

Pay We get paid on the last working day of the month, directly into your bank. Please ensure you have supplied the most recent account details.

Pensions Our auto enrolment pension scheme is with NOW pensions, please see Helen for more details. Your eligibility will be assessed through payroll.

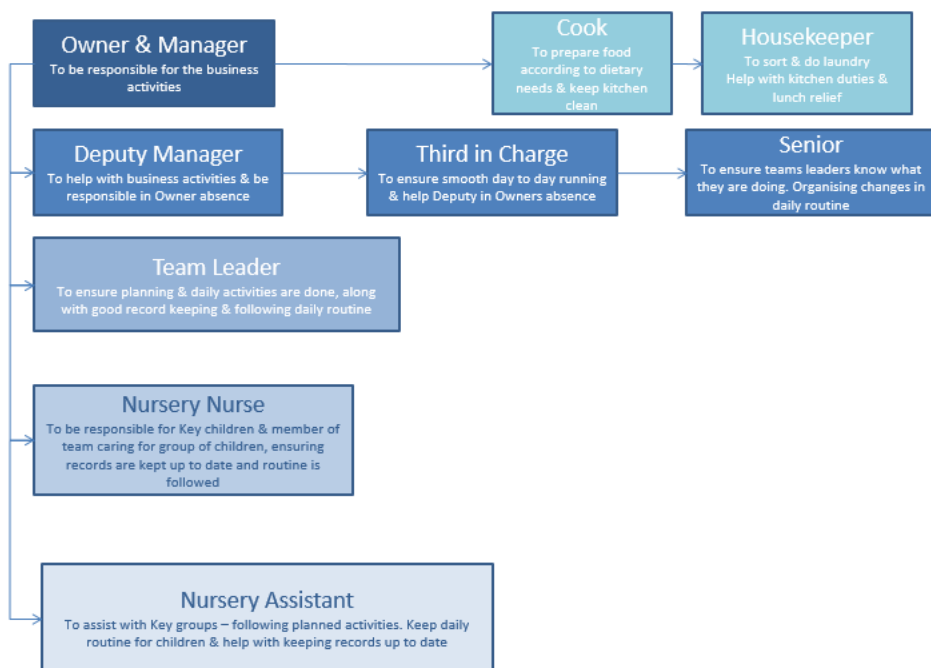
Safeguarding Helen, is main Safeguarding officer. Sarah and Michelle are Deputy Safeguarding Officers. You will be given MKSCB details on induction.

First Aid Helen and Michelle are appointed persons for staff and children. Staff accidents are recorded in the book in the office. Your own paediatric First aid qualification needs updating every 3 years.

Staff Meetings Please attend the 4 meetings per year, the dates are communicated with appropriate notice.

Employment A copy of the employee handbook is kept in the staff room. Detailing all you need to know. You will also be invited to join our Wellies staff Facebook page.

Overtime This is organised as required by the management. Time in lieu is a preferable option.



Welcome to Wellies

We hope that your employment here will be happy and fulfilling to you and your career.

This leaflet will help your first few weeks go smoothly. Please don't be afraid to ask questions, as **“No question is a silly question if you don't know the answer”**

General In each room there is a basic routine each day. Each member of your team's main priority is to play with, talk with and teach each child inside and outside. There is a hierarchy of staff in each area to allow for daily running and supporting you. This may be a team leader, third in charge, deputy or manager.

Important Telephone numbers **Please save these into your phone ☺**

Wellies Day Nursery 01234 391600

Helen Mobile 07720572231

Sarah (Deputy) 07843441104 – when Helen is away

Uniform is provided if you want to wear it - sweatshirts, fleece, and t shirts. Smart trousers/ thick leggings or knee length shorts are yours to supply along with plain footwear. Jeans are not allowed. All clothing must be appropriate for your role in childcare. Jewellery is to be kept to a minimum. Long hair should be tied up. Tattoos and piercing are reviewed as necessary.

Parking If you are on an early shift please park along the fence. Middle shift to park along the hedge, and late shift to park along the orchard. The front of the building is for parents dropping off and collecting.

Door Entry & signing in We have a card entry system. You will need to sign in on Eylog, using an ipad in the entrance, or the room you are going to. Please remember to sign out at the end of your shift.

Locker A locker is provided for your personal belongings, you are responsible for the key so please look after it. Please ensure your phone is on silent or off when putting in your locker.

Shift Times Please see your letter of employment.

Lunch breaks are timed from when the children have settled for sleep. Generally all staff are back from lunch by 2:15 pm.

Remember to bring your own lunch, water bottle and lidded cup for warm drinks. Tea coffee and milk is provided. There is use of a fridge, microwave and toaster.

Break (morning/afternoon) Early shift can have a break at 9:30 for 15 minutes, middle shift can break at 3pm for 15minutes and late shift can break at 3.15pm for 15 minutes. However most staff choose to have an hour's lunch break instead.

Children's meal times

Breakfast	under 2s 7:45-8:15am	Over 2s 8:00-8:15am
Toast	9:30am	
Lunch	Under 2s 11:45am	Over 2s 12:00pm
Break	2:30pm	
Tea	Under 2s 3:45pm	Over 2s 4:00pm

Garden Please be aware of safety in the garden. All climbing frames must be supervised. Sun hats and cream must be used in hot weather. Ensure children wear wellies & splash suits during the 'muddy' months!

Nappies We will show you how to use cotton nappies 'duckies'. Some parents prefer to use disposables, but you will be told who. All children come in and go home in disposable nappies.

Late Stays Any child not collected by 6:15pm must be cared for by 2 staff. Record details in room register. Parents are billed £5.00 per 15 minutes or part thereof. Time stayed as staff is taken in lieu.

Fire Drill We meet in the garden, please make sure you have the register. Be aware of your nearest fire exits.

Food and Drinks You may have water in a lidded bottle. Warm drinks must be in a lidded cup and any fizzy drink must be in an unlabelled bottle. You may have a piece of fruit with the children at break. Please do not graze/snack, please follow our principles of healthy eating. No sweets, chocolate or crisps when with the children.

Staff room For use at break times, please clear up after yourself. Basic wiping of surfaces and table. Tidy the magazines. Wipe any spillages in the microwave immediately after use.

Fridge Please remove left over food and any out of date items. Wipe any spillages

Room Routine Familiarise yourself with the routine displayed for your room.

Discipline Please use appropriate methods for your age group. No Shouting.

Messages Please remember to pass on messages to the appropriate member of staff.

Room Tidy Rooms are to be kept tidy, especially at the end of the day for the cleaners. Try to clear window sills.

Art and Store Rooms Please tidy the shelves and put all resources into their correct places. Make a note of any low resources and advise the office. Please clear up and ensure any art equipment is washed. Keep the sink areas clean and clear.

Toys Toy boxes are labelled in all rooms. When tidying with children please check the toys are in the correct boxes.

Private Calls Please try to make personal calls during break times. If you are expecting a call you may give the nursery number and take your call in your room.

Telephone messages must be recorded and passed on to the appropriate room. Phones are answered with 'Good morning/Afternoon, Wellies Day Nursery (name) speaking'

Mobile Phones Are not allowed in your room during working hours. Please switch to silent or non-vibrate whilst in the staff room.

Absence from work If you are unable to attend work please phone Helen at 6:30am. Absence is monitored using the Bradford scale and a return to work is conducted upon return.

Appointments If you need to see a medical professional, please arrange an appointment outside of working hours, or near to the start or end of a shift. You will be expected to make up the time taken and this needs to be recorded with the management on the record sheet.

Holiday Please book this through EYMAN, where there is a calendar to check date availability. Holiday is booked on a first come first served up to 1 year in advance and there cannot be more than 4 people absent at one time across the nursery. You must check that no one else in your room has booked holiday at the same time as you