before each use.
- Sunhat / appropriate wet weather clothes and footwear. We ask that parents do not allow children to wear 'flip-flop' slippers to nursery.
- Nappy cream and Suncream - both labelled.
- Any special creams or medication need to be prescribed by the doctor. Medication **MUST** state the child's name, dosage and be within the expiry date.

2 years to 5 years

- Spare clothes - please label all items. If your child is toilet training, please supply plenty of changes of clothes and remember to take soiled or wet clothing home at the end of the day. Nursery staff will let you know how the toilet training went each day.
- Suitable clothing - we like to spend as much time outside as possible, even during the colder months so please ensure your child has suitable clothing, for example hats, gloves, suitable shoes etc. We also ask that you supply indoor footwear for use inside the nursery.
- Nappy cream and Suncream - both labelled.
- Please remember that children enjoy having fun and getting messy, and although we do encourage them to wear an apron during all messy activities we do advise that you do not send your child to nursery in their best clothes.

Healthy Eating

We believe in good eating habits from a very early age. Our tables in the baby room are designed for a social eating experience. We do not have highchairs at Monkey Puzzle Aylesbury as we believe they would exclude a baby out of a lovely social experience at snack times or meals. Our chairs are suitable from 6 months plus and if a child is younger we have Bumbo seats available.

In our toddler and pre-school rooms the children are encouraged to be independent during meals times, however, staff members are present to assist whenever needed. We encourage independence by allowing children to serve their own meals, take their empty plates and dirty cutlery to the sink. We talk with the children about the food they are eating, why it's important not to waste food and to try new foods. Staff members will sit with the children and demonstrate good eating habits.

All our food is freshly prepared on the premises. We provide well balanced meals that include fresh fruit and vegetables. We celebrate the cultures of the children that attend the nursery and try and reflect this in the wide and diverse range of meals we offer.

If you have any questions relating to the food offered at the nursery, please discuss this with your child's Key Person.

To ensure parents are fully aware of the ingredients in our meals, a Monkey Puzzle Aylesbury Recipe Book is available in the main foyer. There are plenty of copies of the meals and puddings we offer in the book, so please help yourself!

If you know or believe your child to have any food intolerances or allergies, please ensure this is made very clear on your child's application form and during your Settling in sessions.

For babies that are weaning, we ask that you introduce high risk items such as fish, eggs, citrus fruits and cow's milk for the first time at home. If they do not have a reaction to these foods, we will be more than happy to introduce these into their diet at nursery. This will be discussed further during your Settling in sessions.

Illness Policy

On arrival at Monkey Puzzle Aylesbury, it is essential for parents to notify staff about their child's state of health, whether the child is suffering or has recently suffered from any illness, has had a loose motion, an above normal temperature or has been vomiting.

Monkey Puzzle Aylesbury follows the Health Protection Agency (HPA) guidance on infection control and seek advice from them if necessary. Any notifiable illness will be reported to the HPA. Any serious illness will be reported to Ofsted.

Children should not be left at nursery if they are unwell. If a child is unwell they will prefer to be at home with their parent(s) rather than at nursery with their peers. We will follow these procedures to ensure the welfare of all children within the nursery:

- If a child becomes ill during the nursery day, their parent(s) will be contacted and asked to collect their child as soon as possible. During this time the child will be cared for in a quiet, calm area with their Key Person.
- Should a child have an infectious disease, such as an eye/ear infection or sickness and diarrhoea, they should not return to nursery until they are clear for at least 48 hours.
- It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions, e.g. sickness and diarrhoea, conjunctivitis and chicken pox to protect other children in the nursery. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children to the risk of an infection.
- If a contagious infection is identified in the nursery, parents will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection.
- It is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics. Our policy, therefore, is to exclude children on antibiotics for the first 48 hours of the course.
- The nursery has the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable.
- Information/posters about Head lice are readily available and all parents are requested to regularly check their child's hair. If a parent finds that their child has Head lice, we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair. We ask that this is treated as soon as possible.
- We are unable to administer unprescribed medication such as a cough medicine. We will administer 1 dose of Children's Paracetamol if your child develops a temperature while at nursery as long as they have not had any other medication in the last 4 hours.

Accidents and Incidents

Unfortunately, accidents do occur even though we do our best to prevent them. If your child has an accident at nursery an accident form will be completed which you will need to sign when you collect your child. The accident form explains what occurred, what injury was sustained, the treatment provided and which qualified staff member carried out first aid.

If a child has a serious injury that we believe needs further medical treatment such as a trip to the doctor or hospital, you will be informed immediately of the incident. If a child does need to go to hospital, an ambulance will be called and a senior staff member such as the Nursery Manager or Room leader will accompany the child with all of their records. It is extremely important that you ensure we have the most up to date contact details for all persons responsible for your child.

Incidents also occur if children hurt one another. In this case an incident form will be completed for both children involved. The form will be given to the parents of the child who caused the injury so that we can monitor behaviour patterns and ensure that you as parents are fully informed.

If a child comes into nursery with a pre-existing injury such as a bruise, bump or mark please inform the staff members in the room as to what occurred, when it took place and what treatment (if any) was administered. It is very important that we are made aware of any injuries as we may need to observe and monitor your child a little more closely.

If a child has a large or severe head bump before coming into nursery (within the last 5 hours) we would ask you to seek medical attention from your local GP before coming into nursery.

Non-Payment of Fees

Prior to your child attending nursery, parents must complete and sign an application form. These forms provide the nursery with personal details relating to the child. By signing the application form, you agree to pay the monthly fees in advance.

If fees are not paid when due, we will inform you that your child will no longer be able to attend Monkey Puzzle Aylesbury until the fees have been paid. If you have any difficulties with payment of fees, please inform the Nursery Manager as soon as possible.

Late and Non-Collection

All parents agree an approximate arrival time at Monkey Puzzle Aylesbury and are informed of procedures on what to do if they expect to be late. This includes:

- Calling the nursery as soon as possible to advise of their situation.
- Asking a designated person to collect their child wherever possible.
- Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate the distress that may be caused.
- If the designated person is not known to the nursery staff, the parent must provide a detailed description of this person, including their date of birth where known. This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.
- In addition to your usual nursery fees a Late Collection fee, (outside session booking), will be charged at £5 PER 15 MINUTES.

If your child is not collected after a reasonable amount of time e.g. 15 minutes has been allowed for lateness, the following procedure will be initiated by staff:

- Inform the Nursery Manager that a child has not been collected.
- The Manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the parents will be contacted on the numbers provided for their mobile, home or work. If this fails, the emergency contacts will then be contacted as per the child's records.
- The Manager/staff member on duty in charge and one other member of staff must stay behind with the child (if it falls outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly.
- If the parents still have not collected the child, the Manager will telephone all contact numbers available every 10 minutes until contact is made. These calls need to be logged on a full incident record.
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the Social Services Emergency Duty Team and Ofsted to advise them.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
- The child's welfare and needs will be met at all times and to minimise distress, staff will distract, comfort and reassure the child during this situation.
- In order to provide this additional care a late fee of £1 PER MINUTE will be charged to parents, but extenuating circumstances will be taken into account. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

MONKEY PUZZLE AYLESBURY WILL EXERCISE RESPONSIBILITY IN THE ABSENCE OF THE PARENT AND TAKE ACTION IN AN EMERGENCY TO PROTECT THE CHILD.

Other Key Policies and Procedures

HOSPITALISATION POLICY

If a child is taken to hospital in an emergency the following procedure will apply:

- Parent/emergency contacts informed immediately.
- Child's records to be checked for any allergies.
- Child to be taken ASAP to hospital and parents met at destination.
- If Parents/emergency guardian are unable to reach hospital before treatment is likely, a discussion is to take place on what treatment they will or will not allow.
- Staff member to remain with child until parent/emergency contact arrives.

BEHAVIOUR MANAGEMENT POLICY

Monkey Puzzle Aylesbury operates according to our Equal Opportunities Policy (see complete policies folder) and believes that it is important for all children to learn to behave in a caring and appropriate way, to enable them to develop socially and to increase their self-esteem. We believe that everyone has a right to be treated with respect, addressed correctly and politely and to be treated with equal concern. All children may from time to time display signs of unacceptable behaviour. If this occurs in the nursery it will be managed appropriately and according to the child's understanding. Monkey Puzzle Aylesbury seeks to develop cooperative relationships between adults and children.

SPECIAL EDUCATIONAL NEEDS POLICY

Monkey Puzzle Aylesbury is committed to the inclusion of all children. All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences. This will enable them to share opportunities and experiences and to develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs.

Monkey Puzzle Aylesbury believes that all children have a right to experience and develop alongside their peers no matter what their individual needs. Each child's needs are unique, therefore any attempt to categorise children is inappropriate.

FIRE SAFETY POLICY

Deven Darji is the fire marshal and has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children at least every eight weeks or as and when a large change occurs, e.g. a large intake of children, a new member of staff joins the nursery or any changes made to the premises. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and that all children and staff participate.

A copy of our full policies and procedures can be found in the main foyer.

Safeguarding

STATEMENT OF INTENT:

THIS POLICY APPLIES TO ALL STAFF, STUDENTS AND VOLUNTEERS

Monkey Puzzle Day Nursery fully recognises the legal responsibility it has under the Children's Act (1989 and 2004) to have arrangements in place to safeguard and promote the welfare of children. Monkey Puzzle Day Nursery Safeguarding Children Policies and Procedures comply with the Bucks Safeguarding Children's Board (BSCB).

Everyone working in a Monkey Puzzle Day Nursery shares an objective to help keep children safe by contributing to:

- Providing a safe environment for children to learn and develop in the setting.
- Identifying children who are suffering or are likely to suffer significant harm and taking appropriate action with the aim of making sure that they are kept safe both at home and in the setting.

NAMED PERSONNEL

We have a nominated person within the setting who is responsible for any Safeguarding Children issues. The setting also has deputy Safeguarding Children officers. These officers have attended up-to-date Safeguarding Children courses and will also have attended the Designated Person course for Bucks. In this setting, the Safeguarding Children Officers are:

Designated Safeguarding Officer (DSO): AMIE GORDYK

Deputy Designated Safeguarding Officers: DEVEN DARJI & KATHERINE SIMON

Every member of staff will know the name of the Designated Person responsible for Safeguarding Children and their role.

The role of the DSO is to:

- Provide support, advice and guidance to all staff members on all matters relating to Safeguarding on an on-going basis and any specific safeguarding issues as required;
- Keep up-to-date with Bucks Area Safeguarding Children Board Procedures;
- Ensure there is no delay in the passing on of information;
- Co-ordinate the management of any suspected cases of abuse and/or allegations;
- Monitor the progress of any child about whom concerns have been expressed;
- Ensure all staff members are aware of the possible signs and symptoms of abuse;

- Ensure staff members are aware of the correct procedures to follow in suspected cases of abuse;
- Support staff members throughout any suspected cases of abuse;
- Liaise with Bucks statutory children's services agencies i.e. Social Services department, the Police and Ofsted as appropriate;
- Ensure the Safeguarding Policy is updated and reviewed annually and work with Monkey Puzzle management to ensure this;
- Support staff members throughout any suspected cases of abuse; and
- Ensure all new staff and volunteers have a proper induction to the Safeguarding Policies and Procedures.

IDENTIFYING ABUSE

All staff in the nursery are well placed to observe any physical, emotional or behavioural signs, which indicate that a child may be suffering significant harm or be at risk. All staff must be alert to the signs of abuse and their responsibility for referring any concerns to the designated member of staff responsible for Safeguarding.

Signs to identify possible abuse and neglect at the earliest opportunity may include:

- Significant changes in children's behaviour;
- Deterioration in children's general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Children's comments which give cause of possible abuse or neglect;
- Children's comments which give cause for concern;
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their role and responsibilities; or inappropriate sharing of media.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed above may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

If you have any concerns about a child's safety in any way, please inform the Designated Safeguarding Officer. You could also speak to Rebecca Crosby at Head Office on 01442 878887 or contact the Ofsted helpline on 0300 123 1231.

Prevent Duty and British Values

Monkey Puzzle Aylesbury fully supports and promotes the Prevent Duty and Fundamental British Values and both are already embedded into the Early Years Foundation Stage 2014.

The Prevent Duty has been put into place to prevent children and families from being drawn into terrorism and radicalisation and sets out how as an Early Years Setting we can identify and help families that maybe at risk.

Fundamental British Values translates into providing a curriculum which actively promotes the values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths, beliefs and cultural backgrounds. This is achieved through a variety of activities, resources, experiences and information gathering from the child's main carers.

Staff have received in house training on both areas and this is discussed in our regular staff meetings.

If you have any questions relating to either of these areas, please speak to the Nursery Manager, Room Leader or your child's Key Person.

For further information, please visit the following websites:

www.childcare.co.uk/information/teaching-british-values

www.foundationyears.org.uk/files/2015/06/prevent-duty-departmental-advice.pdf

www.foundationyears.org.uk/2015/01/consultation-on-prevent-duty

If you have any concerns within the nursery relating to the Prevent Duty, please inform the:

- **Designated Safeguarding Officer; or**
- **Thames Valley Police on 0800 789 321.**

Eco Friendly

Here at Monkey Puzzle Aylesbury we have a great emphasis on being eco-friendly and caring for our environment. This ethos will be explained to the children and they will help to assist us throughout the day to ensure we uphold this.

We have introduced water saving taps in the toddler and pre-school rooms. They are sensor operated which will help children learn about caring for our environment from a young age. The sensor also allows for high hygiene standards as they are operated without touch.

There is also LED energy saving lighting fitted in all rooms. As the nursery is so bright we will encourage the staff to use the lighting if and when needed.

In the toddler and pre-school washroom we have installed Biobot Eco handdryers. These are perfect for the children due to their friendly and fun appearance. The high-energy efficiency of the dryer once again helps to reduce our impact on the environment. The dryers use only 10% of the energy used by a conventional hand dryer and provide a saving on paper towels too.

As the nursery grows and develops we will look at more and more ways to care for our environment - this of course will involve the help of the children.

Settling In Questionnaire



Childs name:	
DOB:	

Has your child ever been apart from you?	
If yes, how did they cope with this separation?	
Is your child happy to go to other unfamiliar people for attention / to play?	
What activities / toys does your child enjoy to play with?	
Does your child follow you around the house and not like it when you leave their sight?	
Does your child have any speech or communication difficulties which you think may affect the settling in procedure?	
Has your child ever experienced a negative separation from you such as a hospital stay, had to be left with a friend or neighbour?	
Any other comments or concerns prior to settling in?	

Please return to the nursery at least a week prior to your first settling in session