

Little Squirrels Toddler Group Policy

- We like to keep the entrance hall free for everyone's safety. Please leave your prams, buggies or other large items outside under our porch or folded up and tucked safely away in our entrance hall.
- Our main fire exits are the back door downstairs into the playground and the external steps leading from the Acorns classroom patio area and as a group we will group by the left hand fence in the event of a fire. If you hear the fire alarm please bring your child and leave by the nearest exit into the playground and Mrs Rapley will ensure that the Nursery is empty and then join you to check the register.
- The front door to the Nursery must remain locked and may only be opened by the Nursery team; please do not let yourselves or others in or out of the Nursery and ensure for fire regulations that you sign in and out of the Nursery using the Parent and Toddler group register.
- Please make a contribution of £1.50 per family upon signing the register to support the running and resources of our group.
- It is important that every member of the group feels relaxed, supported, safe and secure – and has fun – while they are here. For that reason we have a maximum number limit of 20 adults and children.
- Your child's safety and the way they relate to and play with other children, are your responsibility. So if they're about to throw a brick – intervene!
- Mrs Rapley is the Nursery's Child Protection Officer; should you have any child protection concerns you wish to discuss please speak to Mrs Rapley or alternatively the Prep School Head Teacher, Mrs Maslin.
- If another parent expresses concern about an action of yours or your child's, listen graciously. Explore each other's point of view, even if you don't agree, or feel you have been misunderstood. Stay friends!
- Appreciate the Nursery team who are here to organise and facilitate the group.
- Look after, and encourage your children to look after, the room, the equipment and each other, and take care with drinks, buggies and belongings.
- Please ensure that your child wears clothes that you don't mind getting glue, paint or mud on.

- The adult toilets are downstairs; please ask a member of the Nursery team or another parent to supervise your child whilst you make use of the facilities.
- There are changing facilities and children's toilets upstairs. Please supervise your child carefully whilst using the baby changing unit.
- We are a healthy eating Nursery and therefore our snack time will offer healthy snack items for your children. Please do not bring nuts into the Nursery or allow your child to wander around with food or drink as we will have snack-time together at the tables.
- During our group time you are welcome to join in with our Nursery children and staff in the garden but please maintain responsibility for your child and remember to return to us at snack-time!
- At 2.45pm we will have a tidy-up song during which we will encourage everyone to help to tidy the toys away in their right places following which we will have a song and rhyme time which we hope everyone will join in with before the session ends.
- We often take photographs in and around the Nursery for the school's weekly newsletter, our website and Nursery children's learning journeys; please advise us if you'd rather your child's photograph was not taken or used for these purposes.
- We will continue to evolve the toddler group and its policies to meet the needs of the families attending and following feedback and evaluation of the sessions.

Policy dated 30th March 2018