



Nappy changing

We have used the wording ‘Nappy Check’ to represent that at the start of a nappy check time, nappies don’t necessarily need changing, but it is essential that the checklist is monitored to understand how long the child has been in a certain nappy. No child will be in the same nappy for more than 3 - 4hrs. If you are concerned that a child has been in a certain nappy without it being wet or soiled, please communicate this with your room leader.

- Always use the checklists and initial the children you’ve checked and changed.
- Use the basket system, please write on board those children needing additional wipes and nappies. Key people communicates this to the parents
- Wet and soiled towelling nappies get double bagged, 1 x nappy bag and then 1 x provided by parents
- Soiled disposable nappies get double bagged and disposed of in the yellow bagged bins.
- See RIE nappy changing procedure and follow (pinned up in nappy changing area)
- See list of creams pinned up in nappy changing area.
- S = soiled, W = wet, D = Dry - codes on the nappy changing charts

8.00am - 9.00am ad hocs done when needed

9.00am - First Nappy check (most will be fine.) Follow a system of Dry (D), Wet (W), Soiled (S) then initialled by person changing.

2 people are on this - rota written on board in the morning.

11.00am - Second nappy check starts. 2 different people again, see rota on the board in the morning. Follow the D, W, S system and initial.

Lunch ideally between 11.40 - 11.50am (being served in the big room with the bags and the coats)

Lunch finishes around 12.30

12.30pm 1.00pm - Another nappy check and initialled system, check the chart to ensure the child has been changed throughout their time. Children going home at one need to be ready by 12.50 and therefore checked and changed first. Other children checked and then taken to sleep room. Children are clothed when eating.

2.00pm - 2.30pm - Nappy check, as the children wake up they are checked and then dressed, get ready for the afternoon.

4.00pm - 4.30pm - Nappy check - get those going home ready, bags, shoes and socks.

4.50pm - 5.15pm - tea time with final nappy check straight after.



Breakfast, Lunch, Snacks and bottles

Snack preparation guidelines

- Free Rangers is a nut free nursery
- Ensure you are aware of dietary requirements, if you are in any doubt **ASK**
- Children's profiles, with photos and dietary requirements are up in the kitchen
- When preparing morning snack, prepare for 2 groups as snack takes place across both rooms
- Some children will require a higher level of preparation e.g. skin taken off fruit or mushed up. Please discuss with room leader
- Snack preparation is on the rota, this happens at 8.30am check the board.

Breakfast

8.00am - 8.30am Whoever is clearing up breakfast, then prepares morning snack, see above.

9.15am - bottles made up, see

9.45am - Morning snack takes place and is cleared up by whoever prepared it.

Lunch - 11.45am lunch is served - again please ask the room leader for children with dietary requirements. Check rota for your role during lunch.

Staff Lunches - 11.50 - 12.50 and 1.10 - 2.10pm

Tammy 11.15am - 11.45am and afternoon break 2.15 - 2.45pm

2.45pm - Afternoon Snack (same person as in the morning, prepped during second lunch), with the aim of being outside by 3.15pm

4.50pm - Children are sat down for tea, ready to eat at 5.00pm. The staff members on lates will serve tea, these staff members also tidy up and close down the Hive kitchen.



Bottle Making Policy

At Free Rangers we enable families to bring in their own bottles and we sterilise them on site, each morning.

These bottles are then named and we follow the NHS guidelines below when it comes to making up a bottle.

Please read the milk list in the Hive's kitchen to learn which children receive a bottle, when, how much and what brand etc.

Make sure that the room leader is with you and watches you make your first few bottles at Free Rangers to ensure this is carried out correctly.

Please check the date of the powder you are using, it can only be open for a month and the date it was opened is written on by whoever opens it, the same goes for cow / goat / coconut milk.

Powder is kept in the cupboard opposite the fridge alongside spare bottles.

Use the probe on the kitchen ledge to test the temperature of the milk, details below.

Good hygiene is very important when making up a formula feed.

Your baby's immune system isn't as strong as an adult's. That's why bottles, teats and any other feeding equipment need to be washed and [sterilised](#) before each feed.

This will reduce the chance of your baby getting an infection, in particular [diarrhoea and vomiting](#).

Step-by-step guide to preparing a formula feed

- **Step 1:** Fill the kettle with at least 1 litre of fresh tap water (don't use water that has been boiled before).
- **Step 2:** Boil the water. Then leave the water to cool for no more than 30 minutes, so that it remains at a temperature of at least 70C.
- **Step 3:** Clean and disinfect the surface you are going to use.
- **Step 4:** It's important that you [wash your hands](#).

- **Step 5:** If you are using a cold-water steriliser, shake off any excess solution from the bottle and the teat, or rinse them with cooled boiled water from the kettle (not tap water).
- **Step 6:** Stand the bottle on the cleaned, disinfected surface.
- **Step 7:** Follow the manufacturer's instructions and pour the amount of water you need into the bottle. Double check that the water level is correct. Always put the water in the bottle first, while it is still hot, before adding the powdered formula.



- **Step 8:** Loosely fill the scoop with formula powder, according to the manufacturer's instructions, and level it off using either the flat edge of a clean, dry knife or the leveller provided. Different tins of formula come with different scoops. Make sure you only use the scoop that comes with the formula.
- **Step 9:** Holding the edge of the teat, put it on the bottle. Then screw the retaining ring onto the bottle.
- **Step 10:** Cover the teat with the cap and shake the bottle until the powder is dissolved.
- **Step 11:** It's important to cool the formula so it's not too hot to drink. Do this by holding the bottle (with the lid on) under cold running water.
- **Step 12:** Test the temperature of the formula on the inside of your wrist before giving it to your baby. It should be body temperature, which means it should feel warm or cool, but not hot.
- **Step 13:** If there is any made-up formula left after a feed, throw it away.

Dos and don'ts of making up formula feeds

- Manufacturers' instructions vary as to how much water and powder to use, so it's important to follow them very carefully.
- Don't add extra formula powder when making up a feed. This can make the baby [constipated](#) or dehydrated. Too little powder may not give the baby enough nourishment.
- Don't add sugar or cereals to your baby's formula.
- Never warm up formula in a microwave, as it may heat the feed unevenly and burn the baby's mouth.

Reducing the risk of infection

Even when tins and packets of powdered infant formula are sealed, they can sometimes contain bacteria.

Bacteria multiply very fast at room temperature. Even when a feed is kept in a fridge, bacteria can still survive and multiply, although more slowly.

To reduce the risk of infection, it's best to make up feeds one at a time, as your baby needs them.

Use freshly boiled drinking water from the tap to make up a feed. Don't use artificially softened water or water that has been boiled before.

Leave the water to cool in the kettle for no more than 30 minutes. Then it will stay at a temperature of at least 70C. Water at this temperature will kill any harmful bacteria.

Remember to let the feed cool before you give it to your baby. Or you can run the bottle (with the lid on) under a cold tap.



Closing down the Hive kitchen

- Empty bin in Hive (See rota) and take to cleanaway bins in carpark.
- Antibac surfaces in kitchen and leave clear. Drip drying on draining board is allowed.
- Bibs are pegged up always to dry.
- Prepare bowls etc for breakfast the following day
- Ensure washing machine is empty and any wet laundry is hung up before you go.
- Ensure the hand washers are emptied and aired, with the tops off. These are miltoned on a Friday afternoon.

Rotas

There are rotas in place for the following:

- Bins (5.00pm one nappy bin taken to car park, 6.00pm remaining nappy bin and kitchen bin taken to car park.)
- Snack preparation and clear up
- Lunch serving rota
- Garden set up rota, including external risk assessments
- Room set up and risk assessments
- Sleep room, set up and risk assessments
- Circle time, 11.30am and 4.30pm
- Tea preparation and clear up
- Nappy rota - please check the board daily
- Bottle making and sterilising

Other Expectations

- Everyone feeds into planning on a daily basis, Madi will go through this on arrival.
- Blog posts, every member of staff needs to write a blog post once a fortnight about an activity that they have fed into planning. Please see the website for more information and ideas.

- Your key children lists will be given to you in April 2017, but until then you'll be expected to complete observations on all children to fill into their development.
- Arrival and departure time, it is an expectation that you are on site, in your room ready to start 10 minutes before your start time. Where possible please also ensure that all shut down procedures are completed before you leave at 6.00pm.

All teaching and learning procedures will be covered by Madi once you have settled into the routines of the room. We believe that if we establish safe and secure routines, where the children feel settled, then we can start the exciting task of planning for their learning. Let's get the above right first!