

## Nappy Changing/Toileting Policy

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Babies and toddlers will have their nappies changed according to their individual needs and requirements. We believe that when it comes to toilet training each child is different in being ready to leave nappies behind.

### **Procedures:**

Parents are asked to supply their own nappies and wipes.

Only staff with a valid DBS check will be permitted to change nappies.

The door to the toilet area will remain open at all times.

Gloves and aprons are put on before changing starts and all areas prepared.

Changing mats are wiped with anti-bacterial spray and nappies disposed of hygienically straight away and not left in the changing area.

All children should be changed as and when needed without delay.

Older children can access the toilet when they need to and be independent when they are ready.

We have facilities in our bathroom provision and hygiene practices in place in order to support children with potty training safely and sensitively.

Any wet clothes will be bagged ready for the parent to take home.

Parents should pack additional spare clothes for their child when potty training.

Children will be encouraged to wash their hands with soap and water and are taught the importance of keeping their hands clean. The staff will lead by example by washing their hands alongside the children.

Handwashing will be carried out before eating, returning from the garden and or farm, following using the toilet, art and craft/messy play and blowing a child's nose.

## Nursery Fees Policy

We aim to make our pricing and funding policy as transparent as possible to ensure that all parents and carers are aware how and when fees are due, of available funding and requirements and our pricing structure. This is to ensure that the parent/carer is confident that the place is affordable and all options regarding funding have been explained to them.

### **Procedures:**

All parents are given a copy of our pricing structure upon visiting the nursery. It can also be found on our website.

Parents are aware that Sunny Socks is open for 51 weeks of the year and invoices will be issued on a monthly basis and calculated as follows: weekly price x 51 divided by 12 months. Adhoc bookings made during an invoice period will be billed separately.

Invoices are set in advance. The account should be settled by the end of the first week of the invoice period. Persistent late payment may result in a weekly late fee.

Payment can be made by cash, cheque or Bank transfer. We accept Childcare Vouchers although we are unable to refund these if an over payment is made.

Unpaid accounts cannot be carried over from one month to another. Failure to pay will result in the child's place being offered to another family.

If the person responsible for paying the bill is experiencing financial difficulty please speak to the Management, so that we can try to reach a solution which is amicable to both parties.

Government funded free hours are accessed within our sessions and alongside additional hours. We offer a limited number of entirely free Universal and Extended funded hours places for eligible 2, 3 and 4 year olds on set days. Please note that the days and times may change due to demand.

Once the free places have been filled our waiting list will be operational. Priority will be given to children from Brixworth who would otherwise be financially unable to attend the setting.

No registration fee is required for entirely free places.

There is no reduction of fees for bank holidays, illness or holiday and closure due to adverse weather conditions.

Nursery Fees are reviewed annually at the start of each year.

## Online Safety Policy

Sunny Socks Nursery has a commitment to keeping children and staff safe and healthy and the E-Safety policy operates at all times under the umbrella of the Safeguarding Policy. The E-Safety Policy is the implementation of the Safeguarding Policy & Mobile Phone Policy in relation to electronic communications of all types.

### Procedures

The internet and e-mail can be accessed through our computers in the office and the nursery Ipads. The computers and Ipads are password protected and synced.

The computers and Ipads are for nursery use exclusively. Any member of staff found using them for their own personal use will be reported to the DSL. Failure to comply with this policy is considered gross misconduct which could result in dismissal.

Management (Natalie Smith and Melissa Newbery) are the only staff permitted to download any apps on the Ipads. Apps must be only for nursery use and monitored regularly. Any Apps not in use must be deleted.

Risks and potential hazards of the internet are highlighted to all members of staff at induction and regular staff meetings.

Staff must not post anything onto social networking sites or any other social media outlet that could be construed to have any impact on the nursery's reputation. Only the Team Leaders will post pictures onto the Sunny Socks Facebook page.

We do not include the faces of children on facebook.

Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery. If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times and not discuss the nursery and children. Failure to comply with this policy is considered gross misconduct which could result in dismissal.

Any complaints about the inappropriate use to the internet or other technologies will be handled through the Complaints Policy & Procedure.