2 to 5's Home school agreement Randolph Beresford Early Years Centre

Updated August 2025

Please read the information below carefully and return agreement slip at your registration meeting

Event	Procedure
Arrival for extended day children	If your child is accessing an extended day place in nursery, please make sure that your child arrives no later than **8:40am**. Other children will be arriving from 9:00am, **if you are later than 8:50am you will need to wait until your child's room opens at 9am**. As you may be travelling straight into work after dropping your child you may leave a buggy or scooter in our nursery buggy bay in the garden area.
Arrival and Collection times for children attending a core day (between 9am and 3:15pm)	Doors will open at 9am, please arrive on time for nursery as this really helps your child settle in for the day and begin learning. Collection time is **3:15pm** for a full day or afternoon collections and **11:30am** for morning collections. Arrival times for afternoon places and Wednesday half day places is **12:45pm**
Safeguarding	Keeping children safe while in nursery is our first priority. We work closely with our professional partners in children's services with regards to children's safety and wellbeing. Parenting can be challenging at times. If you are struggling at home and would like some additional support or guidance please ask to speak to one of the centre managers. They may be able to refer you to services that can help. **MOBILE PHONES CANNOT BE USED IN THE NURSERY AT ANY TIME. This is a statutory requirement of the Early Years Foundation Stage document. Please put your phone away when you enter the building, your child needs you to be present so they can tell you about their day.** **Parents and Carers must not go into the Children's toilets at any time unless this is part of the settling procedure and a member of staff is with you. At all other times you must ask a member of staff to support children in the toilets or bring them to the reception area where you can use the adult toilets. Children at nursery are taught and encouraged to be independent in their personal care as soon as they are able. There may be other children using the toilets when your child wants to.**
Drinks/food	**No food, other than fruit for the children's classrooms, is to be brought into nursery, as we have children with severe allergies. If your child is eating on their way to nursery please make sure their food is finished before entering the building.** Many parents arrive at collection time with a snack for their children. This is not necessary as the children have access to fruit and snacks as well as meals while in nursery**. If you do want to bring a snack please make sure that you do not give this to them until you have left the building.** Children should eat their breakfast/lunch at home sitting at a table if possible to create good eating habits. If you are experiencing difficulties with eating at home please speak to your key person or one of the Centre managers, we may be able to offer some help.

	Water bottles- Please make sure your child has their water bottle when arriving at nursery. Please make sure the bottle has your child's name clearly written on it in permanent marker. **Please do not send in glass bottles.**
Lunches and snacks	Lunch is provided for all children who are here for the full day, the payments for lunch should be made on our electronic system 'School Money' in advance. You will be sent details to log in when your child starts nursery. Breakfast is provided by Magic Breakfast and is available from 9am to 9:30am in each classroom. Children arriving between 8am and 9am will have breakfast in yellow room. Tea during extended day is provided for the children who remain after 3:15pm.
Clothing for nursery and Spare Clothes	Make sure your child comes to nursery wearing easy to manage clothing. It will be easier for children to use the toilet or change themselves if they are wearing clothes that do not require buttons or zips. For children still in nappies, **please provide these regularly,** a familiar adult will change them and will be wearing gloves. All changing areas are cleaned between each child using them and toilets are cleaned regularly throughout the day. Please bring at least one set of clean spare clothes for your child. These will remain at nursery unless they are used. If your child does not have spare clothes we may need to call you to collect them early if they need to be changed. **Please ensure you regularly check your child's bag ensuring there are enough spare clothes and they are weather appropriate. Write your child's name in their clothing**. **No backpacks or personal bags are to be left on the children's coat pegs, they find it very difficult to hang up their coats if the peg has a large bag on it.**
Weather protection/ wet weather/sunny days	Please send your child dressed appropriately for the weather. Layers work well as the building can get quite warm during the day, sensible shoes for running, climbing, and a raincoat as children will be spending quite a lot of their time outdoors. In hot weather please put sun protection cream on your child before coming into nursery. **In very hot weather please provide a sun cream, clearly labeled with your child's full name and give it to their key person.** Please label your child's clothes clearly with their full name, including hats and gloves. If you want to send some wellington boots in for your child, please make sure they have their name written in as many children have the same ones and they can easily get muddled.
Favourite toys and other objects	**No toys or comforters are to be brought into nursery unless this is for a specific purpose and has been agreed with your key person or member of the senior team, they are easily lost and can cause your child distress if we are unable to find it at the end of the day.**
Accident and incident forms	**Accident and incident forms in nursery**, where appropriate, will be emailed to you during the day, rather than given to you when you come to collect. Please reply to the email so that we know you have received it. The senior management team look at all accident forms to triage them. If the accident is minor, for example a scraped knee from tripping over, we may not email that to you. If you notice a mark on your child when you collect them and are concerned, please contact the school office. For **accidents outside of school** we request that you email the admin team on

	reception@randolphberesford.lbhf.sch.uk to inform us of the accident so that we do not have to contact you about this.
Communication with your child's teacher	During the first part of the school day the staff will be concentrating on the children arriving and beginning their day of learning. If you need to speak to your key person, the class teacher or any member of the senior management team, please contact the reception team and this will be arranged for you on 020 8743 7339 or email reception@randolphberesford.lbhf.sch.uk
Absence and Lateness	It is really important for your child to arrive at nursery on time and for them to be collected on time. Arriving late and being collected late leaves children feeling anxious and often not wanting to return to nursery the next day. If you need to arrive late for any specific reason please let the admin team know, they will inform the class team who will make other arrangements. They can do this occasionally but not every day. Regular attendance is also important for your child to be able to make friends and to access all the learning that is taking place. When children are off school regularly they often struggle to make and retain friendships as the other children move onto someone who is in nursery. If your child is going to be absent or going to be late please let the admin team know by calling the nursery. It is helpful if you can do this in advance unless of course it is an illness. **Regular poor attendance or late collection could result in your child's nursery place being withdrawn**.

Keeping healthy	When children first start nursery, it is common for them to catch the occasional cough and cold, this is because young children spread germs easily when playing together. It is important that your child does not attend nursery if they are unwell with symptoms such as; ➢ a high temperature 38 Degrees or more. ➢ Contagious illnesses such as; chicken pox, hand foot and mouth, measles, vomiting and/or diarrhoea. **Please inform us immediately if your child is unwell and refer to the information below.**
Information on attending nursery when unwell with other illnesses	**Common conditions** If your child is ill, it is likely to be due to one of a few minor health conditions. Whether you send your child to school will depend on how severe the illness is. This guidance can help you make that judgement. The school will be following this advice. Remember: if you are concerned about your child's health, consult a health professional. **Cough and cold.** - A child with a minor cough or cold may attend school. If a raised temperature,

shivers or drowsiness accompanies the cold, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better (24 hours after their temperature has gone). If your child has a more severe and long-lasting cough, consult your GP. They can give guidance on whether the child should stay off school.

Raised temperature. - If your child has a raised temperature, they should not attend school. They can return 24 hours after they start to feel better and their temperature is gone.

A Rash on their body, face or inside their mouth - Rashes can be the first sign of many infectious illnesses, such as chickenpox, measles and hand, foot and Mouth. Children with these conditions should not attend school. If your child has a rash, check with your GP or practice nurse to diagnose the reason.

Chickenpox -Stopping the spread of chickenpox

- You should keep children off school or nursery until all their spots have crusted over. This will help stop chickenpox being spread.
- Adults with chickenpox should stay off work until all the spots have crusted over.
- Chickenpox is infectious from 1 to 2 days before the rash starts. It stops being infectious when all the blisters have crusted over. This happens usually 5 to 6 days after the start of the rash.
- If you or your child has chickenpox, try to keep them away from public areas. This will help them avoid contact with people who may not have had it.

You should especially stay away from people who are at risk of serious problems, such as:

- new born babies
- pregnant women anyone with a weakened immune system, (for example people having cancer treatment or taking steroid tablets) (www.sybhealthiertogether.nhs.uk

Hand, Foot & Mouth – stopping the spread of hand, foot & mouth

Hand, foot and mouth is easily passed on to other people. It is spread in coughs, sneezes and poo. children are infectious from a few days **Before** children have any symptoms and they are also infectious for the first 5 days after your symptoms start.

To reduce the risk of spreading hand, foot & mouth;

- Washing hands often with warm soapy water - teach children how to do this
- Use tissues to trap germs when coughing or sneezing
- Bin used tissues as quickly as possible
- Do not share towels or household items- cups & cutlery
- Wash soiled bedding and clothing on a hot wash

- **Staying off school or nursery – your child can return to nursery after 5 days from when the symptoms started, provided they are feeling better.** www.sybhealthiertogether.nhs.uk

There is statutory health advice for schools on returning to school with many of these illnesses which helps the school make decisions that keep all children safe. Some of the school's decisions regarding children returning with a specific illness may be different from the HAS. These decisions are made to help prevent the spread of infection and to keep the nursery open, we use advice from the NHS to help inform these decisions. Please contact the school for advice before bringing your child back into school.

Headache - A child with a minor headache does not usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP.

Vomiting and diarrhoea - Children with these conditions should be kept off school. Children can return 48 hours after the last episode of vomiting or diarrhoea. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.

Sore throat - A sore throat alone does not have to keep a child from school. If it is accompanied by a raised temperature, the child should stay at home and only return to school 24 hours after they start to feel better.

Conjunctivitis - Children with conjunctivitis do not need to be kept off school unless the infection is bacterial; in this case they should be kept off school until antibiotic eye ointment has been applied for 24 hours. Parents should seek medical advice before bringing your child into school.

Impetigo – Children with impetigo need to be kept off school until there is no more blistering or crusting, or until 48 hours after antibiotic treatment has been started.
Scarlet Fever/Strep, - Children with scarlet fever or step A should seek medical treatment. This is usually a 10-day course of antibiotics. Children should not return to nursery until 48 hours after they have started the course of antibiotics. If you choose not to take antibiotics your child should be kept away from nursery for 2 to 3 weeks to prevent spread of infection. HAS advice is as follows; "*If scarlet fever is not treated with antibiotics, it can be infectious for 2 to 3 weeks after the symptoms appear. Provided all prescribed antibiotics are taken as directed, most cases will not infect other people after 24 hours of treatment. Current guidance advises that children should not return to nursery or school, and adults to work, until a* ***minimum*** *of 24 hours after starting antibiotic treatment*." Our school policy is **48 hours** so that we can manage the risk of spreading infection among the nursery children.

Please tell us - It is important to inform the school if your child is going to be absent. On the first day of

	your child's illness, telephone the school to tell them that your child will be staying at home. The school may ask about the nature of the illness and how long you expect the absence to last. If your child is unwell with any other symptoms, please keep them at home until they are better. The adults in nursery will not be able to offer them the comfort that they can receive in their own homes.
If a child becomes unwell at school	Please make sure we have accurate contact details for your child, if they should become unwell while at school.
Medication at school	Children on medication for long term illness or allergies, for example asthma pumps or antihistamine, will have a health care plan drawn up before their parent is able to leave them at nursery. For invasive medications staff may need training, this will mean that your child will not be able to be left at nursery until that is in place. For short term medication such eye drops or topical creams a short-term health care plan will be written on the day of your child's return to nursery. You will need to bring the medication with the prescription written clearly on it. **Antibiotics** –Most children are unwell when they are given antibiotics so should remain at home until they are better. If after 48 hours from the first administration of an antibiotic your child is well enough to manage a full day at nursery they may return. You will need to have a discussion with a member of the senior management team. **Where possible, medications should be administered at home by their parent or carer**. If, on rare occasions, your child needs to have antibiotics while in nursery you will need to discuss this with a member of the senior management team before returning to nursery, we may be able to administer in special circumstances. **Children must be well enough to manage their full day at nursery after an illness before they return after any illness.** **Paracetamol: We may administer infant paracetamol in an emergency, for example: if a child has a high temperature and your journey to collect them is longer than 10 minutes. At no point will staff administer infant paracetamol on a regular basis if a child has a temperature or is feeling unwell.**
Learning and Teaching	Your child will have a named key person who is based in their classroom. Our garden is large with lots of wonderful things for the children to do and learn about. Young children do fall over, this is part of learning how to navigate their way around the garden and use the various resources and climbing equipment. Staff to child ratios are always adhered to but on occasion your child may have a slight trip or fall that is not seen by an adult. We encourage all children to come and tell us if they have hurt themselves and it would be helpful if you can remind them to do that too.

	Children will spend some time in Little Forest School either weekly or every other week (depending how many children we have in nursery) we have waterproofs for the children to use in Forest school and some for the garden, please provide your child with a suitable waterproof coat as they do enjoy being outside in light rain and this is good learning for them. Your key person will meet with you approximately 6 weeks after your child has started in nursery for a settling review, then will meet formally with you each term to discuss their learning and hear from you what your child has been doing at home. **If you are concerned or would like to discuss your child's learning at other times please contact the admin team who will pass that message on and arrange a time for you to speak to someone.**
Discrimination, Harassment, bullying or inciting abuse.	Randolph Beresford Early Years Centre is committed to a working and learning environment where people can achieve their full potential free from any form of discrimination, harassment or bullying and is committed to providing an inclusive culture of equality, diversity and respect between individuals. We will not tolerate any discrimination, harassment, bullying or abuse towards any member of the local community. We all spend time on social media, and mostly this can be fun. However, it is not appropriate for parents to air their concerns or complaints about the nursery via this medium. Neither is it acceptable to make inflammatory comments or promote racial unrest among our community via social media accounts. **If you have a complaint or concern about the nursery**, we have a clear complaints policy and procedures. We expect all parents to agree that all complaints or concerns be brought to the nursery for discussion and resolution. You can find the policy on our website or the admin team at reception can provide you with a paper copy should you need one. We have an open-door approach so that parents are able to come and speak to someone from the senior team if they are worried. **Placing inflammatory or derogatory comments on social media platforms may result in your child's place being suspended or withdrawn**. (see parent code of conduct)

Return this page

To confirm you have agreed to follow the school's procedures and policies please sign and return this section at your registration meeting

Child's full name…….

I/We……..…….(parent/parent's full name/name's) agree to adhere to Randolph Beresford's procedures and policies

Signed ……Date……..

(Relationship to child)…….

Signed …… Date……..

(Relationship to child)……

Office use only

Date returned ……..

Date filed……..