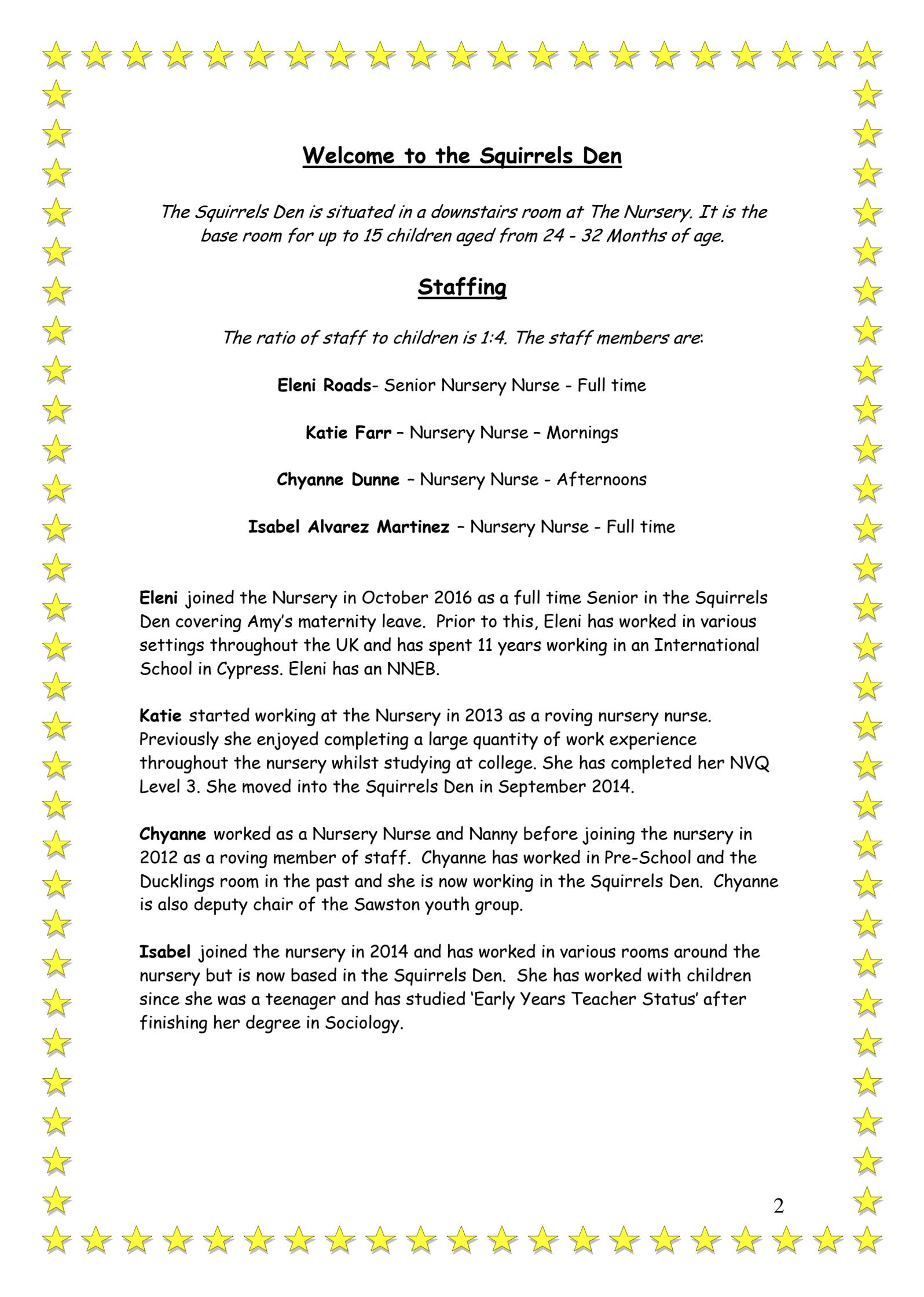


Welcome to the Squirrel's Den

Base room for children aged 2
years





Welcome to the Squirrels Den

The Squirrels Den is situated in a downstairs room at The Nursery. It is the base room for up to 15 children aged from 24 - 32 Months of age.

Staffing

The ratio of staff to children is 1:4. The staff members are:

Eleni Roads- Senior Nursery Nurse - Full time

Katie Farr - Nursery Nurse - Mornings

Chyanne Dunne - Nursery Nurse - Afternoons

Isabel Alvarez Martinez - Nursery Nurse - Full time

Eleni joined the Nursery in October 2016 as a full time Senior in the Squirrels Den covering Amy's maternity leave. Prior to this, Eleni has worked in various settings throughout the UK and has spent 11 years working in an International School in Cypress. Eleni has an NNEB.

Katie started working at the Nursery in 2013 as a roving nursery nurse. Previously she enjoyed completing a large quantity of work experience throughout the nursery whilst studying at college. She has completed her NVQ Level 3. She moved into the Squirrels Den in September 2014.

Chyanne worked as a Nursery Nurse and Nanny before joining the nursery in 2012 as a roving member of staff. Chyanne has worked in Pre-School and the Ducklings room in the past and she is now working in the Squirrels Den. Chyanne is also deputy chair of the Sawston youth group.

Isabel joined the nursery in 2014 and has worked in various rooms around the nursery but is now based in the Squirrels Den. She has worked with children since she was a teenager and has studied 'Early Years Teacher Status' after finishing her degree in Sociology.

The Squirrels Den

The room itself is quite spacious and well resourced. It is heated by two storage heaters and has a large bay window and a door leading out to the garden - allowing as much natural light as possible to illuminate the room. The walls are covered with bright and interesting displays, filled with the children's own work.

The room is split into two parts. Half the room is carpeted to enable children to play with construction toys, partake in role-play in our mini home corner or read quietly in the book corner. There is a computer with children's software games, a CD player for music and tables with various activities on offer i.e. puzzles, threading and colour matching games.



The other half of the room is specifically designed for messy play activities such as sand, water, play dough and art, craft and cooking activities. It is fitted with a large sink to enable staff to wash up equipment and two child height sinks for children to use for hand washing. There is shelving on the wall to store the large range of play equipment; we also have access to toys from other rooms in the nursery which enables us to have a wide variety of toys on offer.

Children are encouraged to develop their social skills, especially independence and to encourage this all toy boxes have corresponding pictures and written labels to enable children to recognise the box they need when tidying activities away. We also have 'free choice drawers' where the children have access to other toys that they wish to play with. During our free-play sessions we sometimes have free-choice activities where the children can choose which toys they wish to play with themselves.

Free flow play occurs on a daily basis in the Squirrel's Den and this enables the children to have access to the toys and activities both indoors and outside, we often use the covered way outside the room for our free flow play so that it can happen all year round.

A 'white board' is situated inside the room where information about the day's activities is recorded. Also a daily sheet is completed which states how long the children have slept for each day, how much they have eaten and records nappy changes.

An intercom is in operation at all times to enable good communication throughout the Nursery.



Squirrel's Daily Routine

A rough guide to the routine is as follows:

8.45 a.m.	Free play, art activity
9.30 a.m.	Free flow play session and Rolling snack begins
11.00 a.m.	Children's nappies changed
11.20 a.m.	Tidy Up Time
11.30 a.m.	Planned Group Activity
11.45 a.m.	Toilet time and washing hands
12 noon	Lunchtime
1.00 p.m.	Sleep/Rest time - Morning session finishes
2.30 p.m.	Children wake up from sleep, toilet time.
2.35 p.m.	Snack is set up
2:45 p.m	Children's Nappies are changed
3.00 p.m	Free flow play session begins or group activity takes place.
3.40 p.m.	Tidy up outdoor toys
3.45 p.m.	Toilet time. Wash hands
4.00 p.m.	Teatime
4.45 p.m.	Free play
5.45 p.m. (5.15p.m. Fridays)	Nursery closes

Sleeping/rest time

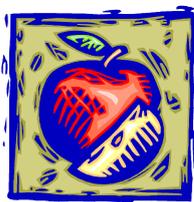
The children sleep on the carpeted end of the Squirrels Den. Each child sleeps on a mat with a sheet and blanket provided by the Nursery.

The bedding is laundered on a weekly basis.

The children sleep between 1pm- 2.30 p.m. The Squirrel's Den staff encourage the children to sleep whilst listening to soothing music. The children are checked at 10-minute intervals and this is logged in the diary and recorded on a wall chart for sharing with parents.

Eating

The Nursery provides your child with food and drink for the day. All food is prepared and cooked on the premises by our cook/caterer.



During morning and afternoon the Squirrels Den operates a system called the 'rolling snack'. The children are free to come and have a cup of milk or water and a varied, healthy snack when they feel they are ready. In the mornings rolling snack is operated between the Squirrels Den, the Pelican Room and the Pre-School room on a 3 week rota.

At meal times, all the children eat together in small family groups around the tables in the Pre-School Room. Staff serve up the meals to the children directly from the table and each child is encouraged to try a small portion of the meal. The Squirrels children drink from a cup and use a knife and fork and eat without a bib - so no 'best clothes' please! At the end of the meal the children clean their hands and faces with a disposable flannel.

If your child has any special dietary needs due to medical, cultural or religious reasons then please inform the Nursery in writing and our cook will be pleased to prepare a suitable alternative meal.

During snack and mealtimes the children's manners are encouraged by reminding them to say 'please' & 'thank you'.

Clothing

Please dress your child in labelled, comfortable, easily removable and washable clothing. Dungarees are complicated for children to fasten and are best avoided.

Please DO NOT dress your child in special or 'best' clothes as these may be spoiled by paint or glue even though the children usually wear aprons when partaking in messy play or art & craft activities.

You will need to provide at least two complete changes of clothes. Please make sure they are suitable for the time of year and check the sizing from time to time!

Clothing needs to be clearly named. The best ways to do this is either with embroidered nametapes or with a permanent marker.

The children go outside to play every day. Therefore your child will need a coat, splash suit, hat, gloves and wellington boots. In the summer months your child will need light cotton clothing, a sun hat and a named bottle/tube of sun block.

Nappies

You will need to bring a supply of nappies and cream. If your child uses disposable nappies you can bring a large pack to leave at Nursery and the Nursery Nurses will let you know when they are running low.

If your child is in terry towelling or cotton nappies you will need to bring in a daily supply. The Nursery Nurses will return them to you at the end of the day to wash at home.

We would prefer that you do not use pull-ups or other similar brands of nappies as in our experience this confuses the child when they are toilet training as they feel the same as nappies when they are wearing them.

Staff wear gloves when changing nappies and they use fragrance free wipes or cotton wool & water to clean children's bottoms. Cream will only be applied if you so wish. You will need to bring a clearly named pot of the cream. Special nappy bins are provided for soiled disposable nappies.

Potty Training

As your child settles into the Squirrels Den and is comfortable with the day-to-day routine, then in collaboration with you we will introduce them to the potty at each nappy change.

Encouragement is given by using lots of praise and stickers. When they perform and you feel comfortable with their achievements then we will begin toilet training. This is when we need lots of spare pants, trousers/skirts, socks and shoes for those inevitable accidents. Please no dungarees!

We would emphasise that toilet training is allowed to happen naturally and no pressure is put on a child to progress any faster than their own pace. We feel it is very important to communicate with parents on the child's progress during their potty training; we may have lots of ideas to help you! Please feel free to ask us for advice at any time.

Please see attached information sheet - 'A parent's guide to potty training'.

Comforts

If your child has a comfort i.e. cuddly toy, blanket, dummy then please bring them in to Nursery in case your child requires it at some point during the day. These items will be kept in children's individual pouches for safe keeping. We would be grateful if the items brought in were small enough to fit into the pouch and not toys which can easily be mixed up with our Nursery toys such as toy cars and trains.



Illness

If your child is not well enough to be able to cope with the normal nursery day, then please keep them at home and telephone the Nursery to say that they will be absent.

If your child has an infectious disease, then it is vital that you inform the Nursery immediately and that the child is excluded according to Nursery policy. Children will only be re-admitted to Nursery at the discretion of the Nursery Manager.

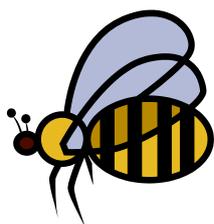
If your child becomes unwell during the day, one of the parent/carers will be contacted to arrange collection of the child as soon as possible.

Medication

The Nursery is willing to administer prescribed medicine when necessary, and non prescription medicine with prior consent. We follow the government guidelines on medicines which are suitable for under 5 year old children and will only administer medicines which are included in those guidelines.

You will be required to fill in & complete a medicine authorisation form for each day that your child needs to be given medicine. These are available from the Squirrels Den.

Parents/carers must hand the medicine directly to a staff member so that they can store it safely & securely either in the medicine cabinet or the fridge. Please ensure any medicine is clearly named on the outside of the box.



On the full registration form you will be asked to sign your authorisation for the use of sun block and 'Jungle Formula' spray - in the event that a wasp or bee unfortunately stings your child.

Accidents

Nursery records every accident on an accident form. If your child is hurt or injured in any way during the day, a form will be completed. As a Parent/carer you will be asked to sign the form acknowledging that you have been informed about the accident.

According to the severity of the accident you may be contacted at work/home.

If your child has an accident at home, we ask that you let the Nursery know so that you can complete a home accident/injury form.

Weekly Activities

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

These programmes of activity are organised to ensure that each child's full 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.

The Early Years Foundation Stage

Since September 2008 we have been following the Early Years Foundation stage. This is a government framework for children aged between 0-5; therefore the whole nursery follows it. The Early Years Foundation stage provides a holistic and individualised framework of learning for the children 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 child's safety and to promote their welfare.

There are 7 areas in 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 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 Squirrel's Den is allocated a key person and a list of the key persons and their children is displayed in the room and 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.

If you would like to find out more information about the Early Years Foundation Stage then please ask a member of staff and we will be happy to answer any questions or you could visit the website: www.standards.dfes.gov.uk/eyfs

2 year checks

Between the ages of 24 - 36 months your child's key person will give you a written summary of how your child is progressing in the 3 prime areas of learning. These are Personal, Social and Emotional Development, Physical Development and Communication and Language. This check will highlight where your child is progressing well and where they may need some extra help or support.

At Babraham Nursery, we invite the parents of each child to have a meeting with their key person to discuss this. A meeting is mutually arranged between parents and the key person to discuss each child's learning and development and to formulate their two year check progress report.

General information

Throughout the year the Nursery, supported by the Parents sub-committee, organises various social events and fundraising activities for all the children & their families to attend and participate in. These include a Christmas play, sports day, barbecue, family discos, quiz nights and information evenings.

You will be kept informed of any forthcoming events in the Nursery newsletter. If you would like to join the Parents sub-committee and help organise these events please see the Nursery Manager.

A photographer takes individual and group photographs every year. The individual photos are taken in September/October time ready to give to relatives as Christmas presents! The group photos are taken in March. There is no obligation to order these photos.

All fundraising monies go towards purchasing extra toys & equipment for the children.

Once a year, in June the Nursery offers individual fifteen-minute consultations with parents/carers about their children's development & progress. This is a time when you can share your child's achievements and raise with staff any problems or worries you have concerning your child. These consultations enable parents to talk to your child's key person in a relaxed informal manner. Crèche facilities are provided for the children as we do not allow children in on the consultation.

At around the age of 32 months, there will be visits arranged for them to the Pelican Room. This enables your child to settle happily into the Pelican Room and become familiar with the routine, staff and peers.

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.

The Nursery closes at 5.45 p.m. Monday to Thursday - **5.15 p.m. on a Friday**. A fine system operates for the collection of children outside these hours. The initial fine is £5.00 for the first 10 minutes of lateness and increases to £10 for every period of 5 minutes thereafter. Please note the Nursery clocks are radio controlled so are extremely precise!

We hope you and your child will have a happy time in the Squirrels Den. If you do have any problems, concerns or worries then please share them - we are here to help.

Check list of items needed for the Squirrels Den

- Child sized draw-string bag
- Change of clothes
- Spare pants, trousers/skirts, socks, shoes (if toilet training)
- Named shoes
- Coat
- Hat and Gloves
- Wellington boots
- Splash suit
- Sun hat
- Sun block
- Nappies - if required
- Nappy Cream - if required
- Comforter (small enough to fit into box)

