



A-Z OF CHALKHOUSE

Absence – Please contact us on the first morning that your child will be absent, stating the reason why and when you expect them to return. Contact the parent number on 07740 361 277.

Behaviour – We take a positive approach to behaviour, using techniques such as high-scope resolution to encourage behaviour. We have a full behaviour policy that can be accessed by parents at any time. We know growing up is not always easy so please let us know if there is anything at home or at nursery that may be affecting your child's behaviour.

Bags – Please pack a bag each day with a spare pair of clothes for your child with any comforters or medication they will need for the day. Always inform staff of any medication so we can follow procedures.

Contact –

parent tel no: 07740 361 277

Lucy (manager, owner): 07762 773 949

email: chalkhouse@live.co.uk

website: chalkhousechildcare.co.uk

Emergency closure – In severe weather and unforeseen circumstances, we may have to close at short notice. On these occasions, we will send a message by text and email. You can also check our facebook page for updates.

Learning – We learn through play at Chalkhouse guided by the Prime and Specific areas of learning. We send a monthly theme plan outlining how and what the children will learn each month. The children help us to plan this learning, which really helps keep them engaged.

Meals – We serve breakfast at 8–8:30, lunch at 12 and tea at 16:30. We also serve a snack at 10am and at 15:30. All our meals are prepared freshly on site so we can make sure they are healthy and nutritious. We regularly ask the children and parents for meal ideas and we can cater for all allergies and special dietary requirements.

Nappies – All nappies and wipes are provided by Chalkhouse. We do daily nappy changes at 10, 2 and 5 (and also if a child soils or wets heavily). All nappies changed are written in their daily diaries and in our nappy book to make sure we and the parent have a record of nappy changes. We have an open door policy so the doors stay open whilst we nappy change, but we still maintain the child's privacy.

Outdoor play – We aim to take all children outside every day. We also do Forest School lessons with our pre-schoolers on Fridays. This will mean it is very important all children have appropriate clothing, outerwear, hats, etc. with them, ready for rain or shine.

Staff – All our staff at Chalkhouse have an enhanced DBS, Paediatric First Aid and regular Safeguarding training. They are also actively encouraged to undertake further training with us.

Safeguarding – Is at the heart of everything we do at Chalkhouse. Lucy McAdden and Sommer Togher-Davis are our designated leads for Safeguarding. If you are worried a child is being abused you can also contact the following numbers:

NSPCC – 0800 800 5000

OFSTED – 0300 123 1231