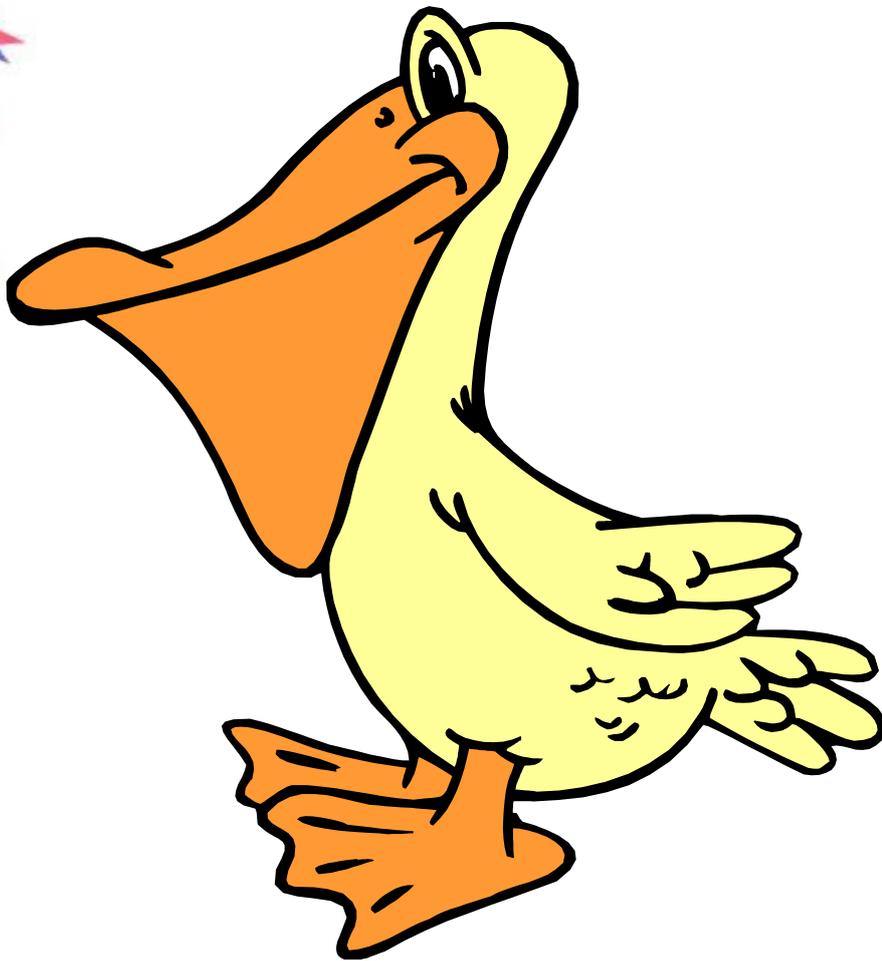


The Pelican Room



Welcome to the Pelican Room

The Pelican room is situated in a large downstairs room at the Nursery and is the base room for up to 24 children aged from 32 months to Pre-School age.

Staffing:

Clare Atkinson- Senior Nursery Nurse, part-time, Monday to Wednesday.

Joanne Howard- Senior Nursery Nurse, part time Thursday and Fridays.

Lizzie Allars- Nursery Nurse Monday to Thursdays.

Sharon Farr- Nursery Nurse, part-time, Mornings.

Tracey Childerley- Nursery Nurse, part-time, Afternoons.

Eadie Fletcher – Nursery Assistant, full-time.

Nicola Monro- Nursery Nurse- covering

Clare joined The Nursery in June 1999 as a part-time Nursery Assistant and worked afternoons in the Pelican Room where she gained her Diploma in playgroup practice. Clare completed her NVQ Level 3 in Early Years and Education in November 2002 and was promoted to Nursery Nurse.

In April 2005 Clare took on the role of (SENCO) 'Special Educational Needs Co-ordinator' working with children who may have an additional need, liaising with their parents, other outside professionals and alongside the children's key person. In 2004 Clare covered as Full time Senior Nursery Nurse and in November 2005 was promoted to permanent part time Senior Nursery Nurse. Clare gained her NVQ4 in Children's Care, Learning and Development in July 2010. Clare is now working as par time senior in the Pelican room.

Jo joined the nursery in January 1994. She has previously worked in the Squirrels Den, Duckling and Caterpillar rooms. In September 2002 she returned to the Squirrels Den and was promoted to Senior Nursery Nurse working part-time after the birth of her daughter. Jo went to work as a Senior involvement worker at Sawston/Linton family centre.

Jo returned to the nursery in October 2012 to join the preschool room as a part time senior on Thursdays and Fridays and is now working in the Pelican room as a part time senior.

Lizzie joined the Nursery in January 2002 as a General Assistant. In 2005 Lizzie gained her NVQ Level 3 in Early Years and Education; she was then promoted to a full-time Roving Nursery Nurse. From 2007, Lizzie became solely based within the Pelican room and in 2010 completed her Level 3 Certificate in Play work. In January 2011 Lizzie went on maternity leave to have her first baby and returned in August 2011 to work Mondays to Thursdays in the Pelican room. Lizzie is the ICT Coordinator for the whole Nursery. She provides up-to-date equipment and activities to encourage the children's confidence in order to support their ICT development. Lizzie was promoted to part-time Senior Nursery Nurse, covering 2 years' maternity leave in 2014. Also holding the position of Deputy Leader at the Fun Pack play scheme, Lizzie returned to work in her usual role in February 2016 after her second baby in August 2015 and has now resumed her previous job role and days.

Sharon joined the Nursery in December 2005. She initially worked in the Duckling room as a part-time morning Nursery Assistant. She has many years' experience of Childminding. In 2008 Sharon gained her NVQ Level 2 in Childcare and Education. In January 2010 Sharon joined the Pre-School room as a part-time, mornings only Nursery Nurse and has been involved in the one-to-one care of two of our children over the past two years and has gained invaluable experience in this area, which she has resourced and developed. Sharon gained her NVQ Level 3 in Childcare and has taken part in many detailed training sessions. She has now rejoined the Pelican Room as a part-time morning Nursery Nurse.

Tracey joined the Nursery in November 2013; she had previously worked at another nursery. She has 23 years' experience working with children in nursery settings; as a childminder, nanny and as a mum to 2 children. Her latest qualification in April 2014 was a level 3 Diploma for the young people's work

force. Tracey has also been involved in the one-to-one care of a child with additional needs over the past year. She joined the Pelican Room in August 2015 working as a part-time Nursery Nurse in the afternoons.

Eadie joined the Pelican room in March 2017 as a full-time Nursery Assistant. Having completed a Society Health and Development Diploma whilst at Secondary School; and taken part in work experience at both a nursery and a care home, Eadie went on to work at a care home from 2013 as a care assistant dealing with dementia patients.

The Pelican Room

The Pelican room is a large, airy room, which overlooks the Nursery garden. It has a half-glazed door which opens directly onto the garden allowing as much natural light as possible into the room. The majority of the room is carpeted, apart from an area designed for sand, water and messy play activities.

The children are encouraged to create their own individual art work which is displayed throughout the Pelican room, cloakroom and bathroom. Within the room there is a 'This week in Pelicans' board where any work the children would like to share can be displayed. There is also a 'Seasons' board with art work relating to the current time of year and a 'Children's Festival's/ Celebrations' board where we display the children's work.

As many of the toys and equipment as possible are stored at the children's level. This encourages children to develop more independence in selecting and carrying out activities. Each day there are some planned activities which will be put out in the room for when the children arrive. Every day there are also blank places within the planning sheet to allow for children to choose some toys for themselves. The toys available within the room on any day should cover all areas of development.

Within the room the different areas are:

- Book Corner
- Role-play area
- Drawing/writing area
- Sand/water/messy play
- ICT area
- Hands-on table
- Construction/small world area
- Malleable table

The Pelican room is situated near the children’s bathroom, which has two partitioned low level toilets and a low level urinal. There are two low level hand basins with soap and a hand towel dispenser. Children are encouraged to use the bathroom independently and are supervised when necessary. The whole group uses the bathroom before meal times or before any walks or trips to the woods and are always supervised at these times. There are now 2 low level sinks in the room for the children to use during the day.

There is an intercom system within the Nursery to ensure good communication between the rooms and to ensure staff are able to call for assistance if required. Within the room there is a white board where staff write information for parents about what the children have been doing during the day.

Daily Routine

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|-------------|--|
| 8.45 a.m. | Nursery opens. |
| 9.00-10.00 | Gated outside area is open for free flow. |
| 9.45-11.00 | free flow play – during free flow, children can go in and out of the rooms and garden as and when they choose. Rolling snack is available for children to come and get when they wish. |
| 11.00-11.15 | Nappy change. |
| 11.25-11.45 | Adult led/ Key groups and large Group time. |
| 11.45. | Bathroom – all the children come to use the bathroom and wash their hands before lunch. |

12.00 noon	Lunch time.
12.45 p.m.	Bathroom – all the children use the bathroom before sleep time.
1.00-2-30	Sleep time – children rest or sleep on their own named beds. Children who do not sleep are asked to have a rest on their beds and can get up and go to pre-school for quiet time at 1.30 pm.
2-45- 3-00	Rolling snack / nappy change.
2-45-3.45	Free flow play – during this time the children play either in the rooms or garden.
3.45	Bathroom – all the children use the bathroom and wash their hands before tea.
4.00	Tea time.
4.45-5.10	Free flow play – during this time the children play either in the room or the garden.
5.10-5.45	Story time/quiet group activity/Nappy change.
5.45 pm	Nursery closes.
(5.15 On Friday)	

Rest time:

The majority of Pelican room children do sleep after lunch, between 12:45 -2:30 p.m. Each child has their own individual rest mat with a set of blankets and sheets. There is soporific music playing in the background and the children are encouraged to rest quietly. After a short rest, if children do not sleep, they may go to pre-school to do quiet activities. If children do sleep, they are woken up after about 1 hour. The children are supervised at all times. All laundry is washed on a weekly basis and mats are cleaned weekly with a Milton solution.

Eating:

The Nursery provides your child with food and drink for the day. All food is cooked and prepared in our kitchen by our time cook and assistant cook.

Rolling snack is offered to children throughout the morning and afternoon during free flow play. Children are encouraged to independently access their own snack when they want it. Snack comprises of a healthy snack such as fruit, vegetable sticks or breadsticks and a cup of milk or water. Fresh water is available in the Pelican room at all times for children to help themselves.

At lunch time, Pelicans, Squirrels and Pre-school sit together in family groups. The staff serve lunch to the children directly from the table; children are also encouraged to help. All children are encouraged to try a small portion of lunch and there is often enough for seconds for healthier appetites. Children can also choose to have fruit instead of dessert. All children have wet wipes to clean themselves with when they have finished eating.

At tea time the whole Nursery sit together in family groups. Tea is usually a larger snack and again children are encouraged to try their food. Water is provided and children wipe their hands and faces at the end of tea with a wet wipe.

All menus are displayed on the white board in the Pelican room and copies are available from the office.

If your child has any dietary needs, please inform us in writing and our cook will be happy to prepare a suitable alternative.

Clothing:

Parents are asked to dress their child in comfortable, easily removable, washable clothing. The Pelicans are encouraged to be as independent as possible. Children are encouraged to do their own shoes and coats up, so please bear this in mind when buying them new ones. Laces are not very practical; therefore, we recommend Velcro fastenings.

Please do not dress children in special clothing as we often carry out messy activities! Please ensure clothing is **clearly named**. The best way to do this is with embroidered name tape. Staff cannot be expected to search for unnamed items of clothing.

Parents are asked to provide a bag with a complete change of clothing in case of any accidents. In winter, your child will need a coat, splash suit, hat, gloves and clearly named wellington boots. In summer, your child will need a sunhat and a clearly named bottle of their own sun block, unless they use the Nursery sun block.

Children's toys/comforters:

Children are welcome to bring a toy or comforter to Nursery, but parents should be aware that there is a risk of this getting lost. They should be kept in the drawers by the door. We have a simple 'rule of thumb' – if the toy's too big to fit in the drawer - it's too big for Nursery.

Illness:

If your child is unwell and unable to cope with the normal Nursery day, then please keep him/her at home. If your child has an infectious disease, then it is very important that you inform the Nursery and that the child is excluded from attending according to Nursery Policy. Children will only be re-admitted to the Nursery after an illness at the discretion of the Nursery Manager. If your child becomes unwell during the day, a parent/carer will be contacted to arrange collection of the child as soon as possible.

Medication:

Nursery is willing to administer medicine when necessary. You must complete a Medical Authorisation Form each day that your child needs to be given medicine. These are available from the Pelican Room. Parents must hand the

medicine directly to a staff member so that it can be locked away securely in the medicine cabinet.

During the summer, we spend as much time out in the sunshine as we can. We feel it is extremely important to protect their skin from the sun, so we ask you to provide us with a sunhat and a clearly named bottle of suitable sunblock. Sunblock is also available from the Nursery for a small fee.



Accidents:

Unfortunately, occasional accidents can happen and these are recorded in an Accident Book. If your child is hurt or injured in any way during the day, an entry will be made in the Accident Report Book and you will be asked to sign this book as a parent/carer (you will also be issued with a copy of the accident report). A signature is required to acknowledge that you have been told about the accident. We may also contact you if we consider it necessary.

If your child has an accident at home, we do ask that you let the Nursery Nurses know. They will ask you to complete a Home Accident/Injury form.

The Nursery Nurses in the Pelican Room hold certificates in First Aid.

Weekly Activities

The Pelican Room staff plan suitable activities based around the children's interests and festivals from different cultures. Please tell us any festivals you celebrate so that we can share them amongst the group!

These programmes of activity are organised to ensure each child's full and individualised framework of learning in our setting. It was revised in 2012 in order to make it clearer and more focussed on the things that matter most. It places a stronger emphasis on the role of parents and the way a nursery setting involves the children's parents and works in partnership with them to maximise their child's development. It also provides the legal welfare requirements which we, and every childcare setting, must follow to ensure a child's safety and to promote their welfare.

There are 7 areas of learning in the Early Years Foundation stage, these are:

- Physical development
- Creative Development
- Personal, social and emotional development
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Communication and language
- Literacy

We plan activities directly from the observations that we make on the children to enable us to cover these areas on a daily basis. Therefore, our planning is very individual to each child and meets all of the next steps in their learning. Each child in the Pelican Room is allocated a key person and a list of the key persons and their children is displayed in the cloakroom above the pegs. A key person provides a friendly face at nursery for the children so they can feel happy and secure. They are also responsible for keeping their child's individual files and observations up-to-date. You are always welcome to look at your child's individual file; just ask a member of staff.

Potential is encouraged in all areas of their development. We carry out different activities every day, each of these cover the 7 areas of learning in the Early Years Foundation stage.

General information:

Throughout the year the Nursery organises many functions which families are invited to attend and enjoy. You will be kept informed of any forthcoming events in the monthly Nursery newsletter. A report of your child's progress goes home every four months, and once a year the Nursery offers an individual fifteen-minute consultation with parents. There is also an Open Evening held in November for parents to see how each room functions and develops a child's learning. This is a good time to share your child's achievements and raise any concerns that you have.

Group and Individual photographs are taken each year and sets of photographs can be ordered via The Nursery.



For the daily exchange of information, it is encouraged that parents/carers arrive **BEFORE CLOSING TIME** if they want to hear about their child's day. As you can appreciate, it is a long day for the Nursery Nurses, and they like to leave promptly.

Nursery closes at 5.45 p.m. Monday to Thursday and 5.15 p.m. on Fridays. A fine will be levied if you collect your child after these times - it will be £5 up to the first 10 minutes late and then £10 for every period of up to 5 minutes thereafter (as determined by the Nursery radio controlled clock).

We hope that you and your child will have a happy time in the Pelican room. If you have any concerns or problems, then please share them with us - we are here to help.

Check list of items needed for the Pelican room:

Bag with a full change of clothes

Coat

Hat

Gloves

Wellington boots

Splash suit

Sun hat and Sun block