



**WELCOME**

**TO THE WHITE HOUSE NURSERY**

# OUR LOCATIONS

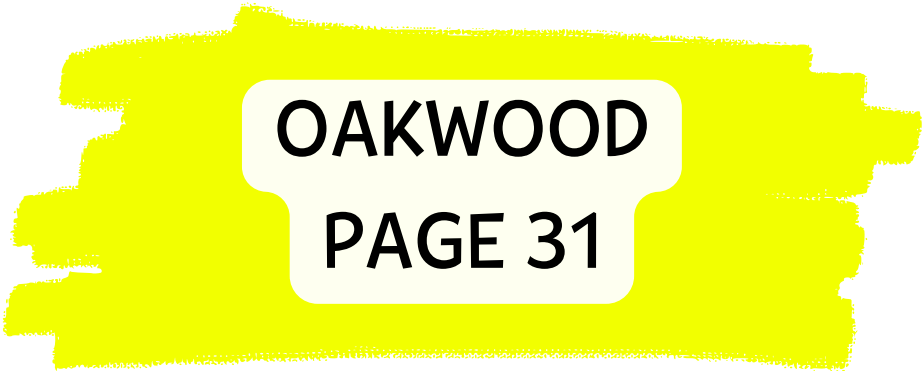
THE INFORMATION IN THIS BROCHURE IS ORGANISED BY COLOUR, WITH EACH NURSERY HAVING ITS OWN COLOUR FOR EASE OF REFERENCE. CHECK BELOW TO FIND THE COLOUR OF YOUR PREFERRED SITE!



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# WELCOME

## OUR MISSION STATEMENT

To give children the best possible start to life. It's as simple as that! We do this through our values...

### RELATIONSHIPS

We work hard to develop strong partnerships with our parents, carers and other professionals to nurture children through their early years. Everyone is appreciated and diversity valued.

### QUALITY

We maintain the highest standards within our nurseries, providing a safe and stimulating environment both indoors and out.

### DELIVERY

Our staff are our greatest asset. We invest heavily in ongoing staff training in order to support their continued professional development (CPD). The health and wellbeing of our team is of utmost importance to us.

### PRACTICE

Our curriculum is inspired by the Early Years Foundation Stage (EYFS) and focusses on the interests of individual children and their needs.



# REGISTERING YOUR CHILD

## YOUR REGISTRATION FORM

You will be asked to complete a registration form including an "ALL ABOUT ME" section via your Parent Admin login. This is where you will provide all information we will need to effectively care for your child, including your emergency contact details. Therefore it is essential these details are kept up to date. You will also be asked to agree to our terms and conditions.

**Please be aware that your childcare place will only be secured once you have completed all registration documents and we have received payment of your registration fee. This fee covers the initial admin and your settling in sessions.**

## YOUR KEY PERSON

For any child joining the White House Nursery, our priority is to make them feel secure, loved and happy in their new surroundings. To assist you with this process, each child is allocated a member of staff as their designated 'Key Person'. Your Key Person will work closely with you and your child to form a special relationship, providing a secure and friendly environment that we feel is essential for all children.

## WHAT TO BRING WITH YOU

There are a few basic things you will need to send your child to nursery with, and these may vary slightly depending on their age. Items such as nappies, wipes, nappy cream, milk (formula or breast milk) and some spare clothes including underwear.

There are also seasonal items which will allow your child to make the most of outdoor play in all seasons. In the winter this would be a warm coat, hat, scarf, gloves, wellies and waterproof trousers or a puddle suit are always useful to have. In the Summer this would be a sun hat and sun cream. Sun cream can also be purchased from nursery for a small additional charge.

Please ensure all of your child's belongings are clearly labelled with their name, in order to avoid anything getting misplaced.



# SETTLING IN SESSIONS

Prior to your child's intended start date, a member of our management team will reach out to you to arrange settling-in sessions. These sessions will take place a few weeks before your child begins and will provide an opportunity for them to become familiar with our nursery environment, staff, and other children in their group. Our aim is to ensure a smooth and reassuring transition for you and your family. The sessions are structured as follows:

- A one-hour session: Parents are invited to attend this session, which is an opportunity for you to become acquainted with our environment and staff, and for us to learn about your child's needs.
- A two-hour session: Offered between 9:30AM and 11:30AM, 1PM and 3PM, or 1:30PM and 3:30PM.
- A three-hour session: Scheduled during lunch or tea time, giving your child the chance to experience a mealtime with us.



# THE NURSERY CURRICULUM

Curriculum is the content, the 'what' we want children to learn in the time they are with us. The activities, opportunities, and experiences we provide for children to engage in, and through which children's learning will take place.

## PEDAGOGY

Pedagogy is the process we use to teach children - or in other words it's 'how' we deliver the curriculum. We adapt our activities, opportunities and experiences accordingly.

## ASSESSMENT

Assessment is how we know the activities, opportunities and experiences we provide are working, and this determines our curriculum and pedagogy. In order to measure the impact of our curriculum and pedagogy we need to assess and do this through:

- All about me documentation for new starters
- Baseline assessment for new starters
- 2 year check (if age relevant to do)
- All about me documentation at each unit transition
- School transition documentation
- Termly 'progress chats' either face to face or via phone, between key worker and parent/carer

## PARENT AND CARER PARTNERSHIP

We acknowledge that parental and/or carer involvement plays a vital role in enriching your child's time at the nursery, and we will keep you updated with regular feedback on your child's daily activities. We value any information or contribution you can provide to assist us in planning for your child's emotional, social, physical, and educational growth. Occasionally, we may ask for your feedback through a questionnaire about different aspects of the nursery. Whenever feasible, we will take your suggestions on board to enhance our service to you.



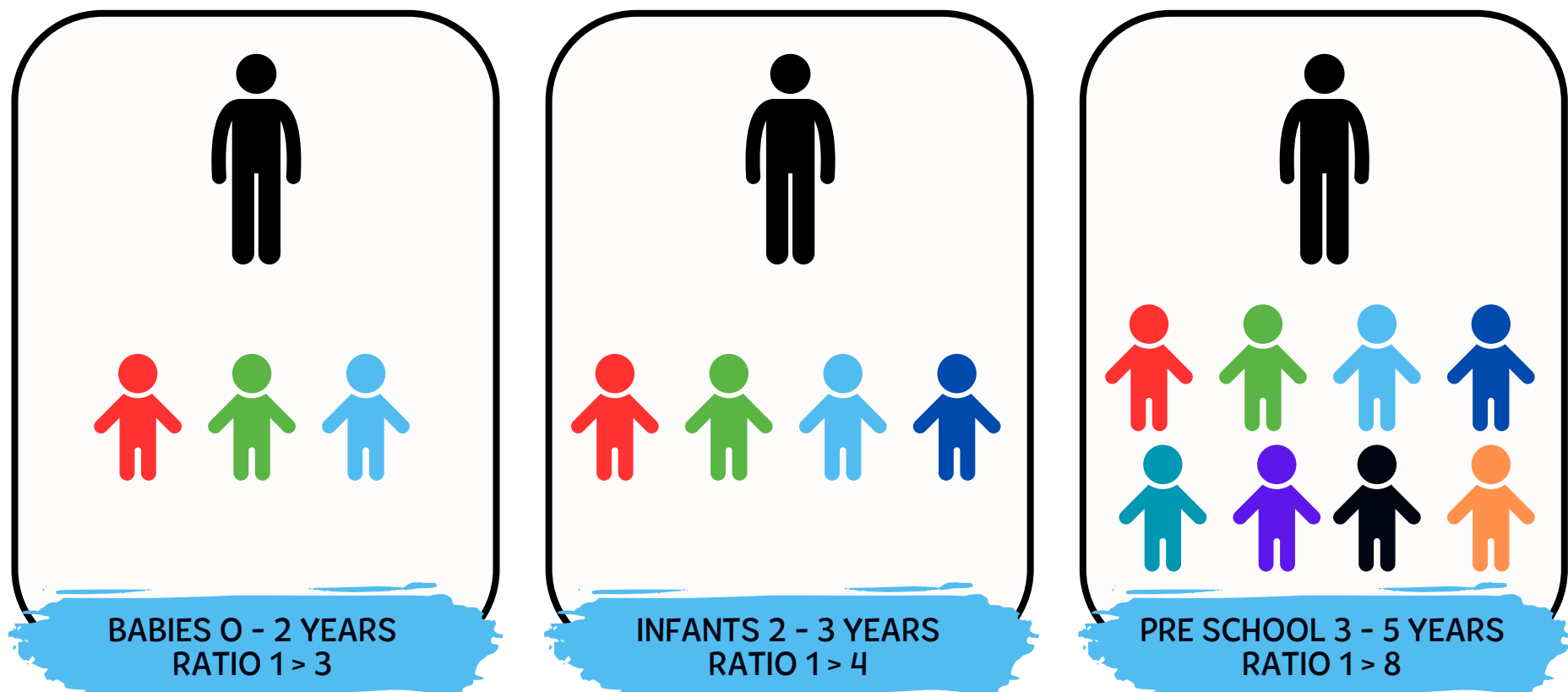
# OUR STAFF

A significant proportion of our team members hold a recognised Level 3 qualification in childcare. We also support a small group of apprentices as they pursue their qualifications, allowing them to acquire hands-on experience alongside their studies.

We have an in-house training and development manager who ensures that all our staff members comply with training standards and best practices. Furthermore, we provide our own practitioner training program that includes regular training sessions and workshops. These initiatives promote continued professional development (CPD) among our team and enhance the quality of our services.

We take pride in our high staff retention rates, with over 75% of our employees working with us for more than five years. Some of our staff members have remained with us for as long as a 30 years, which we consider a testament to our excellent work environment.

# RATIOS

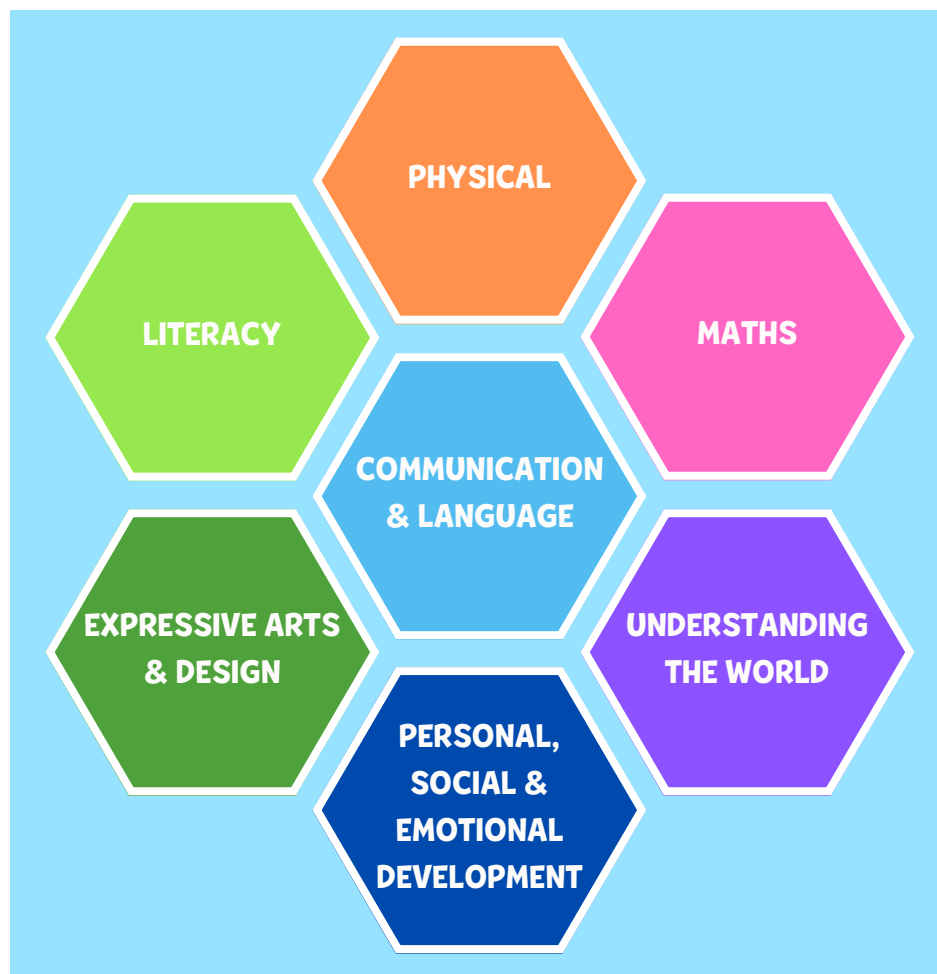


# EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage framework (EYFS) sets out the learning and development stages for children as they grow from birth to five years. For those working in the Early Years whether in a nursery, pre-school, a child minder or in a reception class in school, the EYFS outlines what they need to do to support your child and their development.

As you know, being a parent is very special and each stage of development is amazing, but it can also bring challenges. The White House Nursery will help you to understand how your child is developing, whilst remembering that each child is individual.

## 7 KEY AREAS OF LEARNING



# SECURITY MEASURES

Your child will not be allowed to leave the nursery premises with anyone other than those stated on the registration form, unless written permission or a telephone call is received. Staff will ask for identification from the person who is picking up your child, and they will be asked to provide the safety password.

All main entrance doors have fingerprint recognition entry pads, and these must be used to enter the building. We will need to scan your finger print for you to be given access to the building.

We insist that parents do not hold the door open for others when entering or leaving the nursery, as this bypasses our finger print system. If you are approaching the nursery door whilst someone is exiting, please hold back until the door has closed before gaining access. Please do not be offended if someone closes the door in front of you.

Each nursery is also fitted with internal and external CCTV cameras to monitor day to day activity.

# SAFETY MEASURES

We work closely with Ofsted, Environmental Health and the Fire Authorities to ensure that all of the requirements and regulations are thoroughly met and adhered to in terms of the way we run our nurseries.





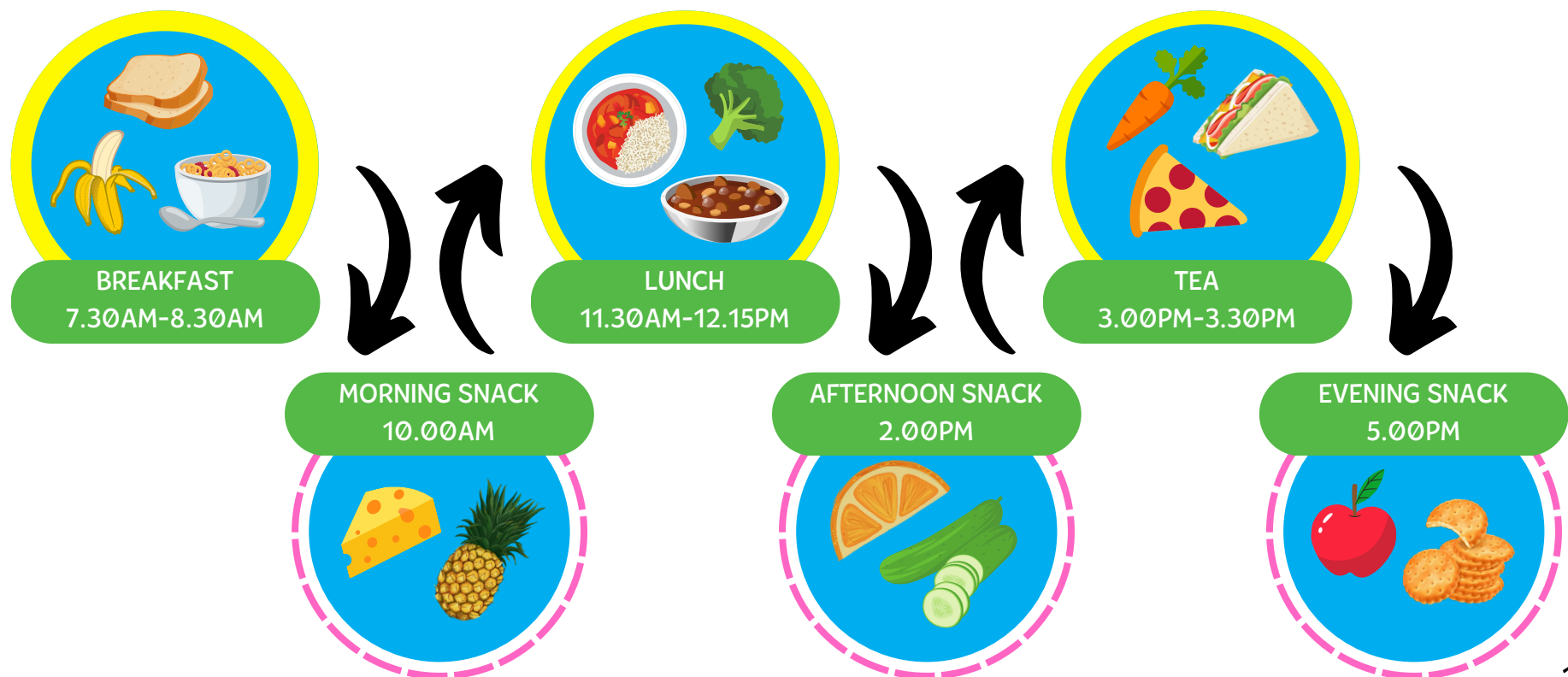
# MEALS AND NUTRITION

A balanced diet is essential for happy, well-developed and healthy children. We offer a varied meal plan using fresh fruit, vegetables and a good quality meat or protein source. All meals are freshly prepared in our kitchens by our in house chefs, and the daily menu is available for you to view on your nursery notice board.

When considering nursery meals, we take inspiration from the Children's Food Trust - Eat Better Start Better initiative, and also from our parents' feedback. Meal selections change from week to week to ensure that all children receive a varied menu.

Mealtimes are also a great learning opportunity for children to explore different textures, tastes and smells of foods, create good eating habits and also learn basic table manners, all in a relaxed but organised manner as they socialise with their friends.

Please discuss any special dietary requirements with your nursery manager, as it is vital that our team are aware of any foods or situations to avoid. Please inform us of any medication we are required to use in the event of an allergic reaction.

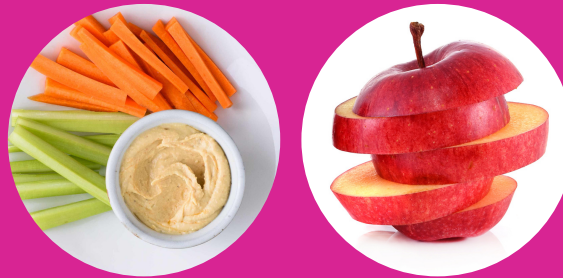


# SAMPLE MENU

Below are examples of some of the dishes we serve at mealtimes, this is only a small selection of our full menu which changes on a 4 weekly basis. Throughout the year children may also have the chance to taste foods from different cultures, as an extension of their learning. This could be during Chinese New Year for example.

## SNACK EXAMPLES

- Hummus and carrot sticks
- Fruit slices
- Crisp bread & cheese spread
- Cheese cubes and raisins



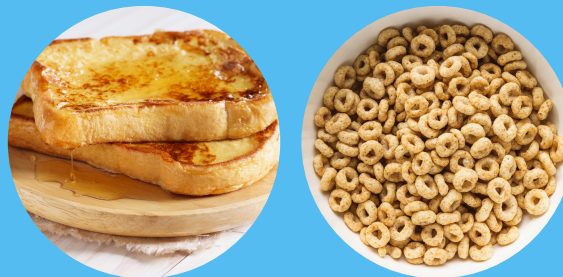
## WATER AND MILK

Water is available to children throughout the day, and milk is provided at snack and meal times.



## BREAKFAST EXAMPLES

- Selection of cereals
- Toast



## LUNCH EXAMPLES

- Fish fingers, boiled potatoes and veg
- Veggie curry, rice and bread
- Sweet and sour chicken with noodles
- Turkey and vegetable casserole with mash



## TEA EXAMPLES

- Pizza & salad followed by homemade banana bread
- Wholemeal sandwiches followed by fruit platter
- Veggie pasta bake followed by rice pudding
- Jacket potato, cheese and beans followed by fruit jelly



# **POLICIES AND PROCEDURES**

Listed below are short summaries from our key policies and procedures. If you would like to see them in more detail, please contact your preferred nursery.

## **EMERGENCY CARE**

In the event of an emergency regarding a child's health or accident we reserve the right to call the emergency doctor or an ambulance to attend to the child.

## **SECURITY**

Your child will not be allowed to leave the premises with anyone other than those stated on the registration form UNLESS written permission or a telephone call is received. Staff will ask for identification from the person who is picking up your child. Main doors have a fingerprint recognition pads and these must be used to enter the buildings. We will need to scan your fingerprint in order for you to be given access to the building. We insist that parents and visitors do not hold the door open for anyone else coming into the building.

## **SAFETY**

If a minor accident should occur, a member of staff will be on hand to immediately deal with the situation, administer first aid if required and complete an accident form. When you come to collect your child, you will be informed of the accident and asked to sign the accident form. In the event of something more serious happening, a member of management or a senior nursery practitioner will contact you to inform you of the event and if necessary, make arrangements for a hospital visit. If we are unable to contact you, we reserve the right to take your child to the doctors/hospital and will continue in our attempts to contact you and keep you informed.

## **CALPOL**

At your child's induction session you will be asked to fill out a "Permission To Give Calpol" form. This enables staff to give an emergency dose of Calpol if your child becomes unwell and we are unable to contact you. Nursery Management will be consulted before this is administered.

# POLICIES AND PROCEDURES

## MEDICATION

Any medication you would like us to administer to your child must be brought in the original container clearly marked with the child's name, the name of the medication, expiry date, and instructions for storage and administration. When you provide the medication to a member of staff, you will be asked to fill out the details on a medication form and sign it to give permission for a member of staff to administer at the correct time as per your instructions. Staff will only give medication if this procedure has been followed. When you return to collect your child, you will be shown the medication form again to verify that the medication has been administered. All medication is kept in a separate box in our refrigerator.

**Please note that no medication will be given without the relevant form being completed and signed.**

## GUIDELINES FOR ILLNESS

If your child becomes ill during the day we will telephone you to consult whether we should give medication or ask you to make arrangements to collect your child. Symptoms/signs for this may include:

- A temperature of 101F or 38C or over
- Diarrhoea, vomiting, extensive unexplained rash
- Communicable disease e.g. untreated conjunctivitis, impetigo, and gastro-enteritis.

## HEALTH POLICY

We try very hard to ensure your child is not in contact with children who have a contagious disease. It is nursery policy to exclude ill children from nursery. The following factors are taken into consideration in the formation of our health policy.

- The inability of a child to participate in a full day of activities.
- The need for parents to have guidelines to assist them in deciding whether to bring a child that is "not 100%" to nursery.
- The need for staff guidelines to assess the child's condition before the manager makes the decision to call the parent.

# INFECTIOUS ILLNESS INFORMATION AND ADVICE

Your child should not return to nursery until 48 hours have elapsed from the last bout of illness. A summary of some of the more common illnesses are:

## **DIARRHOEA AND/OR VOMITING**

Treatment: Plenty of fluids, ensure good hygiene practices are followed

Exclusion: For 48 hours from the last episode of either

## **CHICKEN POX**

Signs & symptoms: Onset of fever and mild cold like symptoms, followed within a day or so, by a blistery rash

Treatment: Calamine lotion can be used to prevent itchiness, avoid contact with pregnant women

Exclusion: Exclude from Nursery until all spots have crusted over

Incubation Period: 2-3 weeks

## **MEASLES**

Signs & symptoms: Fever, cough, cold, plus small white spots inside the mouth, followed by a red blotchy rash after 3-7 days, usually on the face, before becoming generalised

Treatment: General home nursing care

Exclusion: Exclude from Nursery for 4 days after the appearance of the rash

Incubation period: 7-18 days

## **IMPETIGO**

Signs & symptoms: Blisters which weep clear fluid and then crust, normally appearing on the face and in nappy area

Treatment: Antibiotics or antibiotic ointment

Exclusion: Exclusion from Nursery for 48 hours of treatment starting

Incubation period: 4-10 days



# **INFECTIOUS ILLNESS INFORMATION AND ADVICE**

## **CONJUNCTIVITIS**

Signs & symptoms: Irritation and redness of the eyes, plus swelling of the eye lids and pus coming from tear ducts

Treatment: Prescribed eye drops

Exclusion: Exclusion from Nursery until one day's treatment of eye drops has been given

Incubation period: 24-72 hours

## **HEAD LICE**

Signs and Symptoms: A tickling feeling of something moving on the head, hair or body.

Sores developed from scratching the itchiness caused by lice.

Treatment: Wash hair with normal shampoo, using lots of hair conditioner, comb the wet hair outwards from the roots, using a proper head lice comb, repeat every 3-4 days for 2 weeks

Exclusion: None, but immediate treatment helps prevent it spreading

## **WHOOPING COUGH**

Signs and Symptoms: Early symptoms are often dry, irritating cough, runny or blocked nose, watering eyes, sore throat, slightly raised temperature. These symptoms can last a week before becoming more severe

Exclusion: 5 days from commencing antibiotics or 21 days from onset of illness if no antibiotic treatment. We have used information from the Health Protection Agency and the NHS guidance as a mechanism to manage communicable diseases in our provision.

## **COVID-19**

We as a setting are led by current Government advice and restrictions. Therefore, if our advice changes in accordance with the COVID-19 outbreak then we may have to change how we run in order to comply with latest advice.

# OPENING HOURS

We are open Monday to Friday, 7.30am – 6pm. We do close at 5pm on Christmas Eve (if on a working day) and we are closed on all official bank holidays, as well as between Christmas and New Year.

If your child's regular day falls on a Bank Holiday you will be charged for this session, but we will allow your child to attend another day to 'compensate' for your child missing their regular day.

This day should be within the same week of the missed day, but if places are limited or you would like to request a different day then please speak to your nursery manager. Children attending full time, five days per week will obviously not be able to swap any bank holidays as they are already attending every day.

For this reason, children who attend full time will pay a lower daily rate throughout the year in recognition of this.

# LATE PICK-UPS

Nursery closes at 6.00pm. If you foresee yourself being late and have been unable to arrange for someone else to collect your child, please let us know as soon as possible so we can make arrangements for a member of staff to stay late to be with your child.

Additional charges will be applied for any late collections, please see our latest Terms and Conditions for the current breakdown. We will also ask you to sign a slip to clarify the collection time with the member of staff on duty.

# PAYING YOUR FEES

**Monthly fees must be paid in advance and no later than the 10th day of each month. If payment is made after this date, a late payment fee will be applied. Please refer to our Terms and Conditions for details. An invoice will be sent to you via email at the beginning of each month. If you do not receive the invoice, please notify us promptly.**

If your child starts Nursery part way through the month, you will be invoiced for the part-month on commencement. You will be invoiced again on the 1st of the next month for the upcoming full months fees. For example, if your child started on the 10th of March you would receive an invoice for the 10th to the 31st of March on/before their first day, which is payable on receipt. You would then receive another invoice on the 1st of April for the upcoming full month. Your fees are charged sessionally, so for every individual session taken in any given month.

Payments for fees can be made through bank transfer, standing order, debit/credit card, or cash. Please be aware that we do not accept cheque payments, and for cash payments, we are unable to provide change. Therefore, please ensure you provide the exact amount. Additionally, we gladly accept Government Tax Free childcare vouchers from all major voucher companies. By utilising Government Tax Free Childcare, you can reduce your fees by 20%. Please note that fees still apply for any days taken for illness or holidays.

## **LATE PAYMENTS**

Failure to make payment for fees by the 10th of the month will result in the addition of a late payment charge. Please refer to our Terms and Conditions for more information regarding this charge. We retain the authority to suspend childcare services if full payment is not received. In the event that an account remains outstanding, it will be transferred to our debt collectors, and additional expenses will be accrued.

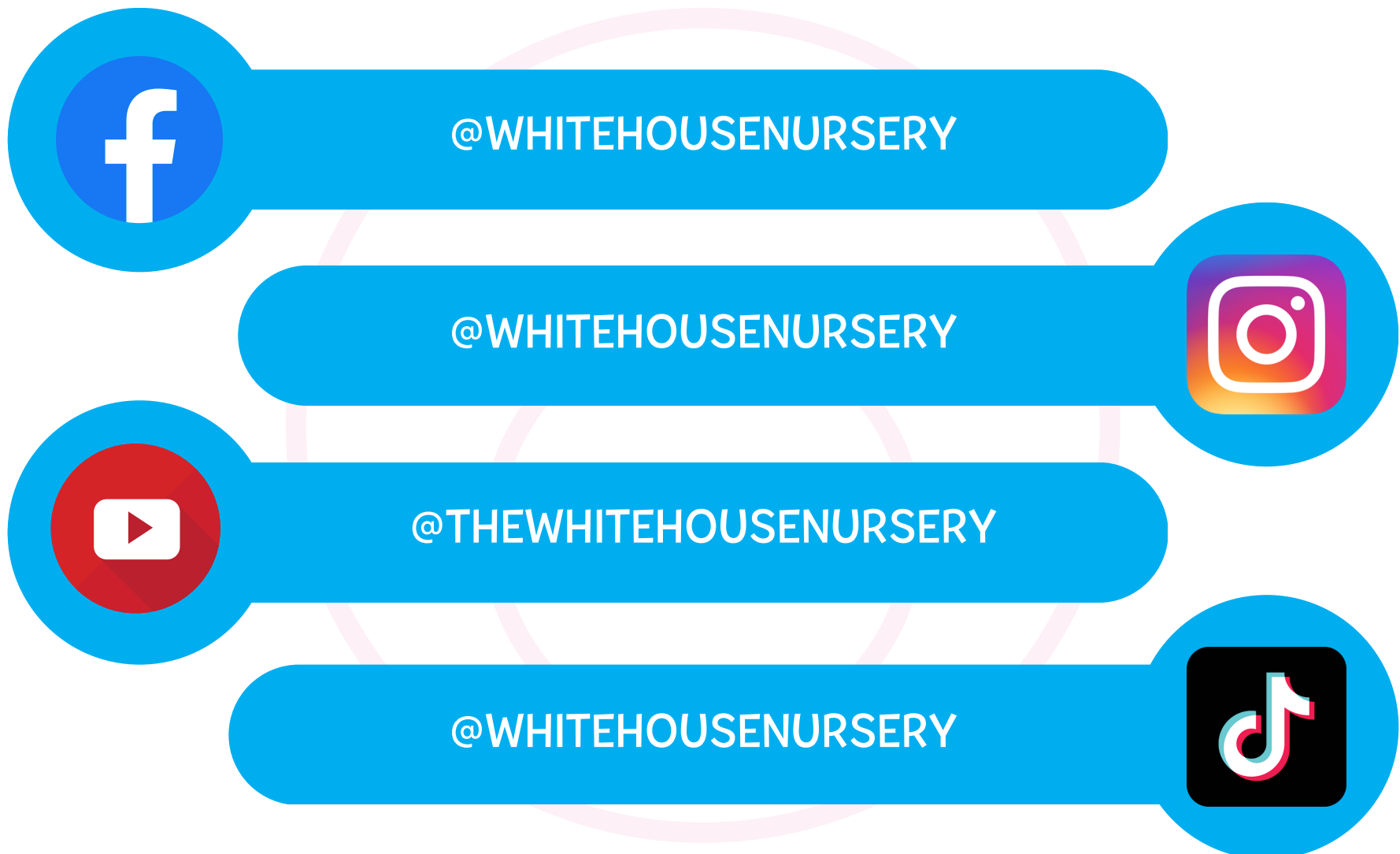


# SOCIAL MEDIA

There's never been more ways to be involved with your child's nursery journey. As well as regular updates sent straight to your Parent Admin account, we also have a fantastic social media presence!

We're on Facebook, Instagram, YouTube and TikTok - so make sure you're following us and you'll never miss a thing. Trips to the park, celebration days, special visitors, fundraising, online competitions as well as day to day activities and much more - it's all covered on our socials.

On your registration form, you will be asked if you give consent for images & videos of your child to be shared on our social media, website and in other marketing publications. Please opt in if you wish for your child to be featured!



# NURSERY IN A BOX

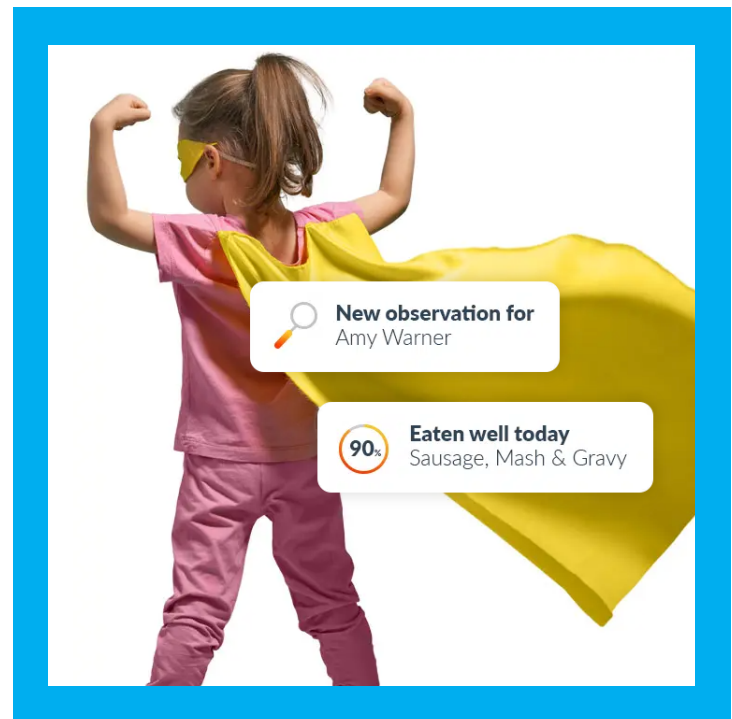
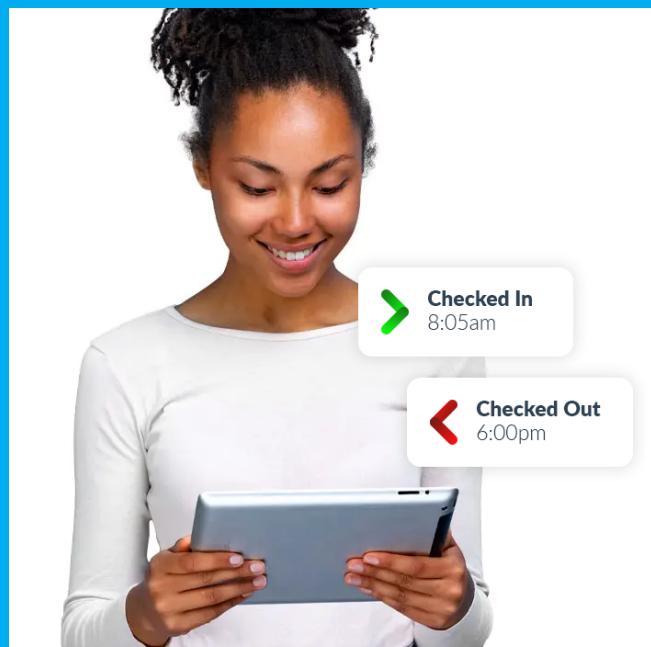
‘Nursery In A Box’ is our data management system which is used across all sites, both at nursery level and at our head office.

Registers, observations, meals, parent information and invoices can all be managed through Nursery In A Box in an efficient, paper light manner.

As part of this, each unit is equipped with handheld digital tablets which practitioners use to complete day to day tasks and compose observations for each child. Along with supporting photos and videos, these regular entries build up a timeline of events showing your child’s development throughout their time with us.

## SAVE AND SHARE KEY MOMENTS INSTANTLY

Using relevant Early Years guidance material, observations can be linked to a curriculum at the touch of a button.



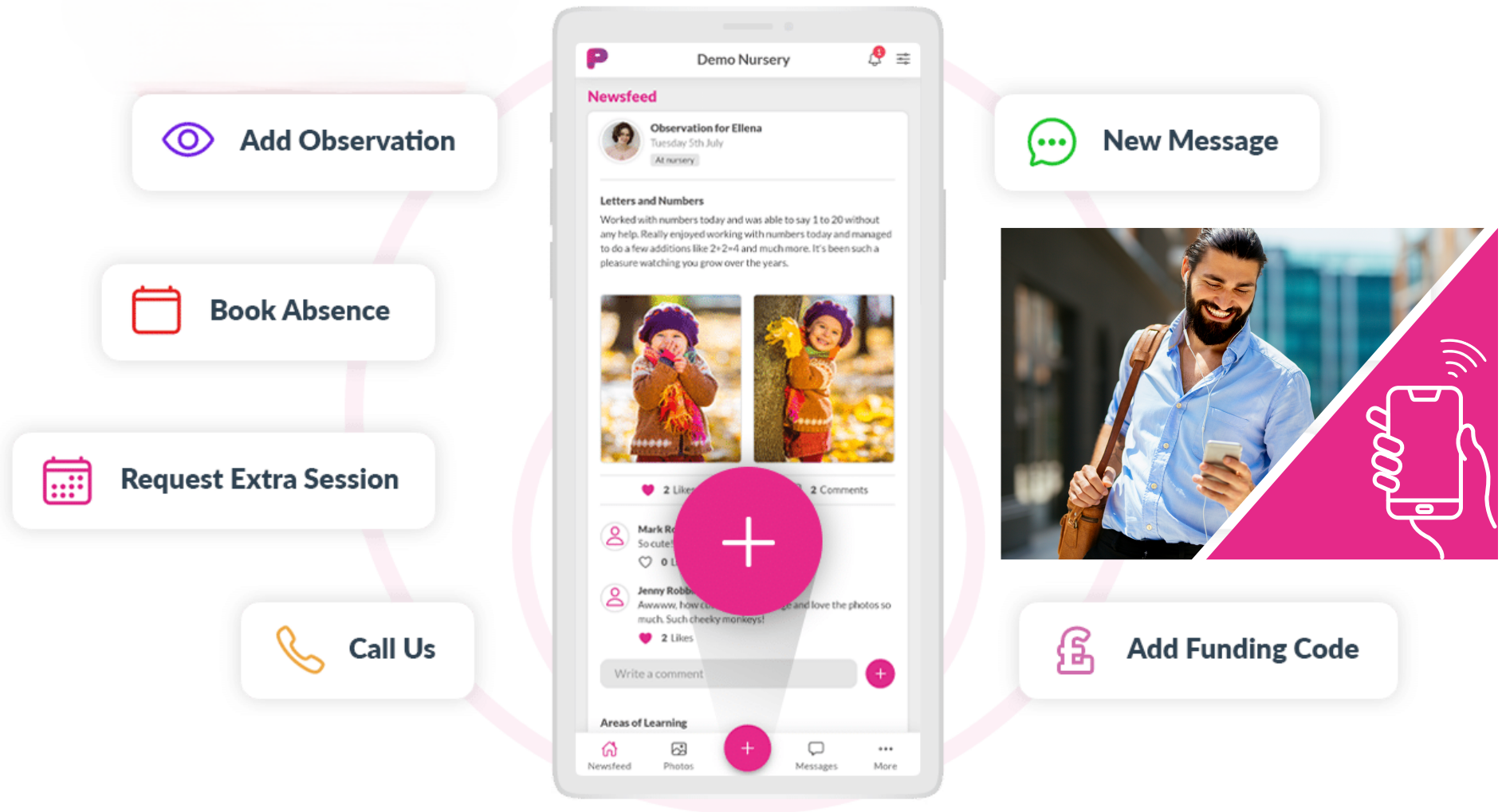
## REAL TIME OVERVIEW

Everything from registers and absences to meals and nappies can be logged in one place, giving an accurate overview at any time

# PARENT ADMIN APP

Whether you're at work, at home or on the go - you have access to a complete timeline of daily events, meals and sleeps, including photos and videos of your child's time at nursery. The Parent Admin app also allows you to add observations from home, special moments from the weekend such as family holidays, day trips out or special occasions can be shared with nursery and celebrated together.

Changed your phone number or moved house? With Parent Admin you can change your contact details whenever, wherever so we always have the most up to date information.







White House  
Children's Nursery  
Telephone 01332 755533


Main  
Entrance



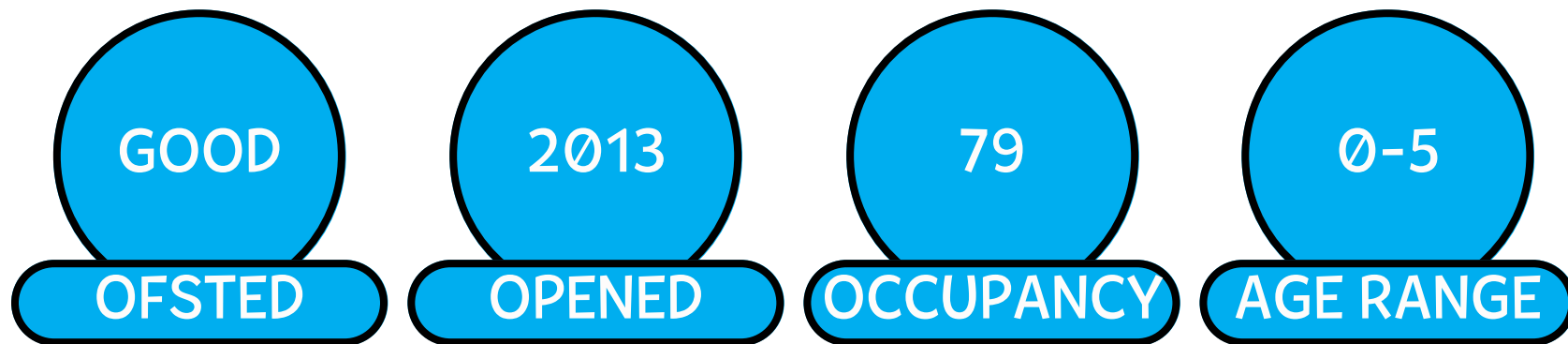


## THE WHITE HOUSE NURSERY ALVASTON

 95 SHARDLOW ROAD, ALVASTON, DERBY, DE24 0JR

 01332 755 533

 ALVASTON@WHITEHOUSENURSERIES.CO.UK



The White House Nursery Alvaston opened in January 2013. As the second site of the White House Nursery Group, it has been dedicated to providing a secure and enjoyable environment for children's development towards school life. The Alvaston team has put in great effort to ensure a safe and fun atmosphere for your children.

### KEY FEATURES

 ROOF GARDEN

 ON SITE CAR PARK

 MUD KITCHEN

 IN HOUSE COOK

 PARENT ROOM

 CLIMBING AREA

 FREE FLOW ACCESS

 FUNDED PLACES AVAILABLE

 OUTDOOR CLASS ROOM

# BABY UNIT

Situated on the first floor of the nursery, the baby unit boasts a rooftop garden exclusively for their use. This secure and enjoyable outdoor play area accommodates children in all weather conditions. The room is carefully planned with distinct zones, including a carpeted area for exploration and crawling, a sensory room, an art and dining section, a changing room, a kitchenette for bottle and snack preparation, and a separate room for peaceful naps.



# TODDLER UNIT

In the Toddler unit, we focus on teaching children essential manners, fostering cooperative play from an early age, and promoting sharing and turn-taking. Our toddler unit includes a carpeted play area, a designated space for creative play and meals with a hard floor, and a separate bathroom to support independence and personal care skills. Additionally, the toddlers have access to their own private garden through patio doors, which is connected to the main garden.





# PRE SCHOOL UNIT

The pre-school offers a mentally engaging indoor environment, equipped with suitable resources and educational materials that support various areas of learning and development. Children have the freedom to explore different areas at their own pace, due to our 'free flow' system. Through the French doors, 'the pod' extends the learning space, creating an ideal indoor-outdoor environment that adapts to all weather conditions. Additionally, the children have access to their own bathroom.



# OUTDOOR SPACE

In the main garden, children can enjoy a cycle track and a full-size tractor for climbing. There is a construction area with lots of loose parts for building, as well as a mud kitchen for those who enjoy concocting potions and getting hands-on with messy play. The garden is further enhanced with an outdoor classroom, allowing children to engage in outdoor learning experiences regardless of the weather conditions.

