

UNCRC Article 6: I should be supported to live & grow

UNCRC Article 24: I have the right to good quality health care, to clean water & good food

UNCRC Article 31: I have the right to relax and play



Largs Early Years Centre

Full Day Care Policy

Rationale

This policy has been developed to ensure that all staff are aware of best practice and requirements when providing full day care to children. The centre is aware of the UNCRC articles and fully embed these into daily practice to support the children's wellbeing.

Aims & Objectives

- To ensure children have breadth and balance across their day including time for rest/relaxation.
- To ensure children are offered alternative experiences as and when required.
- To ensure staff/child ratios are appropriate and comply with the Health and Social Care Standards.
- To ensure children have access to nutritious snacks and lunches.
- Where parents provide a packed lunch this will be stored following appropriate guidelines etc.
- To ensure staff are aware of children's needs and communicate appropriately with parents.

Responsibilities

Lunch/Snack

- [See LEYC lunch policy](#)
- The 'Setting the table' guidelines have been used when planning the children's daily snacks. Fresh fruit and vegetables are provided by the kitchen twice per week.
- A proportion of Early Years staff should have REHIS training.
- Staff should ensure the fridge temperature is taken each day and recorded.
- If any children are having packed lunches they should be encouraged to follow Health Promoting guidelines.
- Packed lunches should be stored safely and at the correct temperature. If a parent provides a packed lunch this should be placed in one of the centre tubs with the child's name and date clearly labelled. Staff will not prepare or heat up food e.g. soup, spaghetti etc.
- Lunch provision should be, where possible an enjoyable and homelike experience.
- Children will have access to water throughout the day (see fluid requirements).
- Children will have choices of various fruit available for snack.
- Menus will be shared with parents and on the display boards daily.

Sleep/Rest/Recording

- There should be a suitable area for children to have quiet time with soft furnishings etc.

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- Children should be sleeping on a flat area, where they can be seen by staff.
- If children do sleep this should be recorded on the white board and be visible.
- If blankets are used this should only be for one child, then washed to ensure no cross contamination.
- Staff should be familiar with Scottish Cot Death Guidance.

Session/Experiences

- Staff should be aware of full day children's needs/interests.
- A range of different experiences should be offered in the afternoon (not always a repeat of morning activities) this may include baking, going to the woods, gym hall etc.
- All staff should participate in Planning Meetings to ensure a shared knowledge and consistency for the children.
- Staff should ensure that experiences are of high quality and meaningful.
- Staff should be responsive to the child's needs and recorded these appropriately e.g. (and Floor Books).
- Children should have the opportunity to access physical experiences and outdoor play every day.
- Children should not be excluded if they have already accessed an experiences in the morning.
- A sign in/out system should be in place to ensure appropriate recording of children within the room.

Communication with Parents

- Staff should allow time to have dialogue with parents to inform them of their child's day in whatever method suits the parent/Centre (verbally, seesaw / communication sheet).
- Newsletters, Information Boards and Seesaw will ensure parents are kept up to date.
- Letters should be issued every 3 months for parents to sign if medication is required to be given

Created February 2018 Reviewed – Sep 24 (Staff In Service day)

Review every 2 years