

**Nurseries Policies**

**Sussex House Nursery and Wendy House Nursery**

*Sussex House Nursery*  
*Sussex House*  
*1 Abbey Road*  
*Brighton*  
*BN2 1ES*

*Tel: 01273 664583*  
*Ofsted No130674*

*Wendy House Nursery*  
*Princess Royal*  
*Hospital*  
*Lewes Road*  
*Haywards Heath*  
*RH16 4EX*

*Tel: 01444 441881 ext*  
*8451*

*Ofsted No. EY231358*

Associated Policies:

*Admissions*  
*Arrival and Departure*  
*Parental Responsibility*  
*Conduct of Parents and Carers*  
*British Values and Prevent Duty*  
*Safeguarding and Child Protection*  
*Complaints*

Parents and carers are welcomed at Brighton & Sussex University Hospitals NHS Trust nurseries and we are committed to continuing close liaison links with home to benefit the children's welfare.

The staff will recognise that parents and carers have the greatest knowledge and are the main educators of their own child.

Our aim is to provide an atmosphere of mutual trust and agreement, where parents, carers and nursery staff communicate and support each other to create consistency of care and greater understanding of their child.

Parents or carers are given the required documentation relating to their child's admission to nursery on the first induction day. The Nursery Manager will outline key nursery policies and direct them to the online site to gain all policies and procedures, alternatively hardcopies of these policies are displayed in the main hall of the Nursery

All families are welcomed and valued by the Nursery, recognising the diversity in all families units.

- We require that Parent/Carers must update all relevant personal details relating to the family, when necessary. These will include change of telephone numbers and emergency contacts, address, medical or dietary changes, changes within the family home that may impact of the child's emotional wellbeing.
- Parent/Carers are encouraged to provide input at how the nursery is operating and how staff and the management team can make continuous improvement. Questionnaires are sent to families so that care can regularly be reviewed and feedback from families of the deliverance of the service.
- The nursery has a parent/carers open evening once or twice a year to discuss your child's development and for the parent/carers to explore the equipment that your child uses daily at the nursery.
- On occasions such as nursery outing days or celebration events the Parent/carers are asked for their availability to help.
- Occasional fundraising events are organised with volunteer assistance from parents.

- Parents/Carers are informed of the themes and topics the children are currently investigating and involvement is welcomed.
- The nurseries welcome diversity and will respect the religious and cultural backgrounds and beliefs of the families that use our settings. Special requirements will be accommodated wherever possible and practical.
- We will provide opportunities for Parent/Carers to contribute their own skills, knowledge and interests to the activities in the nursery.
- Parent/Carers are welcome to discuss their child's development and welfare with their key person and/or the manager can be arranged to suit both the parent and staff. All meetings to discuss your child's development are treated with privacy and confidentiality.
- When your child is due to move into the next age group, you will be offered a meeting with your child's 'Key Person' to discuss your child developmental progress and you will also be introduced to your child's new key person and shown around your child's new room. Parent/Carers are welcomed to access their child's development records anytime that are situated in files in their child's room. If you have any concerns with your child's development please do not hesitate to talk to your key person.
- When it is nearing to your child attending school the nursery staff will begin to prepare the children about school by reading storybooks and having general discussions about their pre-school visits. The parents/carers are also given some information about preparing your child for school to ensure that they settle into school as smoothly as possible.
- There is a parent's/carers notice board in the entrance hall with updated information. A newsletter and letters are distributed regularly to update parents/carers on events that are happening in the nursery.
- If the Nursery has any contagious infections that may spread from child to child notices will be displayed within the nursery explaining the signs and symptoms and incubation period the parent/carer should observe with their child. If unsure the parent/carer should discuss with a member of staff or the Nursery Manager.
- Brighton & Sussex University Hospitals Nurseries have a Facebook Page. The page is designed to update present and past families and friends on all the latest news and events happening and to gain feedback about our nurseries.
- On admission to the nurseries parents and carers are able to provide an email address thus allowing us to communicate electronically providing updates, queries and if required newsletters or other documentation.

Reviewed 24<sup>th</sup> February 2020

Written and Reviewed 21st September 2017

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager