

## Cache Diploma in Child care and Education

### Our Environment

Welcome to our private day nursery. The information in this booklet refers to the children within our setting who are 2-3years old, however some of the information may be common throughout the nursery.

In the nursery we offer a pleasant friendly atmosphere, where children are happy and comfortable. We provide a positive environment which is safe, stimulating, hygienic, healthy and caring for everyone in the nursery.



### SAFETY

Entrance to the nursery is through intercom only which offers security for the staff and children. Daily registers are taken and records kept up to date. Staff wear identity badges displaying their name and photograph.

You will see a variety of safety equipment around the nursery to keep the children safe. We use safety gates at the top and at the foot of the stairs. There are socket protectors in all unused sockets and appliances have curly cables. Slow closing hinges are on all doors and smoke alarms are on each floor.

Toys and equipment are regularly checked and broken items thrown away.

To help the children feel safe and secure all children are assigned their own peg which has their name on and a picture for easy recognition, we believe this gives the children a sense of belonging. Comforters from home are also welcomed in the nursery to help the children settle and to feel secure and happy.

We encourage EVERYONE to walk in the nursery to prevent accidents and to provide the children with a good example to follow.

## Our environment

### STIMULATING

There are colourful eye-catching displays which display the childrens work as well as providing focus points for the children to talk about which helps extend their vocabulary. We display images that challenge stereotypes and display work belonging to every child with their names displayed alongside. Display tables are also situated in the nursery for displaying items brought in by the children for the week's theme. Our toys and activities are rotated regularly and offered in a variety of ways to offer 'new activities' which encourage experimentation and problem solving. All activities are designed to allow children to succeed at their own level. Activities include sand/water play, painting, drawing, dough, bikes and other outdoor equipment, story, music and singing sessions, imaginative and role play, baking, collage and junk modelling.

### HYGIENIC AND HEALTHY

To keep our environment hygienic we follow strict cleaning and hygiene routines. We maintain a good standard of personal hygiene and provide positive role models for the children to follow. We always stress the importance of hand washing and ensure the children wash and dry their hands at the appropriate times.

The nursery is well lit with florescent lighting strips as well as spot lighting for the display boards. The room temperature is pleasant not too hot or too cold and the nursery is well ventilated.

The nursery is damp dusted every day and floors and working areas are cleaned regularly. We encourage drinking of water in the nursery and children are encouraged to bring in their own water bottle which can be refilled throughout the day.

At sleep time we provide adequate space and the children all have their own sleep time mat. Sleep times are recorded and children are checked regularly during sleep.

Outdoor play is encouraged whatever the season and we ensure children are dressed appropriately for the weather conditions.

*"Children need a clean, warm, hygienic environment in order to stay healthy"*

*(T Bruce, C Meggitt, 2002, P.185)*

## Our environment

### CARING

We welcome people into our nursery with a smile and 'hello' our attitudes towards each other are the examples which the children will follow. We are caring to each child and treat each child with equal concern. We cannot expect the children to be kind, helpful and polite if we do not offer them the same courtesy.

We make every effort to build up good relationships with parents and carers, taking time to listen and referring onto the correct member of our team to ensure any problems are sorted out.

Each child's individual needs are recorded to ensure that any new Early Years Worker (EYW) can read the record and know how to treat the child and what is considered normal to them individually. All records are kept in a secure place, in accordance with our confidentiality policy.

We try to be face to face level with the children when we talk to them. We listen with interest and respond appropriately. We allow children plenty of time to reply and do not pressure them into hurrying up.

We encourage children to be as independent as possible and offer guidance rather than carrying out every task for them, such as putting on coats.

We always encourage and praise the children and we ensure all the children feel included. We ensure children are supervised at all times.

*"The environment in which children grow and develop has a profound influence on all aspects of their lives, including their physical, cultural, emotional, social and spiritual development."*

*(T Bruce, C Meggitt, 2002, P.183)*



# Child Care and Education Student Booklet



## Private Day Nursery Setting



## Cache Diploma in Child Care and Education

### Health and safety

It is our policy and duty to provide a safe and healthy working environment for employees and children. We use our home corner area for teaching children about basic health and safety. Visits from the police, health visitor, and nurses also give the children a basic understanding of health and safety.

We aim to prevent accidents happening by being a good role model and setting a safe example for the children to follow. No hot drinks are allowed into any areas where there are children. Any spillages must be wiped up straight away.

Should an accident occur however minor the injury prompt attention is vital. It is important to keep the child calm and not to panic.

All injuries are to be reported to the first aider who will administer first aid and record the information in the accident book and notify the parents.

Health and safety report forms are also available for employees to report an incident or potential hazard.



Medication can be given in the nursery if previously discussed with the parents.

The medication is only administered by a qualified first aider and the medication must be stored following the correct procedure.

Staff are provided with protective clothing and it is their responsibility to use it.

Gloves must be worn when dealing with blood, urine, faeces and vomit and we ensure hands are washed at the appropriate times.

*“Carers of young children need to have a sound knowledge of child development in order to anticipate when an accident is likely to happen.”*

*(T Bruce, C Meggitt, 2002, P.414)*

## Cache Diploma in Child Care and Education

### Health and safety



- A minimum ratio of 1:4 is maintained in the room for 2-3 year olds.
- A no smoking policy is adhered to at all times.
- Fire exits are kept clear and are clearly labelled, fire evacuation procedure and route are displayed and fire drills are regularly carried out.
- All electrical equipment is checked annually by an independent contractor.
- Catering staff hold a basic food hygiene certificate.
- The nursery is registered with OFSTED (Office for Standards in Education) and is inspected annually. All reports are available for parents/carers to read.
- Risk assessments are regularly carried out in order to revise our policies and procedures.
- All staff sign an equal opportunities policy to show commitment to non-discrimination.
- A CRB check (Criminal Records Bureau) is carried out on all staff in our setting.

#### COSHH (Control of Substances Hazardous to Health)

All hazardous materials are stored in compliance with COSHH. Substances not displaying COSHH label are also carefully used and stored separately in a locked cupboard.

#### RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

All accidents and illnesses which require someone from the nursery being taken to hospital is reported immediately to the local authority.

Forms F2508 are used to report injuries or illnesses which are sustained by a staff member as a result of their work.

## Health and safety

*“Legislation in the UK relating to the health and safety of children, within which all care and education settings must work, includes:*

- *The health and safety at work act 1974 (HASAWA) and management of Health and Safety at Work regulations 1992.*
- *The Children’s Act 1989, in particular, guidance and regulations volume 2, family support, Day care and Education provision for young children 1991.”*

*(Dare & O’Donoran, 2000, P.116)*

### Health and safety at work act 1974

The aim of the HASAWA (Health And Safety At Work Act) is to protect employees. It imposes responsibilities on employees and employers. We take all steps possible to ensure the health and safety of our employees and these steps are set out in our health and safety policy. Information about the HASAWA is displayed in the staff room.

### Children’s act 1989

The children’s act ensures that all settings are registered and inspected annually with the local authority. We are registered with OFSTED who check that the requirements relating to health and safety within the children’s act are fulfilled. We have a duty to protect children and our on-going registration is subject to satisfactory annual inspection of care, education, hygiene and safety practice carried out by OFSTED.

### Food handling regulations 1995

The nursery is registered with the local authority environmental health team, who carry out inspections annually. We follow all the safety laws set down by the regulation which is shown in our policies.

These acts provide the guidance which we use in writing our policies and procedures which we have in place to keep the children safe and maintain their health and also to reduce the risk of accident and injury. By following these we ensure we provide a positive environment for the children to be part of. We also provide in-house training for all our staff to gain basic first aid certificate, basic food hygiene certificate and to enhance their learning about policies and procedures.

## Needs of the children



*“To achieve and maintain healthy growth and development (that is physical, intellectual, emotional and social development) certain basic needs must be fulfilled”  
(T Bruce, C Meggitt, 2002, P.171)*

### Food

All children have suitable food made available for them. Parents/carers of children with a specialized diet will be asked to provide information about suitable foods. Parents/ carers will be advised if their child is not eating well, and water is available for the children to drink during the day.

### Sleep and Rest

Children have a sleep/rest period of one hour after lunch. Each child has their own named sleep mat and sheet. Our sleep routine involves drawing the curtains and dimming the lights. Soft music is also played which varies but is always calming and played low. Some children require a nappy at sleep time and these are put on after they have visited the toilet after lunch, following our procedure for nappy changing. They are changed upon waking.

We follow parental preferences for comforters, if parents wish to have a comforter such as a dummy or teddy we are happy to have them in the nursery and provide the child with them as and when the parent wishes.

We also offer comfort such as gentle patting or holding of their hands.

Children are always supervised throughout their sleep and rest times.

Children’s hair is brushed or combed after sleep time and all combs and brushes are cleaned and placed in a sterilizing solution after use.

*“Children who are sleep-deprived often become irritable and unwilling to cooperate and play with others amicably”*

*(Nursery World, 30<sup>th</sup> September 2004, P.26)*



## Needs of the children



### Stimulation

We offer a wide range of experiences. We give children time to play and talk in a way that is appropriate to them to encourage and stimulate their development. We believe lack of contact and play can result in a child failing to develop important language skills as well as becoming emotionally detached and unable to form attachments. We always praise all individual achievements and support children with their learning.

### Cleanliness

We follow strict hygiene routines within the setting. Germs spread very quickly in groups of young children so we ensure policies are in place and followed to minimise the risk of infections which include washing toys and equipment regularly.

We encourage the children to be as independent in their personal hygiene as their individual development allows them to be and we support and encourage children with tasks such as wiping their own noses and bottoms correctly. We also teach and demonstrate hand washing at all appropriate times.

Children wash their hands and face after meal times and each child has their individual flannel. Between the ages of 2-3 years a lot of our children are toilet training, We follow strict procedures which are listed in the changing area's. Soiled or wet clothing is changed immediately and is not made an issue of.

### Exercise

We encourage exercise both indoors and outdoors and provide adequate space for the children to be physically active throughout the day. We try to take the children out every day, we believe fresh air and exercise is important for the children to let off steam and to allow time for their muscles to develop correctly.

If weather conditions prevent play outside we play circle games to encourage physical movement. We always ensure the air in the nursery does not become stagnant, we open windows daily to allow fresh air to circulate but not too wide that they create a draught in the room.

## Needs of the children

### Clothing

We always ensure children have adequate clothing for the weather conditions before they are allowed outside. Parents/carers are asked to provide adequate clothing for all seasons and sun cream in hot weather. All clothing and sun cream should be labelled with their Child's name.



### Routine

Our day follows a daily routine the times for meals, snacks story time and outdoor play remains the same daily, our activities are planned weekly and a copy placed in the entrance to the room. We remain flexible in our planning to allow time for activities which may arise. Consistency is important for all children and adds to children's feelings of security. We have regular staff meetings to ensure we are all working together in a consistent way so that the children feel secure.

*"Children thrive on routine. Daily routine gives shape to the day and provide children with signals of what to anticipate. Routines create the structure of the day and help children to make sense of their lives."*

*(Nursery World, 30<sup>th</sup> September 2004, P.26)*

### Love and Affection

We value and care for all children in our care unconditionally. All children need to feel loved and valued for who they are. Feeling loved and valued will give security to a child and help with separation from their parents.

*"A positive environment which offers unconditional caring is welcoming of all children and in such an environment children are not worried about failure or doing something wrong."*

*(P.Tassoni, K.Beith, 2002, P.237)*

## Snack times and Mealtimes



At snack times and mealtimes children sit in small groups. A member of staff will sit with the children to eat at mealtimes to provide a positive role model for healthy eating. We do not overfill the child's plate but will always offer more when the child has finished. We believe mealtimes are a learning experience promoting listening and independence skills as well as building self confidence.

Healthy eating is encouraged from an early age it is essential for proper growth and development in children. Children are encouraged to develop good eating habits and table manners and will be allowed plenty of time to eat.

Mealtimes are a social occasion within the nursery and children are encouraged to interact with others and to help with laying the table and clearing away.

Some children's eating patterns are influenced by religious/cultural beliefs or parental preferences and we aim to cater for each child individually through discussion with the parents.

We offer breakfast, mid-morning snack, lunch, afternoon snack and tea in the routine of the nursery day.

Children's stomachs are smaller than adults and they have large nutritional requirements. This means between meals children can often become hungry.

We provide mid-morning and afternoon snacks such as fruit, raisins, carrot sticks, yoghurts and savoury biscuits.

Full fat milk is served at snack times and water is available throughout the day.



*“An adequate diet consists of a mixture of all three of the major nutrients (providing enough energy for growth and an active life), together with sufficient amounts of the essential vitamins, minerals and fibre”*

*(R West, 1990, P.91)*



We provide a balanced diet which includes sufficient amounts of protein, carbohydrates, fats, vitamins and minerals for everyone in the nursery, following individual dietary requirements. Alternatives are always made available to ensure all children receive the correct amount of proteins, carbohydrates, fats, vitamins and minerals irrespective of their dietary needs and requirements.

### Proteins

Meat, poultry, fish, cheese and eggs also beans, nuts seeds and bread contain protein. Proteins provide the body with material for growth and repair. If dietary protein is inadequate health will fail, growth will be slow and malnutrition may occur.

### Carbohydrates

Bread, cereals, pasta, potatoes, rice, fruit and milk are good sources of carbohydrates. Carbohydrates provide the body with energy which is used for physical movement, growth and also aid the digestion of other foods.

### Fats

Found in butter, cheese, meat, nuts, olive oil, fish oil and vegetable oil. Fats help the body conserve body heat. Fats, sugars and oils should form the smallest part of a child's diet. They provide energy and growth.



## Vitamins

Vitamins are also necessary for health and development.

**Vitamin A** - found in milk, cheese, carrots and tomatoes. It is essential for vision and healthy skin. A deficiency in vitamin A leads to an inability to see in dim light.

**B Vitamins** - Found in meat, green vegetables, eggs and fish they are needed for muscle function and blood formation.

**Vitamin C** - found in tomatoes, oranges, kiwi and grapefruit. It promotes the healing process. A fruit or vegetable which is high in vitamin C should be included in the children's diet every day. A deficiency can cause scurvy, wounds will be slow to heal and gums may bleed.

**Vitamin D** - Found in some butter, milk and oily fish. It can also be absorbed into the skin if exposed to sunlight. It's essential for the growth of bones and teeth. Many diets don't contain sufficient vitamin D during period of rapid growth so exposure to sunlight vital, a deficiency can lead to the bones not forming properly as the body cannot absorb calcium if there is a deficiency.

**Vitamin E** - Found in egg yolk, nuts, seeds and oils. It protects the cells in the body from damage and also plays a part in the function of the brain.

**Vitamin K** - Found in green vegetables, liver and whole grains it is made by bacteria in the intestine it is used to help the blood to clot.

A balanced diet must also include minerals to ensure the child stays healthy. Iron, calcium, sodium, potassium, magnesium, sulphur, fluoride, iodine are all needed for the bones to grow and to regulate fluid balance as well as the control of muscles, nerves and to provide the body with energy.

Children who have a vitamin or mineral deficiency can be supplemented with vitamin and mineral drops.

Breakfast



1 Weetabix with  
Full fat milk.  
1 Slice of toast  
Orange juice

Mid-morning snack



Small handful of  
Raisins.  
Milk/water.

Lunch



Shepherds pie (lamb/quorn)  
Cherry tomatoes  
Peas  
Fruit juice  
Yoghurt

Afternoon snack



Crackers  
Carrot sticks  
Milk/water

Tea Time



Wholemeal toast  
Baked beans  
Fresh fruit  
Milk/water

Supper Time



2 Biscuits  
Milk

*Suggested daily intakes are as follows:*

- ✓ *Two portions of meat or other protein foods, such as nuts and pulses*
- ✓ *Two portions of protein from dairy products*
- ✓ *Four portions of cereal foods*
- ✓ *Five portions of fruit and vegetables*
- ✓ *Six glasses of fluid, especially water*

*(M.Beaver et al, 2001, P.101 )*



At the nursery we all work together as part of a team. We work together to review our policies, procedures and codes of practice regularly. We value and respect each other and learn from each others experiences, as we all have different preferences, values and skills.

We believe the importance of working in a team is vital to establish the correct environment. Our teamwork creates a pleasant atmosphere to work in and for the children to be part of.

It is important that we all work together to ensure the children in our care receive the highest standard of care and to ensure we can respond to the needs of all children and families in the nursery.

All staff are offered on-going in-house training to develop their skills and understanding further.

Some people within our team have many years experience behind them whilst others are at the beginning of their career, we value the range of ideas which they put forward and build on each others strengths. When children see adults are happy and have respect for one another this will have an effect on the way they conduct themselves. Bandura's social learning theory suggests:

*"Children model their behaviour on the behaviour of adult's around them"*  
(P.Tassoni, K.Beith, 2002, P.232)





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