



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■



# **LSE Nursery New Parent's Handbook**

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## **Settling in Procedure**

### **Day 1: 10am - 11am**

We suggest that you stay with your child and spend an hour together in the nursery setting. This will normally be enough for your child's first day.

### **Day 2: 10am - 11.30am**

You will be invited to accompany your child for one and a half hours in the appropriate unit. All being well, you will be encouraged to leave your child for half an hour during this time to see how well they manage on their own.

### **Day 3: 10am - 12.15pm**

By day three your child may be ready to stay by him/herself for the whole of the morning session and be collected after lunch at 12.15pm. Do not be concerned if this is not the case: some children arrive on Day 1 as if they have been coming to the nursery for years but others will take a little longer to settle in.

### **Day 4: 10am - 3pm**

We recommend that your child stays by him/herself until after sleep time at 3pm. (You will be charged from this day.)

### **Day 5: 10am - 4pm**

We recommend that your child stays by him/herself until after tea at 4pm.

## **Parent contact details**

It is important that you fill in your contact details as soon as you start your settling in period. Please ask a senior member of staff for a form, if you have not already received one.

## **Key workers**

The nursery has a key-person system in operation. When your child starts at the centre, he/she will be assigned a member of staff who will be responsible for the initial settling-in period. This will enable your child to form a bond. Your child's key-person will also be responsible for keeping a developmental record and writing out your child's weekly report. However, please note that the key-worker does not have sole charge of your child throughout the day and at times they will not be the person giving you feedback at the end of each day.

## **Clothing**

The nursery requests that each child is provided with a complete change of clothes. It is an essential component of educative play that children are able to enjoy art and craft activities with, for example, glue, paste, paint, sand, water, etc. Inevitably children will transfer some of these materials to themselves and their clothing. We attempt as far as possible to purchase glue, paste and paint which are 'washable', but in practice not everything washes off all clothing materials. Parents should, therefore, dress their children with this in mind. The School will accept no liability for clothing damaged while the child is at the nursery.

## **Fees**

If you are a LSE student or an external parent, you will be required to pay a four week deposit. LSE Staff parents who choose not to sign up with the salary sacrifice scheme will also be required to pay a four week deposit. Fees are payable monthly in advance. Parents/carers paying their fees by cheque are required to write the invoice number on the back of their cheque and attach this to the remittance advice before handing both to nursery staff. Fees are payable in cases of absence and there is no reduction for sickness or holidays taken during any week the nursery is open.

## **Termination of Contract**

If you want to terminate your contract at any time, you will be required to give a four weeks notice

## **Sickness**

Parents are requested not to send their child to the Nursery if he or she is suffering from any of the following symptoms:

- Vomiting
- Diarrhoea
- Fever
- Rash (indicating measles, chickenpox, etc.)

**A full period of 48 hours (as per instructions laid down by the Dept of Public Health England/ Scotland) should have passed without any of these symptoms being present before**

a child can return to nursery. Therefore, if a child has been unwell during the night then they cannot attend nursery the next morning.

In addition, should any child develop such symptoms while they are with us, we will contact the named contact persons such that the child may be taken home.

## **Security**

It should be realised that security is also the responsibility of parents. For example, we ask parents to ensure all doors are closed and secured whenever they enter or leave the premises.

In addition, once a child is handed over to a parent or designated carer, we cannot take responsibility for that child's safety - even while the parent/carer and child are within Cedar Nursery's grounds.

Under normal circumstances, your child will not be allowed to leave with anyone who is not known to us *and* of whom we do not have prior knowledge as a designated carer.

In the unlikely event that you authorise someone else to pick up your child (e.g. a trusted neighbour during a family crisis), we operate a password system. This password (defined by on a per-child basis by the parent on the day it is required).

## Fire evacuation procedure

What to do in the event of fire will form a part of the introduction/induction of new parents to the LSE Early Years Centre.

- On discovering a fire / or the fire alarm sounding, evacuate the building from the nearest fire door:
- **A)** front door and assemble in Wild Court off Wild Street or
- **B)** Back door and assemble in front of the Prince Of Wales Pub on Great Queen Street.
- Only tackle small fires yourself using the appropriate fire appliances and where there is no risk to yourself.
- The Manager or one of the Senior Staff, will telephone the fire brigade, if necessary.
- On evacuating the building act calmly and quietly to avoid alarming / scaring the children.
- Take care on the stairs. Do not rush the children which may result in accidents, provide reassurance and do not use the lift.
- The Senior Staff in charge of each room must take the register with them.
- The Management team and Chef will help in the babies' rooms taking babies out of the building.
- Do not enter the building until informed it is safe to do so by the Manager/Fire Warden, Senior Staff or Fire Brigade.
- Once the children are at the assembly point, Senior Staff of each room must take a quick register to ensure that all the children are together in the safe point.

- Once all the staff / children have vacated the building, a register must be taken for each group room by the fire wardens.

All the Nursery's policies and procedures can be located on the nursery website:

<http://www2.lse.ac.uk/nursery/Home.aspx>

## **Important contact details:**

### **Baby Units:**

Lion Cubs: (Baby 1) 020 7107-5968

Tiger Cubs: (Baby 2) 020 7107-5970

### **Cheeky Monkeys (Toddlers):**

020 7107-5968

### **Hungry Hippo's (Pre-school):**

020 7107-5971

### **Administration Office:**

Administrator/Mrs Bedia Bulut

Nursery Manager/Mrs Mamselle Jackson

Deputy Manager/Mrs Janine Bye

020 7107-5966. Email: [Nursery@lse.ac.uk](mailto:Nursery@lse.ac.uk)

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