



2-4 Brook Street
Luton, Bedfordshire
Telephone : 01582 730510
www.trainingdepot.co.uk



Director / Owner: Mr David Reavell

Prospective Parents Information Sheet

Settling in procedure

We prefer to settle children gradually into nursery life. We therefore recommend that a new child attends the nursery for a minimum of one hour with a parent or guardian, and then another hour with the parent or guardian leaving their child at the nursery, during the week prior to starting at Training Depot Day Nursery. A further settling-in session can be arranged as necessary.

These settling in sessions are free of charge.

We have a Nursery Handbook which is available to read.

Please ensure that you take note of the following Policies and Procedures at Training Depot Day Nursery. Please ask at the office if you would like a copy of any or all of the Nursery policies and procedures.

- Accident Policy For Children
- Behaviour Management
- Child Protection and Safeguarding
- Collection of Children Policy
- Complaints Procedure
- Complaints & Allegations Against Staff and Recording Form
- Cyber Safety
- Data Protection / Information Sharing / Confidentiality Policy
- Disputes between Parents Policy
- Drug & Alcohol Policy for Parents/Carers
- Drug, Alcohol & Medicine Policy for Staff
- Emergency Contingency Plan
- Employee Accident / Injury Policy
- Employee Agreement & Acceptable Use Internet Policy
- Equal Opportunities Policy
- E-Safety Policy
- Fire Precautions / Fire Procedure & Fire
- First Aider
- Food & Drink Policy
- Health & Safety
- Inclusion Policy
- Internet Acceptable Use Policy
- Lone Worker Policy
- Lost Child
- Mobile Phone Policy
- Nappy Changing / Toileting
- No Smoking
- Notifications Ofsted Informed Of
- Nutrition Policy
- Outings Procedure
- Partnership with Parents
- Risk Assessment Policy
- Safeguarding Supervision Policy
- Sickness Policy
- Staff Code of Conduct
- Staff Disciplinary Procedure
- Staff Equal Opportunities Policy
- Staff Recruitment
- Staff Recruitment with no DBS & Risk Assessment
- Student Confidentiality Policy
- Student & Volunteer Code of Conduct Policy
- The Whistle Blowing Policy

Children with Special Educational Needs

Please note that we accept children with Additional Needs. Please see our Inclusion Policy at Nursery.