



Welcome to Waterbabies Nursery

We are a purpose built nursery in Gibraltar providing a safe, bright, clean and friendly environment for children aged 3 months to 5 years. We provide a nursery where your child can grow as an individual in a comfortable setting with qualified and experienced staff.

Our Aims

- ❖ To provide an atmosphere where children become confident learners and develop their self-esteem.
- ❖ To create a safe, caring and stimulating environment where each child can develop their potential, whilst becoming independent and active learners.
- ❖ To value each child as an individual with their own needs and personality.
- ❖ To provide an on-going assessment process for your child where activities are planned in accordance to their interests and development.
- ❖ To have a strong relationship between staff and parents for the best communication about your child.
- ❖ To have equal opportunities for all with respect for different racial origins, religions, differences of gender and disabilities.

Our Opening Hours

Waterbabies Nursery is open between the hours of 08:00 am and 5.30 pm. The day is split into two sessions, 8:00am -12:30 pm and 1:00pm-5:30 pm.

We are open every weekday all year round excluding bank holidays and a week at Christmas.

Our Nursery

Waterbabies was designed and built to a high standard where safety was at the utmost importance. We have a magnetic door locking/opening system with intercom integrated onto the fire alarm and C.C.T.V so that your child's safety is never a worry for you. At Waterbabies we have three separate rooms. The Firefly

Room is from children 3 months – walking, Ladybird Room is from walking – 2 ½ and Butterfly room is from 2 ½ - 5.

At Waterbabies we believe in knowing better your child and therefore making your child's transition from home to nursery as seamless as possible, this is why shortly after you enrol your child, we will be ask for a parents/carers meeting with our Nursery manager and determine in which class your child should start.

Three times a year in January, June and September your child will be assessed and in agreement with yourselves and a variety of factors, your child may be moved to the next classroom.

The Firefly room

In the Firefly room we cater for babies 3 months up until they are walking and steady on their feet. The babies will follow their own home routine as closely as possible in respect of feeding and sleep times. There is a soft play and sensory area along with a separate sleeping and rest area.

We provide an environment which is caring, nurturing, respectful and stimulating and recognizes the individual needs of the babies.

The Ladybird room

In the Ladybird room we have a variety of activities for the children; we use colours, shapes, numbers and the alphabet to help with the children's learning and development. The children are welcomed into an enthusiastic, positive and caring environment.

As part of the children's learning, we use the Early Years Foundation Stage (EYFS) to help us focus on the children's needs. The children have constant access to activities and are given the opportunity to choose what they would like to play with. Activities are varied daily.

In our team we work together to prepare the children for The Butterfly Room, the children do the same activities at a younger level so that they are familiar with them. As we have no outdoor area, we have regular visits to our local park and also have a physical activity each day.

The Butterfly room

In the Butterfly Room we cater for children the year before they start Government Pre-School. We also have our own Pre-School group where children are fully prepared for going into the school system. In the Butterfly Room we follow the Early Years Foundation Stage curriculum and plan activities around the children's interests and abilities.

Our main emphasis is on learning through play. Each day in the Butterfly Room the children will be able to do an educational activity including early writing, reading and mathematical awareness. The children are encouraged to take part in a creative activity and have access to a planned activity to develop their understanding of the world around them. Although there is no outside play area at Waterbabies, we regularly take the children to the park and walks to explore the surrounding area. During the nursery morning we also have exercise time including dancing, large equipment play, group games and ball games.

Nursery Staff

The nursery team comprises of a nursery supervisor, a deputy supervisor and nursery assistants.

The staff qualifications include Early Childhood degree, NNEB, and NVQ's and all fully approved by the relevant authorities.

Meals & snacks

There is a scheduled snack time in the morning and afternoon. Each day the children are given a selection of fruit and vegetables along with something dry i.e. a biscuit, breadsticks, rice cakes and cupcakes.

Children with allergies to specific foods or ingredients will be catered for.

Where a child remains at nursery during the lunch hour (12-1pm) parents must provide a packed lunch which should contain an ice pack or food that can be heated up by a member of staff. If your child is staying late then food can also be given at tea time. Lunch boxes must be clearly marked with the child's name. .

Toileting/Nappies

Nappies and wipes must be provided for your child. Any supplied by the nursery will be charged for. Please clearly name wipes and bags of nappies. A record is kept of nappy changes throughout the day. Toilet training is as far as possible handled in accordance with your specific requests and according to the developmental needs of the individual child.

Administering of First Aid and Medicine

All staff possesses a first aid certificate and has received instruction specifically covering the administering of First Aid to infants and children. Ongoing training is in place. All accidents are entered on an accident report form and will be signed by both a member of staff and counter- signed by the person collecting the child.

If medication is required during nursery hours full details must be given in advance with a request form signed. Details required will include name of

medicine, time of last dose, dosage and times and requires with any special instructions.

Arrangements when your child is ill

If your child becomes ill or unduly distressed during nursery hours, we will try to contact a parent of the child so that arrangements can be made for early collection.

In the interests of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases. The Manager is not allowed to admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Any child who has a sore throat, discharge from the eyes or nose, sickness, diarrhoea, fever or any contagious/infectious illness should be kept at home until a doctor has certified, in writing, that s/he is fully recovered or 48 hours have elapsed since the last outbreak. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival.

Care & Discipline

Each and every child is treated as an individual. A key worker is allocated to each child whose responsibility it is to closely monitor your child's progress and welfare. In cases of 'anti social' behaviour, staff endeavor to explain why such behaviour is unacceptable. The staff constantly encourages positive guidance, redirection and setting of clear-cut boundaries that enable the child to become self-disciplined and have a well balanced daily routine. Our aim is to encourage the children to be fair, respect property, and respect others and to be responsible for their own actions.

Discipline and guidance is consistent and based on an understanding of the individual needs and development of your child.

Aggressive physical behaviour towards staff or a child is unacceptable. Staff will intervene immediately when a child becomes physical aggressive to protect all the children and encourage more acceptable behaviour.

Sessions

Any sessions agreed and signed upon enrolment shall be permanent until such a time as a one month notice is given. In the event that any bank holidays or other occasions coincide with the agreed sessions, the Nursery is under no obligation to accept the child outside the agreed session. With one months notice you can decrease your child's sessions three times a year in June, September and January.

Waterbabies nursery reserves the right to exclude any child at any time if it is considered that this is in the best interests of the children's and staff's wellbeing.

Procedure for collection of children

Children are released only to the adults listed on the consent form. Release to any other adult may occur with written authorisation signed and dated by you or by direct communication with the nursery manager. We have a password system in place for this. Identification may be requested at any time.

Health & Safety

Health & Safety is of utmost importance and our policy is available for inspection on the nursery notice board together with our fire procedures.

How to make a complaint

We hope you will not feel it is necessary but if you wish to make a complaint you must first discuss matters with your child's key-worker, teacher or supervisor. If this does not resolve matters to your satisfaction then you are asked to put your complaint in writing to the manager. We have a suggestions and concerns box on the wall in reception. There is a separate policy giving clear guidance on the procedure.

Places are snapped up quickly at Waterbabies so we advise booking your place as early as possible

Signed:

Name:
