



Nursery School

**Ohr Yisrael Synagogue
31-33 Theobald Street
Borehamwood
Herts
WD6 4RN**

t: 07789 190 928

e: info@littlebicks.co.uk w: www.littlebicks.co.uk

Company Number: 6667468 Ofsted Number: EY388494

Welcome

We are delighted to welcome you to Little Bicks Nursery. We take pride in being a small and caring nursery that caters to the needs of each individual child. This booklet is aimed at providing you with all the information you need to know before your child starts with us. We look forward to welcoming you to Little Bicks and working closely with you to help your child grow and develop.



Absence

Please notify us in advance if your child will be absent for any reason, or in case of illness, during the morning.



Birthdays

During the week of your child's birthday we will have a Little Bicks party. This will involve a cake at snack time and a big fuss being made of your child. If you do want to send in anything with your child (do not feel that you have to) we need to remind you that everything that comes into the Synagogue must have a hechsher. If you have any questions please ask a member of staff to clarify what is acceptable.



Children's Bag

In your child's bag there must be at least 4 nappies (not pull-ups). Children that are not fully toilet trained must attend nursery with at least 4 nappies and a full change of clothes. Should we have to supply then we charge 50p per nappy.

Please ensure your child **always** has a spare set of clothes, pants, t-shirt, socks, trousers/skirt and jumper. All clothes must be clearly labelled with your child's name. Sun hats and high protection sun cream should be supplied in summer and wellington boots in winter. These must also be clearly labelled.



Clothing

Uniform sweatshirts and t-shirts are available from the nursery, they should be worn whilst attending nursery. Please send your child in sensible and comfortable clothing. Boys should wear Kippot and Tzit Tzit when they are three. Crocs and open toed sandals are not allowed due to health and safety reasons.



Complaints

We believe parent's views and concerns should be respected and acknowledged, and understand that on occasion circumstances may result in a parent or carer wishing to make a complaint. Appropriate and prompt action will be taken on any concerns raised. If there are any issues, please contact the Nursery Manager directly to discuss the problem. If you feel it

is not resolved, please put the complaint in writing to the Nursery Manager where a meeting will be set up to discuss this further. If an agreement cannot be reached, a mediator will be invited to settle the complaint.

Parents may approach Ofsted directly at any stage of this complaints procedure.

OFSTED
Building C
Cumberland Place
Park Row
Nottingham NG1 6HJ
0300 123 1231



Dropping Off

In the morning we will open up at 9am to let you in. Please either wait in your cars or outside until then. Please help your child find their name, put it in the box and place their belongings on the peg with their name. Parents are requested to leave the premises as quickly as possible to help the staff to settle the children in.



Government Funding

There is funding available from the term **after** your child turns three. Each child is eligible for 15 hours of childcare; however this must be over a minimum of 3 days. As we offer a flexible service these 15 hours can be used any which way you chose but they do not include lunch club. We do not charge any top up fee on these 15 hours. The funding covers 38 weeks of the year so there would be one week in a year that is charged at full rate (as we are open for 39 weeks). We apply for the funding and all you need to do is fill out a form which we provide.



Illness

Recommended Period of Absence

Colds - As long as the mucus is coloured

Coughs - If your child's cough is "chesty" (i.e. phlegm is being produced/your child has a temperature/needs "Calpol").

Diarrhoea and Vomiting

(Gastrointestinal infection)

Infection treated with antibiotics

A full 48 hours after symptoms have stopped.

Full 24 hours after commencing antibiotic course.

Chicken Pox, German Measles & Measles - 5 days from the onset of rash.

Conjunctivitis - 24-48 hours after starting treatment.

Flu (Influenza) - Flu is most infectious just before and at the onset of symptoms.

Hospital Admissions - Full 48 hours after discharge from Hospital.

Anaesthetic - Full 48 hours after anaesthetic has been given.
Impetigo - Do not return to nursery until after the lesions have healed.
Scabies - Until treatment begins (includes immediate family members).
Scarlet Fever & Whooping Cough - 5 days after starting antibiotic treatment.

Please see your General Practitioner for diagnosis and treatment.

Guidelines taken from the D.O.H. Health Protection Units of Herts and Lister Hospital Day Surgery.



Important Telephone Numbers

The nursery mobile is **07789 190928**. This is the number to call while your child is at nursery. In an emergency you can call:

Rivka Bick - **07968 149 585**

Louise Bick – **07949 465 456**



Key Worker

In line with the Early Years Curriculum each child will be assigned their own key worker. Within a few weeks of them settling in we will inform you of which member of staff your child has been allocated to. This member of staff is your first port of call for information about your child, whether it is to inform them about important details or just to find out how their day was! If you have more serious concerns you are always welcome to speak to The Nursery Manager. Your child's key worker will be responsible for monitoring their development through observations and record keeping. These are then placed into an individual portfolio of your child and this will be shared with you at parents meetings.



Labelling Items

Please can you write your child's name in ALL items of clothing and anything in their bag (and the bag itself) so that it will not be misplaced or accidentally swapped with another child's belongings. If your child will need a sleep you must provide a sheet and blanket in a named bag. For health and hygiene reasons we cannot provide these for your child.



Library Books

Your child will be sent home with a library book at the end of their week. Please ensure it is in their work folder at the beginning of the week so we can exchange it for a new one. A new one will not be issued until the old one has been returned.



Lost Property

There is a lost property box in the lobby that we place unnamed clothes and toys that have been found in the nursery.



Nursery Notice Board

The Nursery notice board is on the right as you enter the building. Please take time to look at it as we will display information on it such as the food menu, weekly plans and important details.



Parking

As the building has shared grounds with other companies, we ask that you do NOT park your car at the main entrance (at the back of the building). This could interfere with other premises and your car could be at risk. You can use the shopping centre car park opposite the nursery but please do not park in the Halfords section.



Picking Up

We will open the doors at 12pm at pick up time so please do not ring the bell before then as we will be getting the children ready. If you need to pick up your child earlier then please call us in advance so we can have them ready. Children should be collected promptly. Please do not leave an anxious child waiting. If you are going to be unavoidably delayed please try to contact the nursery or arrange for somebody else to collect for you. In all circumstances when someone else is collecting your child the staff must be notified in advance. If you know in the morning there is a picking up list in the lobby for you to fill out with the details of who is picking up. If we do not recognise them we will ask for your child's password.



Policies

Our policies are in keeping with the national standards and are available for you to look at, in the nursery and online at all times.

They are as follows:

- Accident Policy
- Admissions Policy
- Behaviour Management Policy
- Complaints Policy
- Confidentiality Policy
- Emergency Policy
- Equal Opportunities Policy
- Extreme Weather Policy
- Fees Policy
- Food and Drink Policy
- Health and Hygiene Policy
- Illness Policy
- Lost Child Policy
- Manual Handling Policy
- Outings Policy
- Parental Involvement Policy
- Play, Learning & Curriculum Policy
- Privacy Notice Policy
- Resources & Equipment Policy

- Safeguarding Children Policy
- Secure Storage, Handling, Use, Retention & Disposal of Disclosures & Disclosure Information Policy
- Special Educational Needs Policy
- Settling In Policy
- Staffing Policy
- Pandemic Flu Policy
- Uncollected Children Policy
- Whistleblowing Policy



Safeguarding Children

Our first responsibility and priority is towards the children in our care. If we have any cause for concern we will report it, following the local Safeguarding Children Board procedures in England. The relevant local procedures that are held by us are available on request. We understand that child abuse can be physical, sexual, emotional, neglect or a mixture of these. We must notify Ofsted of any allegations of abuse, which are alleged to have taken place while the child is in our care.



Security

The welfare and safety of your children is our main priority and we will endeavour to go to any length to keep the children in a safe environment. In order to maintain a high level of security, there will be additional security costs added to your termly fees. This will be charged in accordance to the sessions your child is attending. Please see our pricing sheet for more details. Please also remember to **NEVER** let anyone enter the building when you leave.



Shabbat Party

Every Friday we will have a Shabbat party, this will give the children a chance to tell stories about their week, show their best work to everyone, as well as learning about the traditions of Shabbat. The children have Challah and wine and light the candles whilst singing a range of Shabbat songs. Each week there will be a Shabbat Mummy and Daddy and their families will be invited to join us.



Snack

Please send your child in with a piece of fruit or vegetable everyday so we can cut it up and share it out. Place it in the box on the table as you come in. We provide milk or water to drink.



Topic Tables/ Show and Tell

Each week there is a different topic at nursery and we ask the children to bring in things from home for our show and tell. The newsletter will inform you in advance of what you need to find. Please make sure they are labelled and nothing too precious.



Weekly Newsletter

A weekly newsletter is sent out via email at the end of the week. Please ensure the nursery have your current email as it will contain important information that you will need to know each week. Please ensure that we have all your current details on file, including mobile numbers.



Work Folders

We will send your child's work home weekly in a named folder. Please return this to the box in the lobby on their first day of the week at nursery so we have time to get it ready.



Useful Telephone Numbers

Children, Schools and Families	01438 737 500
Local social services duty desk	01923 471 502
Local police station	0208 905 1212
Hertfordshire Police Child Abuse Investigation Unit	0845 3300 222
Ofsted or CSIW	0300 123 1231
NSPCC child protection helpline – 24-hour helpline for people worried about a child	0808 800 5000
Local early years team	01442 453 467

A Day in the Life of 'Little Bicks Nursery'

8.00	Breakfast club
9.00	Free play and structured activities
10.15	Tefilla & Fruit (nappy change)
10.45	Outdoor play
11.30	Group Time
11.45	Story time
12.00	Home time/Lunch club
12.30	Free play (Outdoors)
13.00	Free play and structured activities
13. 00	Rest Time
14.30	Snack (nappy change)
15.00	Outdoor play
15.45	Story time
16.00	Home time

This is a rough idea of the structure. The nursery is split into Caterpillars and Butterflies so not all the children are doing the same thing at the same time but they all complete the above routine.

Curriculum

The Early Years Foundation Stage Curriculum is divided into six areas of learning:

LITTLE
BICKS

Personal, Social & Emotional Development

These outcomes concentrate on providing opportunities for the children to become a valued member of the group by learning how to co-operate with others, as well as promoting their self-image and self-esteem.

LITTLE
BICKS

Communication, Language & Literacy

This focuses on developing the children's ability in literacy as well as to develop their ability to articulate ideas and feelings. This also focuses on making them aware that the written word has meaning.

LITTLE
BICKS

Problem Solving, Numeracy and Reasoning

This covers the areas that develop understanding of number, measurement, patterns and shapes through practical activities.

LITTLE
BICKS

Knowledge & Understanding of the World

This gives opportunities for all children to explore and discover their environment and the people and places that have significance for them. There are a variety of pursuits to stimulate curiosity and observation.

LITTLE
BICKS

Physical Development

This enables the children to develop and practise their fine and gross motor skills, as well as to increase their understanding of how their bodies work.

LITTLE
BICKS

Creative Development

This is where children explore their ideas, feelings and thoughts through a variety of art, music, dance and role play activities.

Staff List

We are proud of the experienced and dedicated team of staff we have at the nursery.

Directors

Rivka Bick - *Qualified Teacher*

Louise Bick – *NVQ2 Trained*

Little Bicks Nursery Staff

Rochelle Shorrick – *Manager NVQ3 Qualified*

Shoshanah Greenberg – *Deputy Manager currently training for her NVQ3*

Beverley Grossman - *NVQ3 Trained*

Ira Briski - *NVQ2 Qualified*

Jane Jacobson

Joanne Mott Cowan - *Qualified Teacher*

Mark Bundy - *currently training for his NVQ2*

Maureen Braier - *currently training for her NVQ2*

Michelle Goldman – *NVQ2 Qualified*

Michelle Israelson

Rebecca Laster - *NVQ3 Trained*

Sam Stratton - *NVQ2 Trained*

David Endveldson – *Caretaker and Security*

Term Dates

Autumn Term 2010

Staff Training – Tuesday 31st August
Term starts - Wednesday 1st September

Rosh Hashanna Early Close (1 pm) Wednesday 8th September

Nursery Closed

Rosh Hashanna Thursday 9th September & Friday 10th September

Sukkot Early Close (1 pm) Wednesday 22nd September

Nursery Closed

Succot Thursday 23rd September & Friday 24th September

Shemini Atzeret Early Close (1 pm) Wednesday 29th September

Nursery Closed

Sheminin Atzertet Thursday 30th September & Simchat Torah Friday 1st October

Nursery Closed

Half term - Monday 25^h October to Friday 29th October (inclusive)

Term ends - Friday 17th December

Spring Term 2011

Term starts - Monday 3rd January

Nursery Closed

Half term - Monday 21st to Friday 25th February (inclusive)

Term ends - Friday 15th April

Summer Term 2011

Staff Training – Thursday 28th April

Term starts - Tuesday 3rd May

Nursery Closed

Bank holiday - Monday 3rd May

Bank holiday - Monday 30th May

Nursery Closed

Half term - Monday 6st June to Friday 10th June (inclusive)

Term ends - Friday 22nd July

All dates are subject to change.

A summer scheme will run in July and August subject to demand.

Thank you and we look forward to working with you, and your child at Little Bicks.

Little Bicks Team