

Circadian Nest Nursery

Parent Handbook

Version 5.1 | October 2026

Welcome to Circadian Nest Nursery. We are delighted to welcome your family to our setting. This handbook explains how we operate and what we ask of you. It sits alongside the Parent Contract and Fee Schedule, both of which form part of your formal agreement with us. If anything in this handbook differs from your Parent Contract, the Parent Contract applies.

Please read this handbook carefully and keep it somewhere accessible. The full set of our policies is available on our website and on our nursery communication platform. If you have any questions, please email us at info@circadiannest.co.uk.

1. About Circadian Nest Nursery

Circadian Nest Nursery is a nurturing early years setting built around calm, consistent routines and a child-centred environment. We believe children thrive when their environment is structured, predictable and connected to healthy natural rhythms. Our aim is to create a space where children feel secure, rested and ready to learn.

We are registered with Ofsted and follow the statutory framework for the Early Years Foundation Stage (EYFS), which sets the standards for the learning, development and care of children from birth to five years.

Our approach

- Consistent, calming daily routines
- Regular outdoor time and nature connection
- Warm, responsive relationships with every child
- Play-based learning aligned with the EYFS

Our values

- Low-stimulation, thoughtfully designed environments
- Emphasis on wellbeing and secure attachment
- Openness and partnership with families
- Transparency, honesty and continuous improvement

2. Our People

Knowing who to speak to matters. The key people for parents to know at Circadian Nest Nursery are:

Role	Name	When to contact
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Manager / Designated Safeguarding Lead (DSL) / Special Educational Needs Co-ordinator (SENDCo)	Samina Farooq	Day-to-day questions, safeguarding concerns, additional needs, pastoral matters
Owner / Director / Deputy Designated Safeguarding Lead	Suhail Farooq	In Samina's absence, business matters, formal complaints
Your child's Key Person	Assigned at start	Daily updates and your child's care, learning and wellbeing

Safeguarding concerns can be raised in person, by phone or by email. They are taken seriously and acted on without delay.

3. Opening Hours and Sessions

Circadian Nest Nursery is open Monday to Friday, normally 51 weeks of the year (excluding bank holidays, our Christmas closure, which is set each year, and up to five INSET days). We offer the following sessions:

Session	Times	Daily Rate
Full Day	08:30 – 17:30	£85.00 (breakfast and snacks included)
Morning Session	08:30 – 13:30	£50.00
Afternoon Session	12:30 – 17:30	£50.00

A minimum attendance of three half sessions or two full sessions per week is required for all children. Full details of fees are set out in the Fee Schedule.

Your child's start date and full weekly pattern (days, drop-off and collection times) are agreed with us before we offer a place, and are set out in your offer. Signing the contract and paying confirms them. Changes before your child starts: adding sessions or an earlier start can be requested at any time, subject to availability; reducing sessions or changing days or times needs at least four weeks' written notice. If your plans change – for example if your maternity leave is extended – the start date can be moved later once, by up to three months, at no charge, with at least eight weeks' written notice (the same notice your employer needs) and subject to availability. With less than eight weeks' notice, the start date can be moved later by up to two weeks, subject to availability; any other change counts as withdrawing and rebooking.

Your child's place is reserved once we have received the signed Parent Contract, the registration fee (where it applies) and the holding deposit. If these are not all received within 7 days of the offer, the offer lapses and any payment is refunded. The completed Registration Pack must be returned at least eight weeks before your child's start date, and your child cannot start without it. It records the pattern already agreed; it does not set it. If your baby has not been born yet, we send the Registration Pack after the birth.

Government funded hours — term-time delivery

Funded hours at Circadian Nest Nursery are delivered on a term-time basis across 38 weeks of the

year. Funded children attend either:

- 15 hours per week — three days, morning (08:30–13:30) or afternoon (12:30–17:30)
- 30 hours per week — five days, morning (08:30–14:30) or afternoon (11:30–17:30)

Funded hours show as £0.00 on your invoice — they are an entitlement, never a discount. If you need care beyond your funded session, extensions are available at £9.44 per hour, booked in whole hours.

During school holiday weeks, funded hours do not apply. If you book holiday weeks for your child, sessions are charged at our standard private rate. Full details are in the Parent Funding Guide and Parent Contract.

4. Arrival and Collection

Children should arrive ready for the day with all required belongings clearly labelled. Please ensure a member of staff is aware that your child has arrived at drop-off.

Children will only be released to a parent, carer or authorised collector named on the Child Registration Form. If someone other than a named collector will be collecting your child, please notify us in advance. Staff may request photo identification on first collection by a new authorised person.

Password system

At registration, each family agrees a confidential password with the nursery. If a person not previously known to staff arrives to collect your child, they will be asked for the password. Children will not be released without verification. Please do not share the password by email or text in advance of collection.

Late collection charges

Children must be collected by the end of their booked session. If you are running late, please phone the nursery as soon as possible.

A late collection fee of £1 per minute may be charged after the session end time, as set out in your Parent Contract.

5. Mobile Phones at Drop-off and Collection

To support a calm, attentive handover and to protect children's privacy, parents and visitors are kindly asked not to use mobile phones inside the nursery building or in the entrance area when dropping off or collecting children. This is important both so that staff can communicate safety information clearly and so that no child is photographed or filmed inadvertently. Please complete any calls or messages before entering the setting. Full details are in our Mobile Phone and Electronic Device Use Policy.

6. Settling In

Starting nursery is a significant transition for children and families. We aim to make this as gentle and supportive as possible.

The first three settling-in visits, of up to one hour each, take place before your child's start date and are free of charge. From the start date, fees are payable for your child's booked sessions, even if they attend shorter sessions while settling. Every child settles at their own pace, and our team decides how

quickly your child's day is extended, based on their wellbeing. We cannot guarantee how long settling will take, so we advise allowing at least four weeks before returning to work and having back-up childcare in place. Full details are in our Settling In Policy and your Parent Contract.

7. Key Person Approach

Every child at Circadian Nest Nursery is assigned a key person who forms a warm, consistent relationship with your child and acts as your main point of contact within the nursery. Your child's key person will:

- Help your child settle and feel secure in their new environment.
- Get to know your child's individual needs, interests, routines and preferences.
- Plan and support their learning and development against the EYFS, recording observations in their learning journey.
- Communicate with you regularly about your child's day, including a daily handover and ongoing updates through our nursery communication platform.
- Notice patterns in behaviour, wellbeing and development, and share these with you.
- Liaise with our SENDCo, external professionals and your child's next setting where relevant.

If you would prefer to discuss something with someone other than your key person at any time, you are welcome to speak to the Manager.

8. Our Daily Rhythm

Our day is structured around a consistent, calming rhythm that supports children's wellbeing and development. The routine is predictable but flexible enough to respond to children's ages, needs and interests. A typical full day includes:

- Arrival and free play
- Breakfast (around 9:30am)
- Free play and guided activities
- Outdoor play
- Lunch
- Rest or quiet time
- Afternoon play and exploration
- Afternoon snack (around 3:00pm)
- Wind-down and collection

9. Sleep and Rest

Sleep is central to children's wellbeing, mood and development, and we take it seriously. Babies and younger children sleep according to their individual rhythm; older children have a quiet rest period after lunch. We work with parents to mirror home sleep routines as closely as possible while children are with us.

Safer sleep

For babies and young children, we follow Lullaby Trust safer sleep guidance. Babies are placed on their back to sleep, on a firm flat surface, in a cot or sleep mat with no loose bedding. Sleeping children are checked at regular, recorded intervals and are always within sight and sound of a member of staff.

Where you have specific sleep needs or preferences for your child — including comforters, sleep sounds, room shading or particular routines — please share these with your child's key person so we can support them consistently.

10. Food, Drink and Nutrition

Food shapes mood, behaviour, sleep and development. We take our nutrition approach seriously and keep meals simple, natural and calming.

We provide	Parents provide
Breakfast — around 9:30am, included in all session fees	A clearly labelled packed lunch
Afternoon snack — around 3:00pm, included in all session fees	Nappies and wipes where required
Fresh drinking water throughout the day	A named water bottle, or an open or free-flow cup (optional — we provide water and open cups)

Please inform us before your child starts of any allergies, intolerances, dietary restrictions or religious dietary requirements. We will work with you to plan suitable provision.

Drinking cups: please don't send cups with non-spill valves (such as 360-style cups) — their hidden seals are easily missed when cleaning, and the NHS recommends open or free-flow cups for young children. Cups and bottles go home each day; please take them fully apart to wash, including any seals, valves or straws, and let each part dry completely. If you'd like a cup kept at nursery, please tell us about any removable parts or send the manufacturer's cleaning instructions — we fully dismantle, wash and air-dry every cup we clean. Full details are in our Food and Drink Policy.

Allergen restrictions

Where the nursery operates allergen restrictions to protect children with allergies, parents must comply with these — for example, avoiding nuts in packed lunches if a nut restriction is in place. Where unsafe foods are brought in, staff will remove them and provide a suitable alternative for the day. Repeated non-compliance will be addressed in a meeting with the manager. Full details are in our Food and Drink Policy and Allergies and Allergic Reactions Policy.

11. What to Bring

- A clearly labelled packed lunch
- Nappies and wipes if required, clearly labelled
- A named water bottle or open/free-flow cup, if you wish (no cups with non-spill valves)
- A labelled bag of spare clothes
- Weather-appropriate clothing including coat, hat and suitable footwear

- Any comfort item agreed with your child's key person
- Named sun cream during warm weather, where requested

Please label all items clearly. The nursery cannot accept responsibility for unlabelled belongings that are lost or mixed up.

12. Clothing

Children should attend in practical, comfortable clothing suitable for active play, messy activities and outdoor time. Nursery is a place for exploration and children will regularly take part in painting, water play, sensory activities, outdoor play and messy play. We encourage parents to send clothing that can get dirty.

13. Outdoor Play

Outdoor play is an essential part of daily life at Circadian Nest Nursery. We aim for children to spend time outdoors every day where safe and appropriate. We go outside in most weather — please dress children accordingly. Outdoor time supports physical development, confidence, sensory learning, emotional regulation and a healthy circadian rhythm.

14. Intimate Care and Nappy Changing

Where intimate care is needed — nappy changing, toileting support, changing clothes after a spill — it is provided in a way that protects every child's dignity, privacy and emotional comfort. Staff who provide intimate care are appropriately trained, change children in dedicated areas and follow strict hygiene procedures using personal protective equipment.

Wherever possible, intimate care is provided by your child's key person or another familiar adult. Nappy changes are recorded in your child's daily log. If you have any specific care preferences, please share them with us at induction. Full details are in our Intimate Care and Nappy Changing Policy.

15. Health, Illness and Medication

To protect the health of all children and staff, children must not attend nursery if they are unwell or infectious.

Sickness and diarrhoea — exclusion rule

Children must remain at home for at least 48 hours after the last episode of vomiting or diarrhoea. This rule cannot be waived regardless of the cause.

For all other infectious illnesses, we follow UK Health Security Agency (UKHSA) guidance, with stricter nursery rules for infections that spread quickly among very young children. Your child must stay at home:

- Head lice — treatment must be carried out before your child next attends; once treated they can attend as normal
- Conjunctivitis — treatment must be started, or advice sought from a pharmacist or GP, before your child next attends
- Hand, foot and mouth — while they are unwell or have a temperature; they can return once they are well in themselves

- Chickenpox — until all spots have crusted over

Please don't give Calpol, ibuprofen or similar before nursery to bring down a temperature or hide symptoms. If your child needs it to seem well, they are not well enough to attend. This doesn't apply to prescribed medicines, such as antibiotics or inhalers, which you should discuss with us. Fees remain payable during exclusion periods. If your child becomes unwell during the day, you will be contacted and may be asked to collect promptly. Full details are in our Sickness and Illness Policy.

Medication

Medication is administered only with your prior written consent, recorded in our Medication Record, and in accordance with our Medication Policy. Prescription medication must normally be in the child's name, in the original labelled container, and used in line with the prescription. We can also administer agreed over-the-counter medication for short periods with written consent. Please discuss any ongoing medical conditions with us at induction so we can plan appropriate care.

Emergency paracetamol (Calpol): we do not give paracetamol supplied by parents. In exceptional circumstances only, where your child has a temperature of 39°C or above and is waiting to be collected, we may give one age-appropriate dose of the nursery's own paracetamol (Calpol). We only do this where you have given written consent in the Registration Pack, and we will contact you before giving it wherever possible. We check whether your child has had paracetamol in the previous four hours and record the time and dose. Your child must still be collected promptly.

16. Accidents and Emergencies

Minor accidents and any first aid treatment will be recorded and shared with you at collection. You will be asked to sign the accident record. For any bump to the head — however minor — we will contact you on the day so you are aware and can monitor your child at home.

In an emergency the nursery will take whatever action is reasonably necessary to safeguard your child, including calling 999 and accompanying your child to hospital where required. We will contact you as soon as possible.

17. Fire Safety and Lockdown

The safety of children and staff in any emergency is a priority. We carry out fire evacuation drills at least termly, and lockdown drills at regular intervals throughout the year. Drills are conducted in a calm, age-appropriate way so children know what to do without becoming distressed.

Following any actual emergency or significant drill, you will be informed. Full details of our procedures, including lockdown, are in the Fire Safety and Evacuation Policy.

18. Safeguarding and Child Protection

The safety and welfare of children is our highest priority. All staff are trained in safeguarding and child protection on induction and through ongoing professional development, and they are required to act in the best interests of children at all times.

Designated leads

Designated Safeguarding Lead (DSL): Samina Farooq

Deputy Designated Safeguarding Lead: Suhail Farooq

If you have any concern about a child — your own or another — please speak to one of the designated leads as soon as possible. You can also raise concerns directly with Oxfordshire Children's Social Care or the police if a child is in immediate danger.

Where a concern arises, we follow our Safeguarding Children and Child Protection Policy. We will normally discuss any concern with you, but where doing so would put a child at greater risk we may share information with relevant agencies (such as Children's Social Care, the police or health services) without parental consent. This is a last resort and is only ever taken to keep a child safe.

19. Online Safety, Prevent and British Values

Our Safeguarding Children and Child Protection Policy sets out how we protect children from online harm at the nursery, including controls on devices, supervised use of any digital content and safe handling of children's images.

As an early years setting, we have a duty under the Prevent strategy to be vigilant for signs that a child or family may be at risk of being drawn into extremism. In practice this is a small but important part of our broader safeguarding work. We promote the fundamental British values — democracy, the rule of law, individual liberty, and mutual respect and tolerance — through age-appropriate everyday practice, including taking turns, listening to others, kindness and celebrating differences. Full details are in our Safeguarding Children and Child Protection Policy and our Inclusion and Equality Policy.

20. Special Educational Needs and Disabilities

We are committed to supporting every child as an individual and to working positively with families to support children with additional needs wherever reasonably possible.

Our Special Educational Needs Co-ordinator (SENDCo) is Samina Farooq. Please share any known needs, diagnoses, concerns or professional involvement with us at the earliest opportunity, including at induction. The SENDCo works with parents and, where helpful, with external professionals such as health visitors, speech and language therapists, the local authority and your child's next setting. Full details are in our SEND Policy.

21. Photography, Video and Social Media

The nursery uses photographs and videos of children for learning observations, daily communications with parents, internal displays, our website and social media, and printed marketing materials. We do so only with your explicit, informed consent.

At registration, you will be asked to complete a photography consent form which sets out your wishes separately for each of these uses:

- Learning records and your child's own progress file
- Internal displays inside the nursery
- The nursery website and social media
- Printed marketing materials

You may grant or withhold consent for any category, and may change your wishes at any time by contacting the Manager. Consent is reviewed annually.

Other children — important

Parents and visitors must not photograph or video other children at the nursery without the express consent of those children's parents. We ask that you do not post identifiable images of other nursery children on social media at any time.

22. Behaviour and Emotional Support

Children are supported through positive, age-appropriate approaches. We do not use harsh discipline, humiliation or punitive methods of any kind. Staff help children learn boundaries, routines, sharing, turn-taking and emotional expression in calm and developmentally appropriate ways.

Where a particular behaviour is repeated or causing concern, we will speak with you so we can take a consistent approach at home and at nursery. Full details are in our Promoting Positive Behaviour Policy.

23. Biting

Biting is a common, normal part of early development — particularly between roughly twelve months and three years — and is almost always a way of communicating frustration, teething discomfort, tiredness or overstimulation rather than aggression. We treat it as a developmental matter, not a disciplinary one.

If a biting incident occurs, both the child who bit and the child who was bitten are supported with care. The child who was bitten receives first aid and reassurance, and the parents of both children are informed at collection. Names of other children involved are kept confidential. Where a pattern develops, we work with parents to identify triggers and put a consistent plan in place. Full details are in our Promoting Positive Behaviour Policy.

24. Communication with Parents

We value open, respectful and timely communication. You will receive updates about your child's day through:

- A verbal handover at collection
- Daily and ongoing updates through our nursery communication platform
- Regular conversations with your child's key person
- Progress conversations, and the statutory two-year-old progress check at the appropriate age

It is your responsibility to keep the nursery updated with any changes to contact details, authorised collectors, medical needs or family circumstances.

Our priority is the care and learning of every child throughout the day. Updates on the communication platform, such as meals, sleep and nappy changes, are a helpful record but may not capture every detail. If something has not been logged, please ask your child's key person.

Notice, changes to booked sessions and questions about fees must be sent in writing to info@circadiannest.co.uk. Only the Director or Manager can agree changes, and only in writing.

25. Absence and Holiday Attendance

If your child is absent for any reason, please notify us as soon as possible on the day of absence.

Fees during absence

Nursery fees remain payable during all periods of absence including illness, holidays and personal absences. Your child's place is reserved exclusively for them and all staffing costs continue regardless of attendance. No deductions are given for personal absence.

Holiday attendance

Circadian Nest Nursery is normally open 51 weeks of the year. Your child's place is held for the weeks they are booked to attend. During holiday weeks, government funded hours do not apply and each day you book is charged at our standard private rate: £50 for a half day, plus £9.44 for each extra hour (booked in whole hours), up to the full-day rate of £85.

Holiday attendance is optional. Holiday weeks must be booked in advance and are treated as confirmed bookings, as set out in your Parent Contract.

26. Transitions

Children move through the nursery as they grow, and on to school when they reach reception age. We plan transitions carefully so that each move feels familiar and supported.

- Room transitions are planned in advance with you and your child's key person, with visits to the new room where possible. Your child's place is a place at the nursery, not in a particular room. Children usually move up when we decide they are ready and a space is available, but we cannot guarantee when a move will happen. Occasionally, for example if staffing changes, a child may stay in their current room for longer. This does not change your booked sessions or fees.
- School transitions in the term before reception start are supported through conversations with you, transition information for the receiving school, and where helpful a visit from the new teacher.
- Where your child has additional needs, the SENDCo shares relevant information with the next setting to help them prepare.

Full details are in our Settling In Policy.

27. Fees Summary

Private session rates are shown below. Full details are set out in the Fee Schedule and Parent Contract.

Session	Times	Rate
Full Day	08:30 – 17:30	£85.00
Morning Session	08:30 – 13:30	£50.00
Afternoon Session	12:30 – 17:30	£50.00

All sessions include breakfast and an afternoon snack. Parents provide packed lunch, nappies and wipes. Government funded hours are delivered on a term-time basis (38 weeks/year) at 15 or 30 hours per week and appear on invoices at £0.00. During school holiday weeks, all sessions are charged at the standard private rate.

Fees are not charged for bank holidays, INSET days or our Christmas closure; these are deducted from the relevant monthly invoice. The Christmas closure dates are set each year, depending on demand, and confirmed in writing in advance.

Staffing and ratios: in rare cases, for example because of staff sickness or shortages, we may need to limit the number of children attending on a particular day so that we stay within legal staff-to-child ratios. We will give as much notice as we can, and we may ask you not to bring your child, or to collect them early. You will not be charged for any session we ask you not to attend for this reason. No credit is given for early collection.

Registration, deposit and other charges

Fee	Amount	Notes
Registration Fee	£85.00	Non-refundable. Payable on acceptance of a place. Applies to private hours only — not charged where a child takes up funded-only hours with no paid sessions.
Holding Deposit	£50 per contracted day	Secures your child's place. Kept if you withdraw less than eight weeks before your child's start date. Fully private children: held until the place ends and set against the final invoice, including any notice period fees. Children with any funded hours: refunded in full by the council's headcount date in the term the funded place starts.
Sibling Discount	10% discount	Applied to the eldest sibling's session fees while more than one sibling is enrolled. Does not apply to registration fees, deposits or trips.
Late Payment Fee	£25.00	May be applied if payment is late. Interest may also be charged, and a place may be ended if fees are unpaid 14 days after the due date. See your Parent Contract.

28. Notice Period

Notice to end your child's place must be given in writing by email to info@circadiannest.co.uk. The notice period is set out in your Parent Contract: normally four weeks for private and top-up hours, and two weeks for funded hours, in line with Oxfordshire County Council's rules. This also applies during the settling-in period. During settling in, the nursery may end a place with two weeks' notice if your child has not settled (Parent Contract, Section 3a). Fees remain payable during the notice period whether or not your child attends. The nursery may also end a place in the circumstances set out in your Parent Contract.

29. Concerns and Complaints

We welcome feedback and take all concerns seriously. Please raise any concern with the Manager in writing by email, or in person at an arranged time. Where a concern cannot be resolved informally, our

Complaints and Compliments Policy sets out a formal process. We will respond to a formal complaint within 20 working days.

Ofsted complaints

Parents also have the right to raise a concern directly with Ofsted at any time, including alongside our internal process.

Telephone: 0300 123 4666

Email: enquiries@ofsted.gov.uk

Website: www.ofsted.gov.uk

Postal address: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

30. Parent and Carer Code of Conduct

We work in partnership with families, and that partnership depends on mutual respect. Our staff work hard for your children and go beyond what is required of them, and they are entitled to do that work free from abuse or intimidation. Our Parent and Carer Code of Conduct Policy sets out the standards we expect from parents, carers, authorised collectors and visitors, at the nursery and in all contact with us, including by telephone, email, our communication platform and social media.

Raising a concern is always welcome. Please raise anything with the Manager or the Director, in writing by email, or in person at an arranged time. Room staff are caring for children at drop-off and collection and cannot hold detailed discussions then. Formal complaints are handled under our Complaints and Compliments Policy, and we respond within 20 working days. Raising a concern or complaint will never, in itself, affect your child's place or the care they receive.

Behaviour we will not accept includes:

- Abusive, offensive, discriminatory, threatening or aggressive language or behaviour, in person, by telephone, in writing or online
- Shouting at, intimidating, belittling or humiliating a member of staff
- Physical aggression or violence of any kind
- Racist, sexist, homophobic or other discriminatory remarks or conduct
- Allegations against staff that are malicious or knowingly false, or made in a hostile, personal or persistent manner
- Repeatedly pressing staff on a matter that has already been answered, or demanding immediate responses outside nursery hours
- Filming, recording or photographing staff, children or families without consent, or posting comments or images online that identify, criticise or abuse them
- Attending the premises under the influence of alcohol or drugs

How we respond. Where the Code is breached, the Manager or Director will speak with you about what must change and confirm it in writing. If the behaviour continues, or a further breach occurs, we will end your child's place under Section 19 of the Parent Contract.

Immediate termination. Where a person is violent or threatens violence, is abusive, aggressive or intimidating, behaves in a racist, discriminatory or harassing manner, makes malicious or knowingly false allegations, or puts the safety of children, staff or others at risk, we will end the childcare place with immediate effect. Your child's care ends that day, but because the place has ended as a result of the family's behaviour, you pay fees in lieu of the notice you would otherwise have had to give: four weeks' fees for private and top-up hours. No fees are charged for government-funded hours. If we fill

the place with another child during that period, fees for the overlapping days are refunded. For fully private families, the holding deposit is set against these fees (Parent Contract, Section 19).

A child is never blamed for an adult's behaviour. The full Parent and Carer Code of Conduct Policy is on our website and forms part of your agreement with us (Parent Contract, Section 18). It applies to new families on signing, and to existing families from the date they are notified of it.

31. Our Policies

Circadian Nest Nursery maintains a full suite of policies governing our day-to-day practice and statutory duties: Safeguarding Children and Child Protection; Whistleblowing; Low-Level Concerns; Mobile Phone and Electronic Device Use; Staff Code of Conduct; Recruitment, Selection and Suitability of Staff; Supervision of Staff; Promoting Positive Behaviour; Attendance; Arrivals, Departures and Uncollected Child; Missing Child from Nursery; Settling In; Sleep; Medication; Sickness and Illness; Accident and Incident Reporting; Intimate Care and Nappy Changing; Food and Drink; Packed Lunch; Allergies and Allergic Reactions; Inclusion and Equality; Special Educational Needs and Disabilities (SEND); Health and Safety; Risk Assessment; Fire Safety and Evacuation; Visits and Outings; Data Protection and Confidentiality; Complaints and Compliments; Garden and Vegetation Safety; and Parent and Carer Code of Conduct.

Our parent-facing policies are published on our website. The full set of policies is available in the nursery on request, and printed copies can be provided. Policies are reviewed annually, or sooner if guidance changes.

32. Contact Details

Nursery	Circadian Nest Nursery
Address	Donnington, Oxford OX4 4BB
Telephone	01865 576 058
Email	manager@circadiannest.co.uk
Website	www.circadiannest.co.uk
Manager / DSL / SENDCo	Samina Farooq
Owner / Director / Deputy DSL	Suhail Farooq