



Outline Guidance For The Care of Under two's in the Baby Room

On admission to the baby room all children will have an individual book in which to keep daily records. This book will travel back and forth from home to nursery with the child and give an outline of the child's activities throughout their time at nursery. It will illustrate such things as when feeds were given and what food was offered and taken, when they slept, what activities they took part in and a general round up of their day. Parents are encouraged to contribute to the book as well so that staff may be better prepared for the next day.

Nappies will be checked at frequent intervals and will always be changed as soon as possible when soiled. There is a nappy changing unit in the room and protective aprons and gloves are provided. Please note that gloves will be changed prior to the next child being changed. Parents are expected to provide their own nappies, but nappy sacks and wipes will be supplied., Terry nappies will be sent home in nappy sacks or lidded buckets as appropriate.

Children may sleep in one of the cots provided, and they will have their own sheets allocated to them for use only by them. These will be laundered frequently. Sleeping children are checked frequently and logged on sleep chart.

Whilst in pushchairs or high chairs children will always be strapped in. Whilst on walks outside of nursery every child will either be secured into a pushchair or walkers will be in reins or on a wrist leash.

Food, other than breakfast , tea and mid session snacks, is provided by parents / carers. This is always stored appropriately in individually labeled lunchboxes either in the fridge or freezer in the baby room. Food and milk is prepared according to the wishes of the parents and a microwave and oven is available for this purpose. A food thermometer will also be used as all re heated food needs to reach a maximum of 75°C.

Medication – see individual medication policy.

In the unlikely event that the room has to be evacuated i.e in the case of a fire, staff will assist with carrying the children up the stairs to the evacuation point in the car park.