

# ***NKS Childcare Facility Guidelines***



**PLEASE NOTE THAT WE CHANGED OUR NAME TO NETWORKING KEY SERVICES LIMITED (NKS) FROM 01/04/2019.**

### **Our Vision:**

- ❖ Fun, Play, Partnership and Achievement.

### **Aims:**

- ❖ The primary aim of the childcare facility is to alleviate the effect of deprivation and isolation among children and to provide them with an opportunity to develop a positive self-image within a comfortable environment.
- ❖ To provide a bright and welcoming environment in which the children have access to appropriate and well organised activities.
- ❖ To recognise children's role in the development in their own learning.
- ❖ To encourage a caring and respectful relationship with others.
- ❖ To develop knowledge and understanding of the beliefs and cultures of others and to celebrate diversity.
- ❖ To work in close partnership with parents/carers and other agencies where appropriate.



### **Objectives:**

- ❖ Provide childcare facility during weekdays.
- ❖ Provide play opportunities through a programme of activities.
- ❖ Provide support to young mothers to develop parenting skills for the positive development of their child/children.
- ❖ Provide health information sessions to mothers regarding children's health and safety.



### **Accident/Incident Guidelines:**

- ❖ The childcare facility staff will record any accident/incident in the childcare facility accident/incident book.
- ❖ Parents will be informed about any accident/incident involving their child.
- ❖ Parents will be asked to sign the accident book, once they have read it.
- ❖ In the case of any major accident or illness parents will be called immediately.



### Parents Responsibilities:

- ❖ All parents must complete admission forms for their children.
- ❖ All communication with the nursery should be done through email so that nothing is missed. Please email the NKS Childcare Facility Manager, Rukhsana Hussain on: [rukhsanahussain@nkshealth.co.uk](mailto:rukhsanahussain@nkshealth.co.uk) and cc the email to the NKS Administrator on [nks@nkshealth.co.uk](mailto:nks@nkshealth.co.uk) so that the email is not missed.
- ❖ Please ensure that you inform the NKS Childcare Facility Manager, Rukhsana Hussain, of any changes of detail through email so that the admission form can be changed accordingly.
- ❖ Parents meetings are held twice a year or as required where we discuss children's issues and parents receive help and support. All parents are requested to attend the meetings.
- ❖ Please do not bring your children to the childcare facility if they are unwell. The workers are not permitted to give any medicine to the children, unless you fill the medicine consent form.
- ❖ Please inform the NKS Childcare Facility Manager, Rukhsana Hussain, through email about any allergies/medical conditions as soon as they are diagnosed.
- ❖ The parents are required to sign the sign in/sign out sheets when they come to drop and collect their child/children from the nursery. Please remember to write down the time in/out too.
- ❖ It is in everyone's interest if you pick your children up in time. As soon as the session is over, the workers have to clean and set up for the next session. It is not very safe if children are around during the cleaning time. It is especially important that the child is picked up well in time after the second session, as there is no extra support available to look after children once the session is over. We would request and urge the parents to please pick up children in time.



### Lunch:

- ❖ NKS requests that all parents provide fully prepared lunches in lunch boxes.
- ❖ Lunch could be sandwiches or food that is easily re-heated.
- ❖ Due to health and hygiene reasons uncooked food or food in carrier bags is unacceptable and children's yoghurts should be kept in the fridge.
- ❖ A hot lunch is provided for £2.00 per child per day. However, please inform the nursery staff at least a day in advance that you require this so that this is organised. Please note that sometimes a hot lunch is not available.



#### Fee:

- ❖ A deposit of 4 weeks is required at the time of admission. This will be taken off from your final payment. You must give 4 weeks written notice if your child is leaving the nursery for any reason e.g. they are starting a new nursery or primary school otherwise you will have to pay for those weeks.
- ❖ Please make sure that the fees are paid on time. It helps in the smooth running of the nursery if the fees are paid on time.
- ❖ If you have booked a place for your child\children at the nursery and they are attending the provision, the child is allowed to take two weeks off in a year from the nursery without paying the fees. This is besides the Christmas holidays for two weeks when the nursery stays closed. Any other time if your child\children are off from the nursery, fees have to be paid as usual. This does not apply to any child\children that attend on a term time basis. They are not entitled to any holidays.
- ❖ We charge 30p per child per day for providing snacks to children at NKS in the morning session. We feel that it is important that every child gets a healthy diet when they are in our care. NKS is keen to encourage children to eat fruit so that they develop healthy eating habits when they are older. Please do deposit money 30p per child per day as snack money for your child.
- ❖ The children get free milk every day and are encouraged to drink water all of the time.
- ❖ If you do not pick your child up in time we have to charge a £1.00 fine for each time that you are late.

The nursery is open as following:

Morning session: 8.30 am till 12.45 pm

Afternoon session: 1.00 pm till 5.30 pm

Full day: 8.30 am till 5.30 pm

Children over 2 years

Half day/one session: £12.50

Full day: £21.50

Full week: £100.00

Snack money per day is 30 pence and £1.50 per full week

Fees for four weeks: £400.00 (fees) and £6.00 (snack) = £406.00 (please note that some months have five weeks, in which case this will be more)

Children under 2 years

Half day/one session: £16.00

Full day: £30.30

Full week: £150.00

Snack money per day is 30 pence and £1.50 per full week

Fees for four weeks: £600.00 (fees) and £6.00 (snack) = £606.00 (please note that some months have five weeks, in which case this will be more)

To make payment by Direct Debit/Standing Order please note that our bank details are as follows:

Name of Bank: Bank of Scotland

Account Name: Networking Key Services Limited

Account Number: 00110677

Sort Code: 80 11 94

**Timings:**

- ❖ For the safety of your child/children NKS requests that you drop them off at the nursery on time and come and collect them from the childcare facility on time according to the childcare facility hours.
- ❖ NKS is not insured for your child/children before or after this time and will not be held responsible for any accidents or incidents out with the childcare facility hours.
- ❖ Please let the NKS Childcare Facility Manager, Rukhsana Hussain, through email know if your child is going to be off from nursery.



**Childcare Practitioner's responsibilities:**

- ❖ To manage the day-to-day running of the childcare facility.
- ❖ To organise resources and plan activities for the children using the childcare facility.
- ❖ To ensure that all parents complete admission forms, NKS initial assessment forms and health care plans for their child/children using the childcare facility.
- ❖ To raise health and safety concerns with the NKS Childcare Facility Manager.
- ❖ To ensure that accurate registers of attendance are kept.
- ❖ To liaise with the childcare facility workers, parents, Care Inspectorate, SSSC and other relevant agencies/organisations to ensure a high quality provision is provided.
- ❖ To ensure any accident/incident is recorded and the parent/carer is informed.
- ❖ To ensure that all workers are aware of the fire procedure.
- ❖ To ensure that all children are made welcome and that play activities and resources are safe.
- ❖ To actively promote the development of positive self-image within the children by observing them and implementing these observations in to their planning to share with the parents/relevant agencies.



### **Staff Working with Children - A Code of Practice:**

To support the ethos of friendly atmosphere and good relationship between adults and children, all staff should adhere to the following code of practice:

- ❖ Treat everyone with respect.
- ❖ Always respect child's right to personal privacy.
- ❖ When alone with a child, try to ensure that others are within earshot and preferably, within vision.
- ❖ Never make demeaning remarks/gestures.
- ❖ Avoid any play with a child that could be misinterpreted.
- ❖ Always encourage children to share their feelings with you.
- ❖ If another member of staff is seen to behave inappropriately with the children it must not be ignored.
- ❖ Any concerns about children's safety should be raised and discussed in staff meetings. For further information please consult the NKS Whistle Blowing Policy.
- ❖ Make sure staff understands the issues of professional boundaries and safety.
- ❖ From time to time, personal circumstances may arise which adversely affect your professional relationship (e.g. bereavement, health or relationship breakdown). Should this be the case, you are encouraged to seek advice and support from your line manager.
- ❖ Keep yourself informed of NKS childcare protection policy, procedures and other relevant policies.

### **Human Rights Act:**

- ❖ In following the guidance and procedures set by NKS, the project will make sure that the requirements of the Human Right Act are met.



### **Public Holidays:**

- ❖ There are ten public holidays at NKS and 6 of them are fixed public holidays: 1<sup>st</sup> of January, 2<sup>nd</sup> of January, Good Friday, Easter Monday, Christmas Day and Boxing Day. The parents will be informed in the beginning of the year about these. The other 4 public holidays are floating. NKS is very sensitive to the needs of the staff and they will take these when it suits them. The NKS childcare facility will be open subject to availability of workers to cover religious/floating holidays.

**Contact:**

- ❖ We welcome any input from parents using the childcare facility. Should you have any queries, suggestions, concerns please do not hesitate to contact us. Please contact the NKS Childcare Facility Manager first then the NKS Manager if you feel that your query has not been dealt with satisfactorily. Their details are as following:

Rukhsana Hussain  
NKS Childcare Facility Manager  
0131 659 7837

or

Naina Minhas  
NKS Manager  
Tel No: 0131 221 1915

If you feel that the appropriate action has not been taken, you can write to:

The Care Inspectorate  
Stuart House  
Eskmills  
Musselburgh  
EH21 7PB

Tel No: 0845 600 8335

Last updated on: 27/05/2019