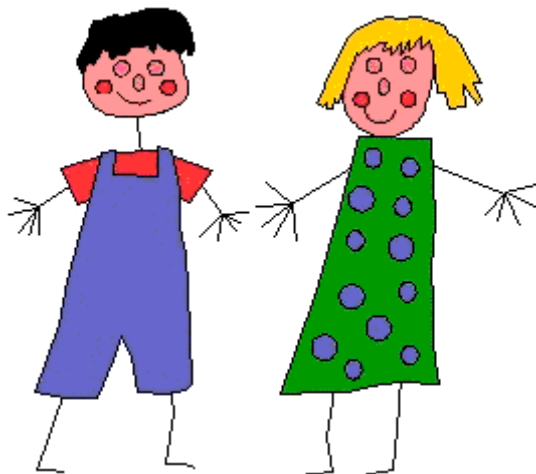


Baby Room

Parents Handbook



Updated June 2015

Dear Parents,

Welcome to the Baby room. We have put together this handbook, which will explain a little about the room and our policies and procedures. Our staff are always available, if you would like to have a chat about anything at all.

STAFF

Nikki Paxton, Room Supervisor – Nikki joined Childsplay Nursery in 2003 after she graduated from Telford College as a qualified nursery nurse. Nikki has worked with the pre-school children and moved to the baby room in 2008. Nikki was promoted to room supervisor in 2011. Nikki works full time.

Mary Stanton, Nursery Nurse – Mary joined Childsplay Nursery in 2003 as a special needs auxiliary and has completed her Nursery Nurse qualification whilst at Childsplay. Mary has a son and a daughter and 2 grandchildren. Mary works part time.

Grazyna Szurek, Nursery Nurse – Grazyna joined Childsplay Nursery in 2009 as a nursery assistant and undertook the Scottish exams to become a fully qualified nursery nurse in 2012. Originally from Poland, Grazyna has an MA in Education of children with learning difficulties and has experience of working with children who have learning difficulties. Grazyna works full time.

Megan Sharkey, Nursery Nurse – Megan joined Childsplay in June 2011 as a Nursery Trainee and completed her nursery nurse training (SVQ 3) in December 2012. Megan had previously completed a placement with us, whilst still at school, through the Jet Programme and attended 1 day a week for 6 months in 2010. Megan works full time.

Charlotte Foster, Nursery Nurse - Charlotte joined Childsplay Nursery in 2010 as a Nursery Nurse. Charlotte is fully qualified holding her BA in Early Childhood Studies. Charlotte has vast experience working in nurseries, including a nursery in Australia. Charlotte works full time.

Roxanne McCallum, Nursery Nurse – Roxanne joined Childsplay in 2014 from our sister nursery in Prestonpans where she had been based since 2010. Roxanne is fully qualified holding her HNC in Early Education and Childcare . Roxanne works part time.

CURRICULUM

In the baby room many of the activities and learning experiences are based around the Pre Birth to three framework.

Pre Birth to Three, New National Guidelines

What is the birth to three framework?

The national guidance and multimedia resource, Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families.

Who is the framework for?

This framework aims to support those working with children aged 0-3 years in the City of Edinburgh Council, partner provider nurseries, playgroups, voluntary organisations and childminders.

What does the framework set out to do?

The national guidance sets out to facilitate students and staff working with and on behalf of our youngest children and their families. It includes important information on pre-birth and brain development and it reflects the principles and philosophy which underpin the Early Years Framework and Curriculum for Excellence. The programme promotes good practice and aims to support and improve the quality of care for children aged 0-3 years in Edinburgh.

The framework pulls together information that will support the Early Years sector in using the three key features (4Rs) of:

Relationships Responsive Care Respect Rights of the Child

Through the 4Rs, effective support and learning opportunities for very young children can be provided and developed. The framework supports a flexible, holistic approach to working with babies and young children in a range of care settings with due regard to ability, ethnicity and gender.

Nine features of the key principles in practice

It is suggested that the following nine features of practice may be an effective way of supporting staff as they implement the four key principles.

The nine features are:

Role of staff Attachments Transitions Observation, Assessment and Planning
Partnership Working Health and Wellbeing Literacy and Numeracy
Environments Play

For more information about the Birth to three curriculum, it is displayed on the notice board and wall outside the room or on the website , www.ltscotland.org.uk/earlyyears/prebirthtothree , or you can discuss with any member of staff.

GIRFEC. and SHANARRI

GIRFEC stands for Getting It Right for Every Child and is an initiative for every person who works with children and young people. The approach helps us to focus on what makes a positive difference to children and how we can act to deliver these improvements.

The wellbeing of children and young people is at the heart of *Getting it right for every child*. The approach uses eight areas of wellbeing in which children and young people need to progress in order to do well now and in the future. These are **Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included**.

They are commonly referred to as the SHANAARI indicators.

We use them in the nursery to ensure every child has the basic requirements to grow and develop and that we provide an enriched environment to help them reach their full potential.

For more information please refer to: <http://www.gov.scot/Topics/People/Young-People/gettingitright>.



Promoting the well-being of children throughout childhood relates to the aspirations for the future that all children should grow to be: **confident individuals, effective contributors, successful learners and responsible citizens**.

ELECTRONIC LEARNING JOURNALS AND OBSERVATIONS

At Childsplay we use electronic learning journals. This system enables staff to make observations, track progress and plan next steps and then upload these onto your child's electronic profile. You will be able to access your child's profile anytime you want, as long as you have internet connection, and be able to post comments/ideas/suggestions on your child's profile which will be used by the keyworker to help plan next steps in your child's development. Observations are usually only recorded when they provide evidence of a child's level of achievement, their interests, learning styles or a significant event that will help staff when formulating next learning steps or planning learning experiences which reflect each child's needs. On average, we record one observation every couple of weeks, but also record achievements and completion of next steps. Using electronic learning journals will enable parents to participate in the planning process for their child and will also enable them to let staff know of things achieved at home or if a child has shown an interest in something. We also keep a folder for each child as a learning scrapbook, with evidence of your child's work during their nursery time.

The system is very secure. The connection is made using a secure server holding a SSL certificate. (Meaning the address starts with <https> and carries the padlock symbol.) You will be the only one outside of the nursery that can view your child's profile and you will access it with a unique username as well as a password and PIN that you create. When your child leaves the nursery we are able to transfer your child's learning journal to whatever school they will be joining, if they use the electronic learning journal system, or we can download your child's information onto a PDF file and email it to you. Then we will delete all of your child's records from the system.

PARENTS EVENINGS

We hold parents evenings twice a year in April and October, when we ask you to come along for a chat with your child's key worker. Although you can speak to staff in the room on a daily basis, this is an ideal opportunity to have longer discussions with your child's key worker.

ROOM ROUTINES

Breakfast time is between 8.00 & 8.30am, except for the younger babies whose own daily routines are followed. Some older babies bring in their own box of cereal, which we keep in the nursery for them. Some parents do not have time to give their children breakfast before they leave the house in the morning, if this is the case with your child please feel free to do the same.

Morning snack is at 9.00am and generally consists of toast and water.

Lunch is served at 11.45 except for the younger babies whose own daily routines are followed and the children will be offered that day's lunch.

Afternoon snack is at 2.45pm where the children are offered a selection of fruit and/or vegetables and a drink of water. Most of the older babies have a cup of milk at snack-time. Younger babies own routines are followed, as to when/if they get milk.

Teas in the baby room are given between 4.00 and 4.30 in the afternoon except for the younger babies whose own daily routines are followed. Teas are provided by the parents and must be something cold or something that can be re-heated in the microwave.

MORNING ARRIVAL

We have a signing in sheet, which is on a clipboard in the baby-room. Baby room staff sign the children both in and out of nursery as this sheet acts as a fire register for that day.

DAILY NOTES

Parents will receive a note home daily informing them of what their child has had to eat/drink, how much, bottle times etc, when they have slept, what their nappies have been i.e. soiled/wet and the times of change and what activities they have been doing.

MEDICINE

If a child has medicine which must be given during the nursery session then the parents must fill in the medicine form alongside a member of staff giving all the relevant information. If it is the child's first time with the medicine then we ask if the parents try it with them first to ensure that they are not allergic to it (This would not include emergency medication such as an adrenalin pen). In nursery we are unable to provide or store medicine for children just in case a child displays symptoms of a minor ailment or allergy. Such medicines include paracetamol, ibuprofen and chlorphenamine. If a child becomes unwell at nursery the parents will be informed and they can either bring the medication into nursery, sign the medication form for staff to administer the medication or take the child home.

INFORMATION POCKETS

There are pockets placed opposite the Baby Room on the wall and these can be used for members of staff to pass on individual information such as newsletters etc. Parents can also use these to communicate with each other i.e. birthday invitations.

Your child will have a pocket so please feel free to use it and check it on a regular basis.

INFORMATION BOARDS

The dry wipe board outside the baby room is there to provide information i.e. the monthly themes and annual planned topics.

The "work to go home" box is in the front hall. Every child has a file in which all your child's artwork will be stored. It is cleaned out every Friday evening. Therefore if you would like to keep your child's wonderful works of art, please check this box.

TOYS

The Baby Room has a rule that we do not bring any personal toys into the nursery unless it is a special occasion i.e. a birthday. We do accept comforters in the forms of dummies/blankets/teddies and ask that you try to keep these to a minimum.

BIRTHDAYS

We celebrate every child's birthday and mark the special occasion by having a party. We play a few party games, dance, dress up etc. Parents usually supply a cake and we sing happy birthday and blow out the candles.

If the child is not in on his/her birthday then we will have a party before or after the special day, what ever the parents wish.

PARENT HELPERS

If you have a special talent or would just like to help out then the Baby room welcomes all parents and carers to spend some time in the nursery. Face Painting, Storytelling, playing Musical Instrument etc. or even just lending a helping hand, staff would be extremely grateful for the help and support.

SUPPLIES

We ask that you always have at least 1 change of clothes for your child, which can be kept on your child's peg. Parents also supply their child's own nappies, wipes/wool, cream etc which can be brought in, in bulk, and we will send a note home when supplies are running low.

Could you please provide sun hats and cream in the summer and warmer clothes in the winter, Inc Wellington boots, hats, gloves and scarfs.

COULD YOU PLEASE LABEL ALL YOUR CHILD'S BELONGINGS

KEYWORKER

We use the key worker system in the Baby room. To ensure continuity of care all staff members work together caring for the children, sharing relevant information and liaising with parents, but each member of staff have their group of key worker children for developmental milestones and parent evenings. A list of key workers can be found on the notice board outside the Baby room.

FOOD POLICY AND PROCEDURE

Lunch Time

If any babies are asleep at lunch time their meal should be cooled for 10 minutes and then correctly stored in the refrigerator in an appropriate container with sealed lid or cling film and labelled with name and date. Upon reheating you must follow the house rules for reheating and record it on the reheating log. If not used within 24 hours then food should be discarded.

Baby Milk

Tinned Milk – Upon receiving a tin of milk powder from parents it must be labelled and dated when first opened. Open tinned milk powder can only be kept for 4 weeks as per manufacturer's instructions and then must be discarded. Tin should be stored (sealed correctly) in the designated cupboard.

Carton Milk – Upon receiving carton milk it should be labelled, stored in the child's basket and the expiry date monitored. Open cartons of milk should be stored in the fridge and used within 24 hours.

Breast Milk – Refer to separate sheet.

Children's Food

When parents provide food/snacks for the day they must all be labelled and correctly stored (i.e. dry snacks in child's basket/ meals, yoghurts in fridge etc).

Cereal – When parents provide cereal it should be labelled and dated when opened. It should be stored in the designated cupboard remembering to fold down the inner plastic wrapper for increased freshness. There is no time limit for opened cereal apart from the best before date. Staff should discard any cereal which has been stored incorrectly.

Preparing bottle feeds

It is not recommended that you make up bottles using infant formula milk powder in advance to store in the fridge. Advice from the UK Department of Health and the Food Standards Agency in November 2005 says that feeds should always be made up fresh, using boiled water that is hotter than 70 degrees C; in practice this means using water that has been left to cool for no more than half an hour. The advice is based on the fact that the milk powder itself is not sterile, and once made up, there is a small risk of harmful bacteria developing in any formula which is kept for use later in the day. Storing made up formula milk may increase the chance of a baby becoming ill and therefore it should be avoided. Any milk left over after a feed should be thrown away.

Breast Milk Storage

The following research-based guidelines come from the [Association of Breastfeeding Mothers \(ABM\)](#), and are suitable for a mother storing milk at home for a healthy, term baby. Different storage times may be needed for sick infants or donated milk.

You can store milk:

- At room temperature - not warmer than 77°F/25°C - for up to six hours.
- In a refrigerator with a temperature of below 4°C or colder for up to eight days.
- Warmer fridge (5°C—10°C) for 3 days.
- Freezer (approx -18°C) 6 months
- Previously frozen/thawed 12—24 hours in fridge

Refrigerate your milk in a sealed container as soon as possible. Store in small quantities so there is less waste and it's quicker to thaw or warm. It is possible to collect together milk from a number of expressing sessions, but allow each 'batch' to cool before adding it to the sealed container.

How do I defrost breast milk?

It is possible to defrost milk in a number of different ways. These include:

- placing it in the fridge to defrost slowly
- placing the container in a bowl of warm water and changing the water frequently.
- holding the container of milk under cold running water.

(Never defrost breast milk in a microwave. It can break down some properties and cause 'hot spots' that could burn the baby's mouth.) Gently shake the milk before use as the fats may have separated. It's important not to be too vigorous.

EBM can be used straight from the fridge but, for preference, many babies like it at 'skin' temperature. Just take the 'chill' out by running a warm tap over the container.

In addition to these guidelines from ABM, it's useful to know that:

- You may combine milk you collected that day with frozen milk as long as it's chilled for at least an hour first, and the amount that you are freezing is less than half of the frozen amount. Fresh milk retains more of its protective properties than frozen milk, so whenever possible, use refrigerated rather than frozen milk for feeding your baby. But note that frozen breast milk still has more health benefits than formula milk.
- If you are going to freeze breast milk, do so within 24 hours

Remember, when you are expressing, to wash your hands and keep breast pump parts thoroughly washed, rinsed and sterilised in order to prevent any bacteria from developing in the milk.