



Dear Parent

Please find following information regarding Sandcastles including a relevant selection of our policies, and a table of our opening times and fees.

Should you require any further clarification regarding any of the following or you would like to view the nursery, please do not hesitate to contact us on 028 2766 6066 or email us on [enquiries@sandcastlesdaynursery.co.uk](mailto:enquiries@sandcastlesdaynursery.co.uk)

Or should you feel that Sandcastles can provide the peace of mind you require and meet the physical, intellectual, creative and emotional needs of your child, feel free to print off and return the following registration form along with your £40.00 deposit and we will be in contact to confirm the availability of the places.

Regards

*Nikki Stubbs-Carton      Joanne Davidson*

Nikki Stubbs-Carton & Joanne Davidson  
Sandcastles Managers



## **Sandcastles for the Children**

Sandcastles is a day nursery facility, located at 219 Seacon Road, providing daytime childcare for age groups between 6 weeks and 12 years.

Sandcastles has been designed and built by incorporating the skills of the following teams; architects, engineers, health and safety consultants, fire regulations, environmental health, early years social workers, security consultants and parents.

Sandcastles offers a high quality caring environment. It considers the needs of each individual child at various ages and will meet the social, physical, intellectual, creative and emotional needs and also provide an invaluable peace of mind for all parents faced with the modern dilemma and confusion of what's best for their children.

Sandcastles is situated with sufficient grounds to allow an area for the toddlers to safely explore, run, climb and have fun and a separate area for pre-school children to do the same.

The Tiny Tots Room has a calm atmosphere to ensure the babies will not be confused or over stimulated, the babies will have the same carers for most of the day, there is a sleeping area for them with black-out blinds and monitors, and a room for every day activities for example feeding, playing and learning to walk or crawl safely. The younger toddlers in this room are provided with activities to stimulate their development, fine motor skills and creativity, in a safe environment which nurtures their increasing individuality and independence.

The Toddler Room ensure they can develop all their key stage skills, an indoor place for running and jumping safely with the necessary equipment to do so and toys that let them develop their dexterity, a place to give them time to relax and rest quietly, with carers that listen to them as they develop their language skills, carers that will also set firm clear boundaries for behaviour.

For the pre-school children who, at this age, tend to experiment with new skills – they have areas and rooms that allow the carers to encourage them to play with new toys and materials, carers who help them to feel special and successful and encourage interaction with other children.

For the school age children they have their own places to play and relax and will be able to decide their own activities. There is a varied and stimulating programme of activities to interest them and extend their skills and hobbies.

For the carers this is an environment home from home where they feel it is 'theirs' with their personal input into the atmosphere and encourages ownership of each position.

Our carers have been chosen after a thorough and structured selection process has taken place, and has successfully completed the required security checks. They are suitably qualified and all require and have; a genuine love of children, patience, tolerance, energy, imagination and a sense of humour. Caring for children involves taking responsibility for planning, initiating and facilitating programmes for the children, e.g. story sessions, art, music, science, working with natural materials (water, clay, dough and sand) and special needs. Carers will provide a parental model for the child and be sensitive to the needs of children and parents.

### **Sandcastles Policy on Healthy Eating**

At Sandcastles Day Nursery we have an on-going commitment towards good nutrition for the children in our care. We continually review our menu and snack ideas to ensure the children enjoy a varied and balanced diet at all times.

- For meals a variety of foods are selected from each of the four main food groups each day:
  - Bread, Rice, Pasta or Potatoes
  - Fruit and Vegetables
  - Milk and Dairy
  - Meat, Fish and Alternatives
- Fresh Fruit is always available and given as a desert once a week,
- Mainly milk based puddings will be served such as natural yoghurt, fruit fool, semolina, custard, pudding rice
- Where cakes are served as pudding they will be freshly prepared by the cook
- Processed meats are limited in use and will consist mainly of only sausages served occasionally
- Special diets and cultural habits are respected and parents are requested to give written details on their child's registration form of any such requirements
- Should a parent have a request that their child use soya milk products etc through personal choice they will be required to provide these items
- The menu served in Sandcastles has been specially devised by the cook and management and takes into consideration the age group of children in our care
- All meals and snacks are prepared, cooked or baked by our full-time cook who has a valid Basic Food and Hygiene Certificate
- We have devised a menu which is set over ten weeks in order to give the children a variety of meals
- Meals have been sourced from a variety of places including Jamie Oliver's educational pack for schools
- Due to the increase in the amount children suffering allergies such as asthma, eczema etc we at Sandcastles have refrained from using products with certain E numbers and Additives
- Should parents wish to know more about the E numbers and Additives we refrain from using we have a pack available on request called 'Food For Life'
- Parents will be provided with our ten week menu plan should they wish to have one
- Snacks are always healthy and nutritious to provide children with the required energy and nutrients they need to grow
- Sweets, crisps and fizzy carbonated drinks are never offered to the children by Sandcastles the only exceptions are should parents provide their own party foods for birthdays
- Full-cream milk or water is provided as a drink at snack times, between meals and during meals
- If on occasions juices are given these are well diluted and given only at snack and meals times to avoid causing damage to children's teeth
- Snacks for the children will be mainly bread based and will also include fruit for the children, once a week they will be given crackers and home baked cookies
- The main bread based snacks will be baked on premises by the cook
- For special occasions or birthday parties parents are free to bring in a birthday cake and we will provide the rest of the snack

### **Sandcastles Policy on First Aid**

- Only qualified First Aider's will administered emergency first Aid if and when required
- There will always be a qualified First Aider on site at all times
- Nursery Assistant staff are all briefed on how to deal with minor incidents such as falls and grazes
- The First Aid cabinets are located in each of the playrooms out of reach of children and kept locked at all times
- Each supervisor is responsible for ensuring that their First Aid cabinet is locked at all times
- The staff First Aid box is located in the manager's hallway filing cabinet
- Medicines provided by parents will be checked regularly by the room Supervisors to ensure that medicines, creams etc are within their use by date
- Should medicines be out of date parents will be informed immediately in order for them to provide a replacement
- The manager is responsible for providing the essential First Aid cabinet contents
- First Aid cabinet contents are checked after any incident by the Supervisor, if first aid supplies are low they are to reported to management immediately
- First Aid is administered in accordance with the parents signature of consent form, which is located in the registrations file in the managers office
- If a child requires First Aid it should be recorded in the accident file in the child's room, with the appropriate details filled in and a brief written account for the parents to read. This form is required to be signed by the witnessing member of staff and the child's parent on their arrival to collect the child
- The Managers will be informed of any major accidents during the day, and the form signed by them
- Should a child have an accident a member of staff will remove the injured child from the scene, calm, reassure them and administer the appropriate First Aid
- If any child should have a major accident or head injury the child's parent(s) or named emergency contact will be called immediately informed of the situation and asked to meet the Manager at Accident and Emergency or to collect their child as soon as possible to have them seen by a medical professional

### **Sandcastles Policy on New Admissions**

Starting a Nursery is as big an ordeal for the parents as it is for the child who is going to be in our care, therefore there are a few things which we find help everyone to settle in to Nursery routine.

- Each child will be treated with the same level of love, care and attention within the nursery
- Prospective parents will be greeted warmly and invited to view the Nursery
- The Manager or Supervisor will take their details, Name, Address, Telephone Number, Date of Birth, and Requested Start Date. These details are entered onto our enquiry list
- We will explain the Nursery's policies in brief and outline routine within the room required
- We will outline the types of activities provided and their benefits for that particular age group
- Parents/Carers will be informed of the opening and closing times and discuss what their needs will be for childcare
- It will be explained that nursery will provide all drinks, meals and snacks in accordance with the times requested for care, except formula milk
- Parents will be informed that they are required to provide a change bag appropriate for the child's age i.e. Babies require the following: a change of clothes, bottle of calpol or paracetamol (stored in the medicine cabinet in each room), a packet of nappies and a jar of Sudo Cream or Vaseline, sterilised bottles and a tin of formula
- Parents are free to ask questions and nursery brochure is provided for their perusal at home
- A registration form is provided in this brochure and should a parent wish to book a place within Sandcastles they should complete the form and return as soon as possible to avoid disappointment
- Places are allocated on a '***first come, first served basis***'
- Sandcastles cannot guarantee a space without receipt of a completed registration form and deposit, therefore responsibility lies with the parents enquiring to ensure should they want a place their registration form and deposit is given to management promptly, otherwise they risk losing the place discussed for the child
- Our settling policy is explained to parents and a strategy worked out for their own child's needs
- We aim at all times to offer equal opportunities for all boys and girls including those with special needs, different race, culture and background.

### **Sandcastles Policy on Settling In A Child**

When a child starts in a new setting it can be quite an ordeal and equally so for parents, at Sandcastles we aim to make this process a smooth as possible by following a few guidelines which are as follows:

Each of our members of staff are qualified or training to finish their qualification in Child Care. Therefore they are all aware of the stresses a child can go through when separated from their parents. However with their experience they will do their utmost in helping in the settling process.

- An open discussion will be had with the parent which allows us to get to know a little about the child before he/she starts
- Once a child's personality/independence has been established we can decide on the best way to introduce the child into the group
- We would suggest to parents that an hour on the first day is ample to start with and then gradually extend the time over a few days
- At Sandcastles we aim to ensure all our staff are aware of the differences in children's personalities and characters and that all children will settle in at a different pace and length of time.
- Our baby room process will differ slightly depending on the age of the baby and when they are starting likewise the Manager and Supervisor will discuss with the parents suitable settling in arrangements
- Management will be kept informed of decisions the supervisors have made and liaises with parents to ensure they are happy with the settling in process
- Parents are encouraged to say goodbye when leaving and reassure the child that they will return shortly for them
- Should it be necessary a key worker will be appointed to help the child gain confidence and settle
- Parents are free to ring as often as they wish to put their minds at rest
- Parents should be prepared for a delayed reaction in a child who appears to have settled very quickly
- There can be no time limit for settling in a new child
- Flexibility and understanding will ensure the procedure occurs as easily as possible for both parents and the child involved
- Children with comfort objects will be encouraged to have these items with them when they start, so that they have something familiar i.e. dummy, blanket etc
- During time these items will be stored on their individual pegs outside their rooms therefore it is advised that they should have these items clearly labelled
- We will work closely with parents as to when they would like to wean their child off the comforter. In this instance we will gradually have the comfort item out of view of the child and introduce it to them only at sleep times, providing this is what parents requests
- We are aware that every child is different and settles into this environment differently and at their own pace and with this in mind we will take our lead from the child first

### **Sandcastles Policy on Behaviour Management**

We aim at all times to allow the children in our care maximum independence, choice and stimulation. Therefore when working with children it requires staff to spend a certain amount time promoting acceptable and appropriate behaviour. We would work in consultation/ partnership with parents.

- Smacking or any form of humiliation punishment is never permitted within the nursery
- Any member of staff found to be using these forms of discipline would immediately cease to be employed in this company
- The play structure in each room is designed to give the children maximum stimulation and therefore lower levels of unmanageable behaviour
- A child who displays disruptive or aggressive behaviour will be distracted from the area of concern and member of staff will explain to him/her acceptable levels of behaviour and try to reason with the child's level of understanding
- Children will be encouraged to apologise to their counterpart regardless of the age group
- Sandcastles is not permitted to have a naughty corner/naughty chair of any description as this would be labelling, however staff may work with a time out rule that should a child be increasingly difficult or uncooperative they will be given time out away from the toys they are currently playing with, the area used will not be the same place each time should it be consistent
- Parents will be informed of their child's behaviour and are asked to liaise with staff in speaking with the child at home
- Where staff are finding it increasingly difficult to control a child, management will be involved in order to help find a resolution
- Should the behaviour persist the Supervisor will have a more in-depth conversation with parent/s and where necessary management will be involved
- It is vital to have parents co-operation at all times as continuity and consistency is so important to the developing child
- Any information exchanged is completely confidential and will not be disclosed to anyone other than the staff who works with the child
- We aim to show the child the importance of being kind to others, sharing toys, taking turns, helping our friends and taking care of our toys and belongings. These are vital stepping-stones in preparation for social skills later in life
- Behaviour management of Afterschool children will be as outlined above and adapted in accordance to the child's age and level of understanding
- Afterschool children be encouraged to create and keep to rules which they will come up with themselves under supervision of the staff

### **Sandcastles Policy on Accident Procedures**

- All accidents and injuries of children will be recorded in Hard Backed Accident Books which are kept in and can be located in each of the individual playrooms
- Any accidents had by staff or members of the public entering the Sandcastles building will be recorded in the Accident Report Book kept in the Office by Management. The book will be completed and the person who has had the accident will receive a green information slip with a report number outlined on it.
- The Supervisor must be informed immediately when an accident occurs and the relevant Accident Book report filled out by the member of staff who witnessed the accident
- The Supervisor of each room will then report any accidents to Management
- If any other children have been involved in the incident they should be removed from the incident
- The injured child should be calmed and reassured
- Only qualified First Aider's will administer basic first aid when required i.e. bandages/steri-strips
- If the injury requires further treatment parents will be contacted immediately
- If the child's injuries require them to be taken to accident and emergency/health centre medical room the child's parents will be contacted immediately and asked to meet Management/Staff at this location. Registration details and the accident form will also be taken with the child
- Any child who has offended **i.e. biting** should not be named on the accidents forms or when reporting to the other parent to respect confidentiality policy
- If a child arrives at nursery with a mark of any kind parents should inform a member of staff and in turn that person pass on the relevant information to the Supervisor and members of staff within the child's individual room
- All reportable incidents for example: broken limbs, burns, wounds requiring stitches, will be recorded in the accident report book and the Health and Safety Executive contacted to report the accident/incident within 10 days
- Any accidents/incidents that happen in Sandcastles of a serious nature will undergo an internal investigation by Management. The parties involved will be kept up to date on the progress and final outcome of any investigations
- Should parties involved not be satisfied for any reason with the decided outcome, this can be put in writing to the attention of The Managing Director of Sandcastles, 219 Seacon Road, Ballymoney, BT53 6PZ, this correspondence will be responded to within 3 working days
- All incidents of a serious nature will be reported to Sandcastles link Social Worker within 24hours
- Social Services will be kept informed of any investigation findings and any changes which we may decide to make due to outcomes
- All accidents will be collated 6 monthly and assessed to identify trends which can then be addressed if necessary

**Sandcastles Policy on Administering Medication**

- The Managers and Supervisors of each room are authorised to administer medication to a sick child i.e. Calpol, antibiotics
- In the absence of the room Supervisor the Manager should administer medication, failing this another room supervisor can administer the medication if necessary
- At any time medicine is to be administered 2 members of staff need to be present, 2<sup>nd</sup> person will witness the medicine form
- All medicine administered must be recorded immediately on a medicine consent form and signed by the parent
- All prescription and non-prescription medicines must be clearly labelled
- All medicines must be stored in the medicine cabinets situated in each room
- When necessary medicines required to be stored in the fridge can be stored in the kitchen fridge – top covered shelf of the door
- To ensure Calpol is only administered if necessary – Supervisors will check with Management first before being given
- The medicine forms are located in the individual playrooms and the following must always be recorded
  - Day and Date
  - Name of Child
  - Type of Medicine and Dosage
  - Time Medicine Administered
  - Staff Signatures (given by and checked by)
  - Parents Signature
- Expiry dates on children's Calpol should be checked and disposed of correctly
- Should the child's condition worsen the parent/guardian will be contacted and asked to collect their child
- Parents will be consulted if in any doubt about administering Calpol or other medicines, in accordance with the permission slip signed by them at the registration to nursery.
- Breach of this policy will result in disciplinary action for all staff concerned

**Sandcastles Policy on Accident Prevention and Safety**

- Children will be supervised at all times – two members of staff should always be on the floor
- At times necessary Management may be called on for the correct supervisory needs in all rooms
- Illnesses and accidents should be reported immediately to the Managers
- Any unusual bruising or behaviour in a child should be reported immediately to the Managers and records made
- All potentially dangerous substances, cleaning materials and medicines will be kept out of children's reach and stored in the appropriate places
- All potentially dangerous substances, cleaning materials, medicines and any other liquids in rooms and storage will be clearly and appropriately labelled
- Accidents and spillages will be cleaned up immediately
- Should any spillages occur the appropriate signage for slippery floors should be displayed in clear visibility while cleaning is in progress and until the area is dry
- All mops are clearly labelled with separate mops for the Kitchen, Room Floors and Bathroom/Toilets
- All interior fire exits will be kept free from obstruction at all times
- Power points will be covered at all times when not in use and electrical leads kept out of reach where possible
- All electrical equipment wires and plugs should be kept out of reach of children and secured appropriately and safely
- Supervisors are responsible for carrying out and keeping a monthly written record of the sterilization of toys and equipment
- Should Supervisors find broken or unsafe toys when carrying out these checks they should be discarded immediately
- Supervisors are responsible for carrying out and keeping a monthly written record of the risk assessments done from their individual rooms
- Any points recorded by Supervisors in their risk assessments should be reported to the Managers immediately
- Sterilizing and Risk Assessments records will be monitored and collected by the Managers six monthly
- Children's soothers will be sterilized daily and appropriately in the individual rooms
- Plastic gloves will be disposed of in the appropriate bins
- Nappies will be carefully disposed of in the appropriate bins in the individual changing areas and removed outside to bins at the end of each nappy changing session
- Smoking is completely prohibited within the Sandcastles Nursery building
- Smoking should only be in the prohibited area at the back of the premises should children be in visible view staff should refrain from smoking until children are no longer present
- Teeth-brushing will be introduced and take place in Pre-School after children brush their teeth, toothbrushes will be soaked in a sterilizing solution by the supervising member of staff
- Staff will supervise teeth brushing and assist with this aspect of their hygiene if needed; helping to encourage the children to develop this skill on their own
- Teeth-brushing equipment will be kept on shelf in the bathroom out of the reach of the children
- Management under instruction from the Pre-School Supervisor will replace toothbrushes
- The cook will carry out risk assessments monthly
- Separate chopping boards will be used for meat, fish, bread, dairy, raw meat and cooked meat
- Milk products will be stored in the fridge at the correct temperature of not more than 8 degrees, freezers will be below 1 degree and not more than 21 degrees
- All meals containing meat will be probed and temperatures recorded in the appropriate books
- Children are prohibited from the Kitchen at all times

### **Sandcastles Policy on Staff Supervision, Training & Development**

We aim at all time to maintain and improve the quality of practice within Sandcastles. We are committed to ensuring staff continue to develop knowledge, practical skills and the motivation to maintain the highest standard of care.

- At all times we aim to appoint the best person for the position and will treat fairly all applicants and those appointed
- Management will ensure that staff are trained in the provision of quality early years care and education
- We will encourage staff to update their knowledge in order to maintain the high standard of care for the children attending Sandcastles
- All staff are offered the opportunity to further their knowledge through training provided by outside bodies within the childcare industry
- All staff are encouraged to take advantage of personal development opportunities
- Management where appropriate aim to pay half the cost of any training undertaken by staff should it be of value to their position within Sandcastles and also their own personal development
- Staff are required to hold regular planning and evaluation meetings to ensure that the themes meet the learning needs of the children within their care
- Where possible Sandcastles will allow their premises to be used for staff training and development by outside bodies

### **Sandcastles Policy on Confidentiality**

Sandcastles Day Nursery realises the importance of confidentiality to our parents and their children, therefore the following policy outlines our guidelines for both parents and staff.

Staff who are employed by Sandcastles Day Nursery are all inducted and made aware of the vital importance of this policy. Should any member of staff be found to be in breach of our Confidentiality Policy they will be subject to our discipline procedure.

- Any information regarding parents, children and staff should not be discussed outside of Sandcastles premises
- Any information passed between Management and individual staff should not be shared with colleagues unless otherwise specified by Management
- All records kept on children and staff recruitment/selection process will be kept in a secure place
- Parents should be in a relatively private area, where possible, when information is being passed on from staff regarding their child/children
- Parents who wish to speak about a private matter will be made to feel comfortable in a private room
- Comparisons to other children should not be made when a parent is discussing their child's development
- Where more than one child has been involved in an accident within Nursery i.e. biting incidents the offending child's name shall not be placed on the accident forms however both sets of parents will be informed of the incident
- Records kept on children will be accessible to parents, relevant staff and link social workers where appropriate
- All staff including trainees, students, cooks, cleaners, temporary cover staff are aware of the *Policy on Confidentiality* and breach of this will result in severe disciplinary action as appropriate by Management
- Where a confidence cannot be kept is when a member of staff has concerns regarding a child

### **Sandcastles Policy on Child Protection**

The management and staff of Sandcastles aim at all time to protect the children in our care from any form of maltreatment through physical, emotional, verbal or sexual abuse and neglect.

Only qualified or vetted childcare workers will have direct contact in the care of children as specified by Social Service and Access Northern Ireland.

If at any time staff suspect a child may be the victim of any form of abuse; it is our legal duty to inform and take the following action:

- Discuss concerns with the management and supervisor taking into account any home circumstances which may be relevant
- Any records kept will be stored in a secure place by management, it may be if required given to Social Services at their request
- Observe the child and take note of any information they volunteer
- Record any observations
- If the child is bruised or injured, parents will be asked for details of what happened, this information will be recorded and dated
- If management have any grave concerns about any of the above it is our duty to contact the Gateway Team and report any incidents, concerns regarding children in our care
- Permission is not required from parents to carry out these actions, and at some stage Gateway may contact parents for confirmation on information or to make contact for any issues which they feel they need to deal with on be involved with
- Deputy Manager Joanne Hall is the designated Child Protection Person
- Our Link Social Worker is Joanne MaGill and can be contacted at Early Years 028 276 61340
- Our Social Services link Social Worker and Team would also be contacted and informed of any reports to Gateway and a brief on what has been reported
- In both incidences confidentiality is respected and only management will have contact with these services
- Staff may be asked to give evidence at a case conference if the matter is pursued
- If a parent has a concern or issue with a member of staff, Management should be consulted first in order to resolve the matter within Sandcastles. A private meeting or consultation can be

- arranged for the parent to air their concerns and a solution found together with the parents agreement
- Should an allegation be made against a member of staff, an internal investigation will be carried out with management and the supervisor of the member of staff as well as any other staff required in order to gather all information required. The member of staff may be moved to a different room while this investigation is on going or ultimately given suspension until a result is found and the case is closed
- Outside services may be required in order to complete a thorough investigation and find a solution to the allegation
- In order to protect children within our care and provide a secure environment to give parents peace of mind the front door of Sandcastles will be locked from 7.45 – 6.00pm
- Parents and visitors must ring the bell to gain entry into the building
- Should a member of staff not recognise the person requesting entry into Sandcastles they will be asked to remain in the front foyer and management informed to verify who they are
- No child will be allowed home with any one other than their parents unless staff are informed otherwise when the child is dropped off at Nursery for their session
- Parents will fill out a collection form on enrolment to identify those who have their permission to collect their child, however Sandcastles still require parents to inform staff of the person who is to collect them
- If anyone other than those specified tries to collect the child a member of staff will contact the parent by telephone to check authenticity of the person present
- Should a specified person on the form be collecting the child for the first time without the presence of the child's parents they will be required to show some form of photographic ID in order to verify their identity
- Staff will complete, disqualification form, Caring Forms and Health Declarations by Social Services and undergo vetting Checks by Access Northern Ireland before they commence employment to ensure their suitability to work with young children in a nursery setting. Written references are also required as a clearance measure

Application of sun cream recommendations:

- Where the application of sun cream is necessary we will ensure that two members of staff are present when applying sun-cream

#### **Sandcastles Policy on Outings**

Our aim at Sandcastles is to provide a stimulating, warm and caring environment for the children attending. This may include the children going on an outing i.e. the local library, the duck pond, fire station etc

To ensure the safety of all children, special attention will be given to the transporting of children on outings.

- Outings which require transportation in a vehicle will be limited to our Pre-School children and our Afterschool Club
- Proof of adequate vehicle/person insurance cover will be available to our Early Years Team Social Workers
- Each child will be supplied with a seat belt. If it is an outing for the nursery we will ensure the transport has all the necessary safety equipment for transporting the children i.e. booster seats
- In the event of the nursery using an outside driver we will ensure that he/she will be vetted and carries the appropriate licence details required
- Pre-School outings will have a ratio of 1:3
- Afterschool outings will have a ratio of 1:6
- When required the ratio may be changed depending on the type of outing the children are going on
- Supervisors will take with them a charged mobile phone in order that management can make contact when necessary and likewise should they need to contact Sandcastles
- Room register or contact list should be taken on any outing and a risk assessment should be completed before any outing is undertaken
- Children will never be left on their own when on a outing
- Supervisors will be vigilant at keeping a detailed head count at all times
- Pre-School staff will be given the names of the three children they are to keep account of when they are on a outing, the supervisor will be overall responsible for each child

#### **Sandcastles Policy on Equal Opportunities**

We at Sandcastles aim to offer equal opportunities for all Staff, Parents and Children who are involved with our setting

- We aim at all times to offer equal opportunities for all boys and girls in Sandcastles, including those with special needs, different race, culture and background
- Staff will at all times have the children's best interests at heart, each child will be treated as an individual and given the same level of care and attention
- All aspects of play will encourage opportunities for children to learn experiences in a non gender specific way
- Any children within sandcastles will be given equal opportunities with in role play time. At no time should a child be discouraged for taken on a leadership role and all toys or equipment are set out for each age specified and not gender
- We will respect the needs and choices of the children in our care at all times
- We will ensure children's resources, books, posters, etc accurately reflect cultural and racial diversity
- We are an equal opportunities employer and at all times aim to appoint the best person for each position
- No applicant will be rejected on the grounds of religion, age, gender, class, disability or culture provided it does not impede that capacity to carry out their duties

**Sandcastles Policy on Sun Protection**

We at Sandcastles are committed to ensuring the children in our care are kept safe while playing in the sun; we will ensure that all children are adequately protected from the sun's harmful rays on delicate skin.

- Due to the increase in the amount of skin allergies/sensitive skin conditions in children regarding this product Parents are requested to supply their child with their own bottle of sun-cream
- Parents should provide their child with a sun-hat in the hot weather
- Should sun-cream be needed throughout the day members of staff of which two will be present will apply the cream
- The actual sun protection will be administered in the nursery rooms and not in bathroom areas
- Sun cream will be applied to all areas of the child that will be exposed to the sun during outdoor play i.e. face, neck, ears, legs etc.
- Parents will be asked to supply a new bottle of sun-cream each summer due to health and hygiene reasons
- In the event of a child having no sun protection with them, should their registration form not state that they have an allergy to creams the nursery will apply the child with sun-screen and a protective hat where possible in order to prevent sun burn
- On exceptionally hot days children will not be outdoors for long periods of time and cool drinks/ice pops will be provided frequently
- Shade from the sun rays will be provided

**Sandcastles Policy on Children's Personal Hygiene**

At Sandcastles we have an on-going commitment for encouraging good personal hygiene for the children in our care

- All children will be encouraged to wash or sterilize their hands using anti-bacterial hand soap or hand gel before their meals and snacks
- Children will be encouraged to wash their face after each meal and snack
- Children will also be encouraged to wash their hands using soap after going to the toilet
- After messy activities children will be helped to wash their hands
- All of the above are monitored and assessed by the Supervisor
- Should a child have a mouth/eye infection used face cloths will be kept separate and disinfected before being placed in a hot wash
- Any clothing items heavily soiled due to toilet accidents training or otherwise will be placed in a plastic bag and sent home for parents to wash or may be disposed of if required
- Pre-school children will be encouraged to brush their teeth after dinner

**Sandcastles Policy on Notice Period**

All children are required to give a notice period of 4 weeks when terminating their contract or altering their hours with Sandcastles Day Nursery.

The notice is to be given in writing and will be kept on file until the child leaves the nursery.

**Sandcastles Policy on Holidays**

Sandcastles Day Nursery will close for one week in July and one week in December for Christmas, during this time a retainer of 50% of the fees will be due.

We will also close for the following public holidays; New Years Day, St.Patrick's Day, Good Friday, Easter Monday and Easter Tuesday, May Day, Christmas Eve, Christmas Day and Boxing Day please note that fees are due for these public holidays.

**Sandcastles Policy on Infection Control**

<u>Disease</u>	<u>Exclusion period</u>
<b>Chicken Pox</b>	For 5 days from onset of rash or until all spots are crusted over
<b>Conjunctivitis</b>	Until treatment has started
<b>Diarrhoea and vomiting</b>	Until free of symptoms for at least 24 hours
<b>Hand, Foot and Mouth</b>	None
<b>Hepatitis A</b>	For 7 days after onset of jaundice
<b>Impetigo</b>	Until lesions crusted or healed or 48hrs from commencing antibiotics
<b>Measles</b>	For 4 days from onset of rash
<b>Mumps</b>	For 5 days from onset of swollen glands
<b>Ringworm</b>	None - proper treatment by a GP is important
<b>Rubella (German measles)</b>	For 6 days after the onset of rash
<b>Scabies</b>	Until treated, can attend once treatment has begun
<b>Scarlet Fever</b>	Can attend 24hrs from commencing antibiotics
<b>Threadworms</b>	None
<b>Tuberculosis</b>	Health and Protection Duty Room will advise on action
<b>Whooping cough</b>	For 5 days after commencing antibiotics
<b>Head Lice</b>	Until treated, advice can be sought through HV

***Fees are due all year round irrespective of attendance***

***Fees are payable during periods of illness unless a child is hospitalised***

***These are just a number of policies by which Sandcastles Day Nursery run, however all policies are available upon request from management for further reading by parents at any times***

## Hours and Fees

Opening  
Hours: 7.45am -6.00pm

### Fees:

Facility	Age	Fees	Hours
Day Care	6 weeks - 5 years	£147.50 per week (5 day week) £33.00 per day (less than 5 day week)	7.45am - 6.00pm
Day Care*	6 weeks - 5 years	£21.50 per half day (5 day week) £25.00 per half day (less than 5 day week)	7.45am - 1.00pm 1.00pm - 6.00pm
After School	P1 - P7 +	£19.50 per afternoon	2.00pm - 6.00pm
School Holidays**	School age	£33.00 per day ( less than 5 day week) £29.50 per day ( 5 day week) £21.50 per half day (5 day week) £25.00 per half day ( less than 5 day week)	7.45am - 6.00pm 7.45am - 1.00pm 1.00pm - 6.00pm

\* Minimum of 3 x half days per week required for day care

\*\* For care required out of normal school hours e.g. transfer test days etc a charge of £4.50 per hour will apply and booking will be required

Family Rates (full time only): 2nd and 3rd child and so on discounted

Fees are payable by direct debit each month in advance

As Sandcastles closes for a week in July and at Christmas, fees are calculated over a 51 week period therefore please ring for your monthly amount

## Registration form and agreement between parent and Sandcastles

Name of Child:	Date of Birth:
Name of Parents or guardian:	
Address: _____ & Postcode	
Numbers: (H) _____ (Mum W) _____ (Mum Mob) _____ (Dad W) _____ (Dad Mob) _____	
E-Mail Address: _____	

### Contacts if parents /guardian are not available in case of an emergency

Name:	Tel:
Name:	Tel:
Name of Child's Doctor:	Tel:
Name of Health Visitor:	Tel:
Allergies/Medical Problems:	

**Immunisations:** Whooping Cough Yes  No  MMR Yes  No  Polio/Dipteria/Tetanus Yes  No

**Permission to administer Calpol/Paracetamol if you child becomes unwell** Yes  No

**Permission to apply sudocream or vaseline** Yes  No

Special dietary requirements:
Date place required at Sandcasltes:

### Attendance Table

	Monday	Tuesday	Wednesday	Thursday	Friday
AM approx time of Arrival					
PM approx time of Arrival/Collection					

We appreciate these times are apporxiamate however this will help us with staff rotas.

**I have read and understood the terms, conditions and policies and would like Sandcastles to take care of my child during the requested hours.**

Parent/Guardian signature:	Date: / /
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