**Honey Bee Nursery Regulations, Policies and Procedures**

This policy represents the agreed principles for Regulations and Procedures throughout the Nursery. All Nursery staff, representing Honey Bee Nursery have agreed this policy.

**Birthday celebrations**

The nursery celebrates birthdays. It is optional whether parents/carers wish to bring a cake to be shared between all the children attending on that day. Parents/carers of the child concerned are welcome to attend these small celebrations but we prefer that parents of other children do not attend as this causes significant disruption to the nursery routine.

**Clothing**

The nursery requests that each child is provided with several complete changes of clothes. It is an essential component of educative play that children are able to enjoy art and craft activities with, for example, glue, paste, paint, sand, water, etc. Inevitably children will transfer some of these materials to themselves and their clothing. We attempt as far as possible to purchase glue, paste and paint which are "washable", but in practice not everything is washable off all clothing materials. Parents should therefore dress their children with this in mind. The nursery will accept no liability for clothing damaged while the child is at the nursery.  
**Please ensure your child has the following named items at nursery**:

* Wellington Boots/Rain coat
* Sun Hat/Sun Cream
* Appropriate clothing for the weather conditions
* Appropriate clothing for child to manage themselves
* Nappy changing items (if needed) this includes nappies, wipes and nappy sacks.
* Child friendly footwear e.g Velcro shoes (no laces)
* Indoor pumps if wellies are worn to attend nursery

**Key Person**  
The nursery has a key person system in operation. Your child will be given a member of staff who will be responsible for the initial settling-in period, this will enable your child to form a bond with his/her key-person. Your child's key-person will also be responsible for keeping a Learning Journal record of your child’s progress and will complete your child’s progress check at 2 years of age. However, please note that the key-person does not have sole charge of your child throughout the day and at times they will not be the person giving you feedback at the end of each session/ day.

**Notice of absence**

If a child is not brought to the nursery on a day when s/he is normally present, the parents/carers must inform the Managers by 10am with the reason for the absence and the expected date of return.  If the Managers have not heard from the parent/carer after five days (not including Saturday and Sunday) Honey Bee Nursery reserves the right to de-register the child and offer the place to someone else.  If for any reason (e.g. illness or holidays) a child cannot be brought to the nursery when s/he would normally be present, parents/carers are required to pay the normal fees.

**Personal property**

Children should not bring sweets or valuables to the nursery (e.g. jewelry, toys etc), since staff cannot be held responsible for any personal belongings being lost or damaged. However children on occasions will bring in a comfort toy from home, this will be placed in the child’s bag or the take home box during the session.

**Sun cream**

Due to health risks concerned with over exposure to strong sunlight we have sun watch days when the children are moved out of direct sunlight when outside. Parents must apply sun cream before each session during the summer season. If your child attends all day a named sun cream must be provided for practitioners to re-apply after lunch. We advise parents/ carers to provide sunhats for their children and clothing that covers their arms.

**Toileting**

We promote independent toileting for all children and support parents during the potty training period.  
Children are encouraged to ask a member of staff if they need to use the toilet. This arrangement enables toileting to be more closely monitored by staff who are then on hand to supervise hand washing afterwards. However more confident children may use the toileting facilities independently. Children are encouraged to ask a member of staff to support intimate care e.g. wiping, flushing and support with clothing however children sometimes do this independently.

**Nappies**

Parents/carers of children not yet completely toilet trained are required to provide sufficient disposable nappy bags, nappies and wipes for each day and cream if needed.

**Photographs policy**

At Honey Bee Nursery we like to take photographs of your children in action and their development/ learning experiences and make displays inside the nursery. Under no circumstances will these photographs be circulated outside the nursery, used for promotional purposes or posted on the website unless  permission is received in writing from parents/carers beforehand.  
(Please see **Pupil Information Sheet and Acceptable use policy**)

**This policy was adopted by the managers and staff in September 2017/18**  
**Signed on behalf of Honey Bee Nursery**

**September 2017**