



**CHILDREN'S NURSERIES**

# Settling In: Information Pack

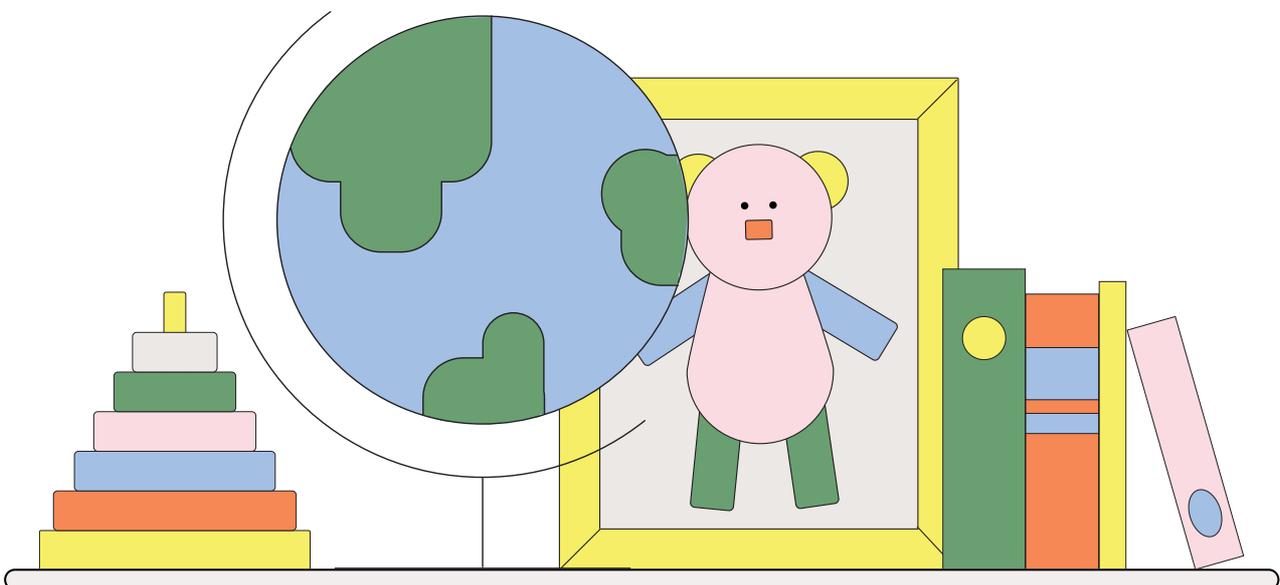
01273 385577 | [office@hopscotchmail.com](mailto:office@hopscotchmail.com) | [www.hopscotch.uk.com](http://www.hopscotch.uk.com)

# Settling in at Hopscotch

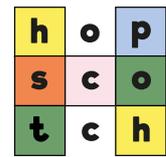


We understand that starting your child at nursery might be an emotional time.

Hopscotch has over thirty years of experience helping children start their educational journeys and we are here to help you and your child settle into nursery life smoothly from day one. We work closely with parents to ensure that there is a strong relationship from the outset. Our aim is to ensure that your child enjoys every day at Hopscotch and to ensure that you are happy, reassured and confident when leaving your children in our care.



# Important Information



You will already have received a copy of our 'Welcome to Hopscotch' leaflet via email. We will have some hard copies of these available for you when you come to your settle. We will talk through some of the more important parts of the leaflet and you will have the opportunity to ask any questions you might have.

At your first settle you and your child will meet with either your Key Person, who will be your main point of contact at nursery, or a qualified member of staff from your child's key group. This is the opportunity for you to discuss your child's needs and preferences, to help us ensure they receive the best care at Hopscotch. One of our experienced Management Team will also be available to say hello and welcome you to Hopscotch.



# What Your Child Will Need For Nursery

We appreciate there may be a lot to remember ahead of your child's first day at nursery, so we have drawn up a handy checklist to help!

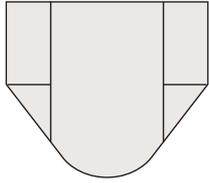


- Clothes - please note clothes may get messy so please only pack items of clothing you don't mind getting untidy!
- Roughly three changes of clothes are needed. Your child will have a named peg for their coat and bag, shoes can be stored underneath.
- Suitable clothing for all weathers
- Ensure everything is clearly labelled with the child's name, especially shoes, coats, bottles, lunchboxes/food containers and any items of value.
- Cups for self-care areas (under 2s only)
- Family photos for our family books
- for summer we provide sun cream. If you have a specific preference please provide your own. We also provide sun hats where needed.
- Any medication or prescriptions (Please find our medicine policy below for more information)

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# Nursery life at Hopscotch



## Nappies

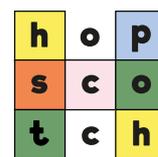
- ★ Hopscotch provides all nappies. Please let us know what size nappy your child currently fits in.
- ★ We use cotton wool, water, lotion and wipes. Please let us know your preference.
- ★ We provide Sudocrem and lotion. Please let us know if you would like Sudocrem to be applied after every nappy change.



## Sleep and Reassurance

- ★ Our children sleep in coracle style cots or on sleep mats, each with their own freshly laundered sheet
- ★ Please let us know if there are any limits to the amount of sleep they should have or your preference for sleep routines
- ★ Please let us know if there are any other comforting routines or soothers you would like us to use
- ★ We welcome comforters, but once children are settled we would encourage using them less if possible.





## Your Child's Development

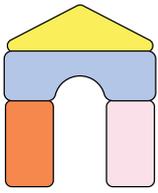
We use an online journal called Tapestry to send you regular updates on your child's development whilst at nursery. We will send you a link via email to set up an account. In the meantime you can find out more about how it works from the following link <https://tapestry.info/parents-carers.html>. You can also find our Tapestry usage guidelines at the back of your Settle Information Pack.

All children will receive observations documenting their time at nursery, we also encourage parents to post their own observations about what children have been up to outside of nursery!

We also aim to host parents' evenings frequently throughout the year which provides parents with the chance to discuss their child's progress with their Key Worker in person.

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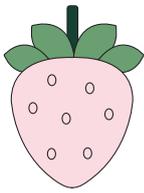
## Safeguarding and Duty of Care

- ★ All staff undergo regular safeguarding training and we have a significant amount of safeguarding experience and excellent links with Local Authorities and other safety organisations involved in safeguarding.
- ★ Before you start at Hopscotch you will be given a letter from your relevant local authority ahead of your child starting at nursery which outlines our strategy of responsibilities to do with safeguarding the children in our care. Please let us know if you have not received one or have any questions on this.
- ★ Please ensure we are kept up to date of any changes to your personal details. It is important we keep our records up to date, with changes such as **allergies, medical conditions, addresses** and **telephone numbers**. Please let your nursery management team know ASAP.
- ★ Please complete a version of the registration form online.
- ★ We also request a copy of your child's birth certificate before or at their first settle. Again, this is to help us meet our safeguarding requirements





# Food and Drink



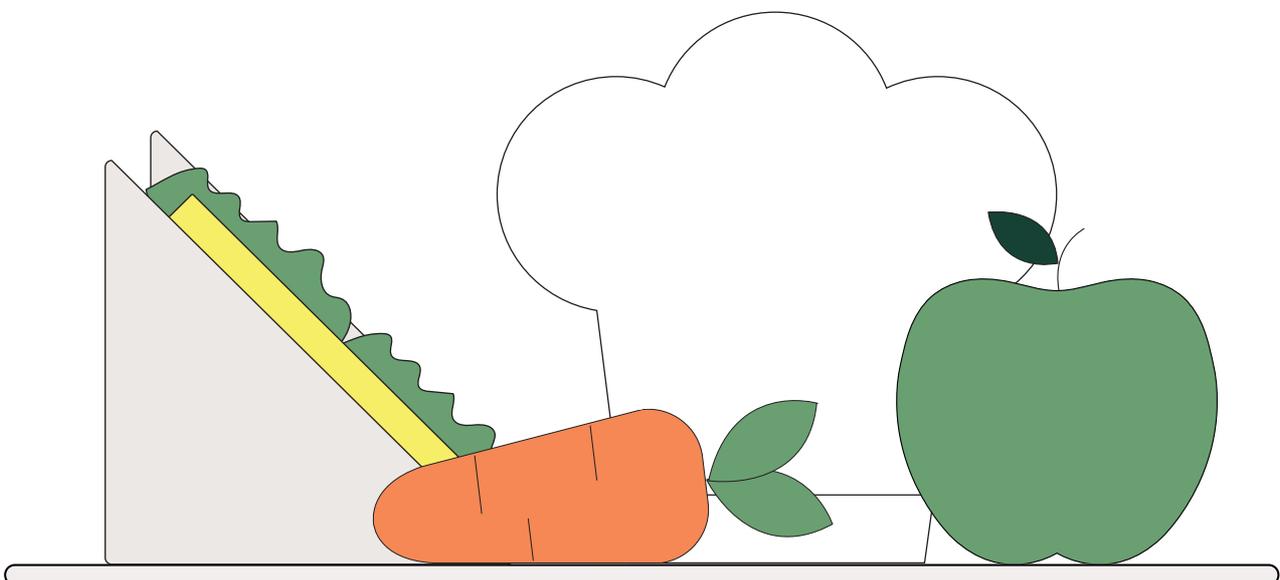
## Breakfast and Snack Times

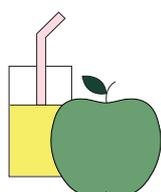
- ★ At breakfast we supply cereals and milk.
- ★ Breakfast usually finishes at **8:30 am**, however, this can still be offered to children who attend nursery later. Please let a member of staff know on arrival.
- ★ Morning and afternoon snacks are healthy and diverse - they can include fresh fruit and vegetables, breadsticks, corn crackers, cheeses, pitta bread and wraps. We will always buy organic products where possible.



## Drinks

- ★ We provide milk and water at snack times. We do not provide juices. Please let us know what you would prefer your child to receive.
- ★ Water is available for children in all rooms throughout the day.





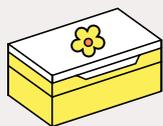
## Little Tums

For your child's lunch you have the choice between providing a packed lunch or opting for meals produced by our local supplier Little Tums. More information on Little Tums is available on our website.

The Little Tums menu operates on a three-weekly rota. The menus are seasonal and change every six months. There are a variety of menus to meet differing allergy and dietary requirements. If your child has any allergy or dietary requirements please ensure this information is reflected in your child's Settling In Form. We need a one month notice period if you decide to no longer have Little Tums meals.

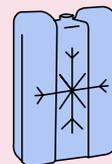
If the Little Tums standard menu items accommodate a child's specific allergen requirements we are able to supply and serve food to that child. If however, a child has an allergy that requires Little Tums allergen free meals we are unfortunately unable to accommodate this due to the additional complexities of ordering and serving at meal times as well as heightened risks of cross contamination. In these instances the child will be required to have their own packed lunch.

**Please help us by providing the following items:**



### **Suitable lunchbox**

Clearly labelled with your child's name. Pots must be labelled too.



### **Ice brick**

To keep food cool and safe

## **Packed Lunches**

If you would prefer to supply your child with a packed lunch, please see the following guidance:

- ★ We are a **nut free** nursery. Please do not include items such as peanut butter, pesto and Nutella or other nutbased foods. If you would like more information on this please do not hesitate to ask and we can provide more guidance.
- ★ Please do not pack chocolate bars, sweets or fizzy drinks, as this does not align with our approach to healthy eating. Crisps are high in fat and salt so we encourage you not to include them in packed lunches. However, if you do wish to do so, please place a small amount into a pot.
- ★ We will store all packed lunches in our fridges and can heat up meals as required. If you provide food which needs reheating, please ensure it is robust enough to withstand being reheated at 75 degrees centigrade to comply with Environmental Health requirements.
- ★ If you would like us to reheat a rice dish please ensure it has been cooled quickly and safely. Leaving cooked rice at room temperature allows bacteria to multiply so its best to cool any cooked rice under cold running water and/or place it into the fridge after 10 to 20 minutes. Cooked rice should be eaten within 24 hours of cooking.

★ If food has been frozen, please ensure it has been defrosted at home and completely thawed (ideally in the fridge) when brought into nursery before heating and serving.



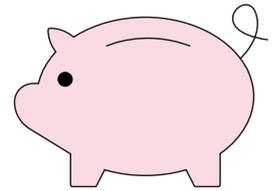
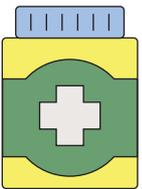
★ Children can be overwhelmed by too much food in their lunchbox. We encourage your child to eat as much as they would like and uneaten food will be put back inside their lunchbox.

★ Please help us by preparing your child's food ready for them to eat. For example, please cut sandwiches into small pieces and ensure they do not contain more than two slices of bread. Please prepare fruit by slicing apples and choking hazard foods like grapes or cherry tomatoes into quarters.

★ Hopscotch does not accept responsibility for any illness caused from food provided from home.



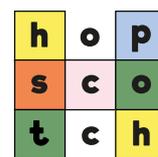
# Policies, Procedures and Fees



## Medicine, Illness and Allergies

- ★ We can only administer prescription medicines, which have been prescribed by a doctor or health care professional. Your child's name must be present and visible on the medicine packaging.
- ★ Unfortunately, we cannot administer Calpol or any other pain relief without a note from the doctor, as per the above.
- ★ We ask parents to complete a consent form and medicines must be signed in and out before and after every session.
- ★ All medicine is stored in our lockable fridge/cupboard.
- ★ If a child has been prescribed antibiotics or eye drops, they need to have been taking them for at least **24 hours** before returning to nursery.
- ★ As per NHS guidelines, we consider a high temperature to be a temperature of 38 degrees or over and will send children home in this circumstance. Children will also be sent home if they have more than two or more bouts of sickness or diarrhoea in a short amount of time.

★ Please note you will still be charged for any sessions where your child is absent due to sickness.

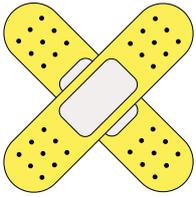


★ Please ensure you make us aware of any **food allergies, food intolerances** or **other allergies** your child may have before starting nursery. Hopscotch staff will at all times do their utmost to care for children with allergies. Hopscotch cannot take responsibility from illness whilst at nursery from any pre-existing medical condition or allergy or any unknown other medical condition or allergy.

★ Our policy regarding Coronavirus will always be in line with the most current government guidelines.

★ For information regarding which infectious illnesses prevent children from being able to attend nursery please refer to the [UK Health Security Agency](#) for more information





## Accidents

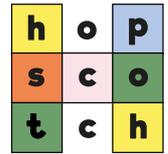
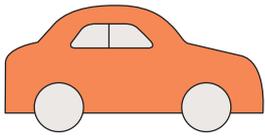
- ★ Unfortunately accidents might sometimes happen at nursery. If your child is involved in an accident we will complete a form detailing the incident, we will review this with you at the end of your child's session.
- ★ We also understand accidents can happen at home. If your child is involved in an accident at home we also must complete a form with you detailing the incident.



## Holidays and Absences

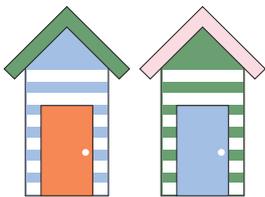
- ★ Please inform us if your child is not going to be attending their sessions in advance of any holidays.
- ★ If your child is absent as a result of illness, holidays or other circumstances such as bad weather conditions or transport problems, full fees must still be paid. This includes time away from nursery due to self-isolation or quarantine.





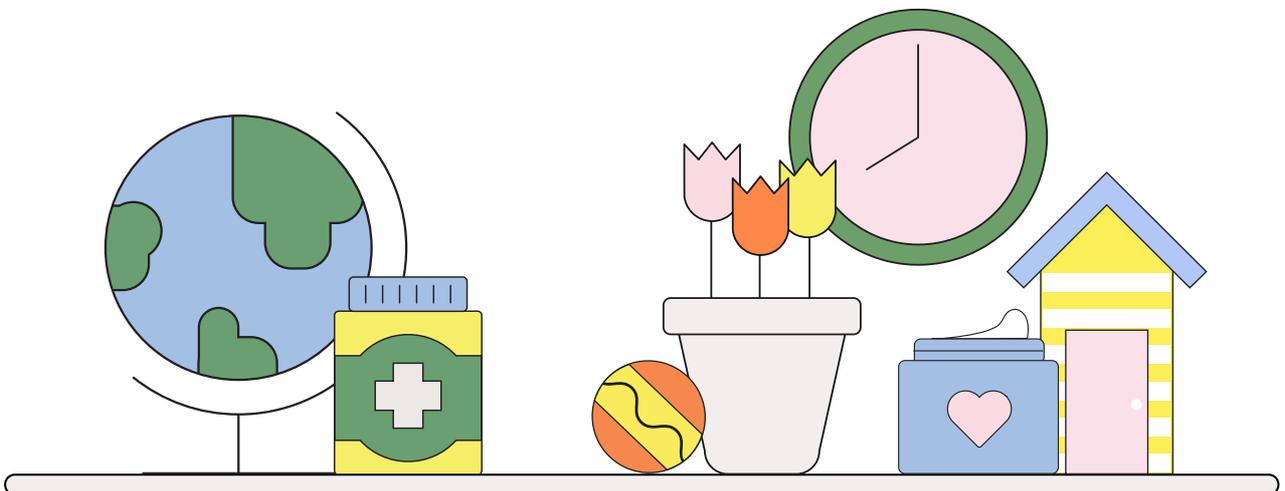
## Drop Off and Collection

- ★ Please do not let anyone into the building if you are entering or leaving, even if you have seen them before.
- ★ Please ensure all gates and doors are securely closed behind you.



## Trips and Off-Site Activities

- ★ At Hopscotch we occasionally take the children on walks or local outings. These trips are risk-assessed and carried out under statutory supervision ratios.
- ★ Please discuss with your Nursery Manager if you have any questions about our trips and off-site activities



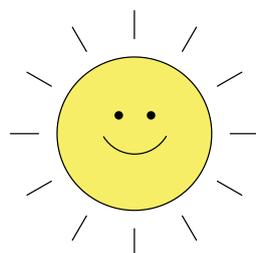
# Hopscotch and Tapestry

Learning Journals offer Early Years settings a way to record their children's special moments and help parents be involved in partnership as children grow and develop.

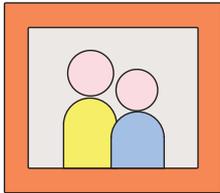


All children attending Hopscotch nurseries have a personal Online Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of their experience during their time with us. We use Tapestry, a system hosted in the UK on secure servers.

You will have secure access to your child's Learning Journey via email address and password, and in addition to viewing our contributions, you can add to it by uploading your photos and comments, and commenting on our observations.



# Agreed Guidelines for Accessing and Using Tapestry



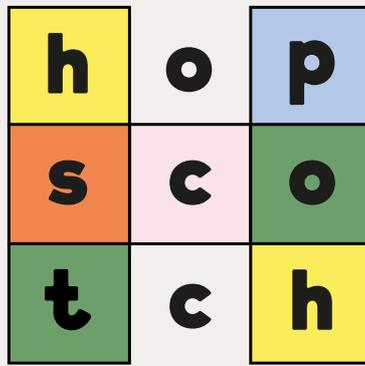
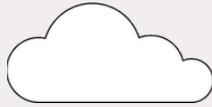
## Parent Responsibilities

- ★ I will not publish any observations, photographs or videos from Tapestry to any websites or social media sites.
- ★ I will keep the log-in details secure and only within my trusted family.
- ★ I understand that failure to comply with our terms and conditions, including leaving with an outstanding debt, may result in my Tapestry Journal not being released once my child leaves Hopscotch.



## Hopscotch Responsibilities

- ★ Hopscotch is registered with the ICO (Information Commissioner's Office for Data Protection) under the number 22446768 to protect personal information.
- ★ Hopscotch will ensure staff are trained to use Tapestry in line with all Hopscotch policies
- ★ Hopscotch will only grant access to relevant staff members.
- ★ Hopscotch will follow Tapestry procedures to delete children's accounts within 60 days after they have left Hopscotch.



## Any questions?

You can speak to your nursery manager, or email our Head Office at [office@hopscotchmail.com](mailto:office@hopscotchmail.com)

