



The Lloyd Williamson Nurseries

Nursery Procedures

2025-2026

Updated by Lucy Meyer
Date: 14.08.25
Due for Update: August 2027

Nursery Procedures

112 Palace Gardens Terrace & 104 Palace Gardens Terrace

Sites

We have two nurseries on adjacent sites:

- 112 Palace Gardens Terrace, W8 4RT (Babies only)
- 104 Palace Gardens Terrace, W8 4RT (2–5 years)

Age of admittance

We accept children from 6 months up to 4 years 11 months.

Arrival and departure of children

On arrival, parents/carers sign in their child with a member of staff, who registers them for the session. We encourage a proper, positive goodbye and prompt departure. Children may be dropped off from 08:00 am. To avoid disruption to the daily routine, please ensure your child arrives by 10:00 am or notify us in advance of any late arrival.

Any child not collected from 104 PG Terrace by 17.55 pm will be escorted to 112 PG Terrace for collection. All children and parents/carers must vacate the premises by 18:00 pm; late-collection charges apply thereafter. If someone other than a parent/carer will collect your child, you must inform us in advance and ensure they know the family password and can provide photo ID.

Birthday celebrations

We celebrate each child's birthday with a small party. Parents/carers may bring a cake to share, but attendance is limited to the birthday child's family to minimise disruption.

Clothing

Please provide a complete change of weather-appropriate clothing, indoor shoes or slippers, and, in summer, a sun hat. We supply aprons for messy play, but materials such as paint, glue or sand may not wash out of all fabrics. We accept no liability for damaged clothing—label everything clearly.

Days and hours of opening

The nurseries are open Monday to Friday, 08:00 am–18:00 pm, year-round except:

- Last two weeks of December
- Two weeks before the August Bank Holiday
- Easter holiday
- All bank holidays

Each day is split into two sessions: 08:00 am–12:00 pm and 13:00 pm–18:00 pm.

Minimum Funding Entitlement

Children aged 9mo–5 years are entitled to government funding, paid three times a year via the Local Authority. For details, speak to the Nursery Manager.

Key workers

Each child is assigned a key worker responsible for their settling-in period, forming a strong bond and maintaining the child's developmental profile. Key workers plan individually for each child but do not have sole charge all day; feedback at the end of each session may come from other staff.

Mobile telephones

Staff may not carry mobile phones or recording devices in teaching areas and may access them only in designated staff zones. Parents/carers must switch off or hide phones before entering the building.

Meals and snacks

Parents/carers provide a packed lunch and fruit for full-day sessions. Parents also supply a mid-morning and mid-afternoon snack and drink. Drinking water is available throughout the day.

Notice of absence

If your child will not attend on a usual nursery day, please inform us by 09:30 am, giving the reason and expected return date. Fees remain payable for any absence, including illness or holiday.

Parental/carers involvement

We aim for honest, open, supportive partnerships with families. Staff are available daily to discuss your child's development. Please share your child's interests at home so we can incorporate them into our planning. Termly progress meetings and weekly newsletters keep you informed.

Personal property

Children should not bring sweets, toys or valuables (e.g. jewellery), as staff cannot be held responsible for loss or damage, and personal items may cause conflict.

Settling in

After a place is offered, we arrange 2–3 settling-in sessions, tailored to each child and family. You may stay initially and gradually increase separation to ease the transition.

Sickness and medical requirements

On enrolment, you must provide up-to-date emergency contact numbers, your child's GP details, immunisation records and signed consent for staff to act in your absence. If your child becomes ill or injured, we will contact you immediately. In emergencies, we reserve the right to call 999 and accompany your child to hospital, seeking consent for treatment if needed. All accidents and medication administration are recorded; parents/carers sign records on collection.

Parents/carers must inform us by 09:30 am if their child is unwell and cannot attend. Local Authority regulations require full details for each child: name, address, date of birth; parents' names, addresses, work addresses and telephone numbers; doctor's details; immunisation status; and any infectious diseases.

Hot weather

Please send a sun hat and apply broad-spectrum suncream before nursery on sunny days (parental consent is required for staff reapplication). We adapt outdoor play to shaded areas and promote hydration in hot weather.

Potty training

Children aged three and over are encouraged to use the toilet independently. Staff are on hand to supervise handwashing and support as needed.

Nappies

We provide standard nappies and wipes at no extra cost but cannot guarantee brand. If you prefer to supply your own, please inform staff and provide any required nappy creams.

Updated June 2025

Next update due June 2027, or as necessary.

Lucy Meyer (Director)

Ramona Cristea (Nursery Manager)