



Admissions Policy

Choosing a nursery is an important decision for you and your family, therefore we hope the following information will answer your questions about our aims and standards of childcare and education to enable you to have complete confidence that you are making the right choice.

The Nursery is Open Monday to Friday 8am – 6pm, We can open from 7:30 with a surcharge.

- Open 50 weeks a year
- Has continuous staff development
- Works in partnership with parents
- Offers nutritious balanced hot meals freshly prepared daily on the premises by our chef
- Accepts all employer childcare vouchers

Security We have two sets of doors, we have the main door which is locked and then have a lock to gain entrance into the nursery which authorised the persons to gain entry. We require notification of who is authorised to collect your child from nursery. Under no circumstances will a child be allowed to leave the premises unless with a previously identified, authorised person.

Introductory Sessions Before your child begins full days or sessions at Larkfield daycare we would recommend that you and your child visit on several occasions for short introductory sessions. You are encouraged to stay with your child until he or she settles after which time we would suggest that you leave for short periods until both you and your child are relaxed and comfortable in the nursery setting. No charge is made for the introductory sessions. Children learn very quickly that nursery is a fun, friendly place to be, therefore the settling-in period is rarely as difficult as you might imagine. Additional Support Needs If your child requires extra support for any reason, either on a temporary or permanent basis, we will make every effort to provide this support. The nursery staff are experienced at working closely with parents and other professionals such as Health Visitors, Speech and Language Therapists and Paediatricians to help your child reach their full potential. (Also See Inclusion Policy)

What do I Bring? Depending on our child's age and stage of development you will need to provide: Suitable outdoor clothing and a change of clothes. If your child has a comfort toy, blanket or a dummy you should also bring these to nursery.

Sleep Times We have a separate sleep room where your child can use a cot, bouncy chair or a small bed for their sleep times. Each child has their own bed linen and are calmly settled for their sleep by the nursery staff.

Clothing and Personal Property Your child will be involved in messy activities at nursery and although the staff will encourage them to wear aprons whenever possible, we would advise

that your child does not wear 'good / expensive' clothes to nursery as accidents can happen. It is helpful if you mark all your child's belongings with their name as it can be difficult for our nursery staff to locate unnamed items. We would also recommend that your child does not bring toys from home as they do become upset if items become mislaid or broken. Favourite books and comfort toys are of course always welcome.

Illness For the health and well being of all children attending Larkfield daycare, your child should not come to nursery if they are suffering from an infectious illness. If your child suffers from a non-infectious illness or an allergy we will endeavour to accommodate any special requirements they may have.

Medication Parental permission is required for all medication to be administered at Larkfield daycare.

Promoting Positive Behaviour Positive behaviour is promoted at Larkfield daycare through praise and encouragement from the nursery staff. Children receive little attention for negative behaviour, therefore they quickly realise that the positive behaviour will be rewarded. Our staff will keep you fully informed if your child requires support in this area at any time. If a pattern of behaviour causing more concern develops, we will discuss this with you and agree steps to move forward in the best interests of your child and the nursery.

Activity Planning The nursery staff plan activities to meet the children's individual learning and will link to the EYFS (Early years foundation stage). These plans are flexible and respond to your child's individual interests, needs and developmental stage. There will be a broad, balanced range of activities. Planning for children under 3 years is less structured and responsive following the Early years outcomes, which will meet each child's needs and abilities Daily Dairies When your child is in small Baby Room (0-2's room), you will receive a daily updates detailing your child's eating and sleeping patterns, fluid intake, nappy changes and information about the activities your child has participated in that day on the app we have which is family. We do this throughout the whole nursery but the younger children have more details on theirs. The nursery staff will discuss your child's day with you verbally.

Progress Reports Each child at Larkfield daycare, have their own online learning journal which staff complete regularly to record your child's observations and achievements. The learning journals can be securely accessed by parents at their leisure. Parents will receive a link to the learning journals and then they will set a password / pin to access your child's journal. You will receive two progress reports per year detailing your child's progress and development, but you can view their learning journals at any time.

Parents Evenings Parent Evenings are held once a year for all children in the Preschool Room. Although the nursery staff are available on a daily basis, this gives you the opportunity to discuss your child's progress and transition to Primary 1 in a relaxed atmosphere on an individual basis.