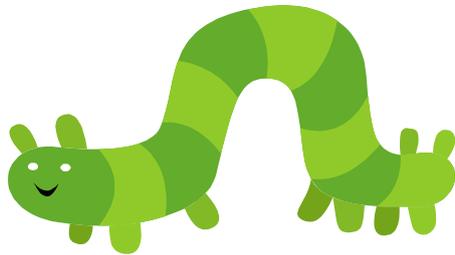


Welcome
Welcome
to the
Caterpillar Room



Base Room
Base Room
for Children aged
(approx.) 1-2 years



Welcome to the Caterpillar Room



The Caterpillar room is situated in an upstairs room at the Nursery. It is the base room for up to 17 children aged from twelve months to two years.

Staffing

The ratio of staff to toddler is 1:3. The staff members are:



Kayleigh Hoskyn (Foundation Degree - Part time Nursery Nurse Mon & Tues)

Joined The Nursery in 2007 as a Temporary Nursery Nurse in the Caterpillar room. Kayleigh has been in the Ducklings room since early 2008 as a Nursery Nurse. Before joining Babraham she worked in a local nursery, working firstly with babies and then with 2 - 8 year olds. Kayleigh completed her NVQ level III in September 2008 during her time at the nursery. Kayleigh used to work full time in The Ducklings room, as the senior nursery nurse. As of August 2016 Kayleigh is now a Nursery Nurse within the Caterpillar room.



Lizzy Haywood (Level 3 qualified - Full time Nursery Nurse)

Lizzy permanently transitioned to the Caterpillar room at the beginning of August. She originally joined the nursery in 2012 as a student in the Squirrels Den whilst working towards her CACHE Level 3 certificate in the Children and Young Peoples Workforce at Cambridge Regional College. In early 2013 Lizzy successfully applied to work in the Fun Pack and worked with us during the school holidays. After gaining her Level 3 qualification Lizzy originally took on the role of Afternoon Nursery Nurse in the Pelican room.



Emma Edwards (Level 4 qualified - full time nursery nurse)

Emma joined us at the end of October 2014 and is a full-time member of staff. Emma has taken part in a charity project abroad building an orphanage. Emma is a Level 4 qualified Nursery Nurse with experience working as a nanny, within a nursery and a local Children's Centre.



Rebecca Squires (Level 3 qualified - part time Nursery Nurse Wed-Fri) initially joined the nursery in June 2011 as a roving Nursery Assistant within all base rooms. In March 2012 Rebecca took on the position of covering maternity leave within the duckling room on a Thursday and Friday, while continuing her roving position on a Wednesday. Whilst completing her NVQ III Rebecca returned to a roving position and then re-joined the Ducklings team in April 2015. Rebecca joined the Caterpillar team in July 2016.



Nikki Fairbrother (Level 2 qualified - Monday - Thursday ams)

Nikki joined the Caterpillar Room in March 2005 as a part time Nursery Assistant. She has gained a wealth of experience through raising her own children. Nikki is NVQ 2 qualified and has started her NVQ 3. In 2008 Nikki returned from maternity leave and is now the morning Nursery Nurse in the Caterpillar room. Nikki has recently begun to work on a term time only basis.



Katie King (Apprentice - 4 days a week)

Katie joined us in June 2015 as a full time apprentice. Katie has previously worked at Granta Park Nursery with two year olds and she is in the process of training for her Level 3 Early Years Diploma at Cambridge Regional College, where she attends on a Wednesday.

The Caterpillar Room

The Caterpillar room itself is very large and well resourced. The walls are covered with bright colourful displays of the children's own art, interests, home languages and family boards. The majority of the room is fully carpeted apart from an area specifically designed for messy play, art activities and mealtimes. There is also a book corner with colourful foam matting, cushions and sofa's. This area is where the children are able to snuggle up and look at a book and also where we carry out group singing and story sessions

In the main part of the room there is a large mounted mirror that the children find fascinating to look in to during their play. This helps the children to develop good social skills. There is also a home corner kitchen area for the children to use daily helping to develop their social skills further, we move these areas around regularly to maintain the children's interest and provide continuous development. The children are encouraged to choose their own toys while at nursery. Each toy basket is labelled with a photo of what's inside so that the children can easily identify what they would like.

We have a separate changing area, where the children's nappies and creams are stored. This can be closed off during meal times.

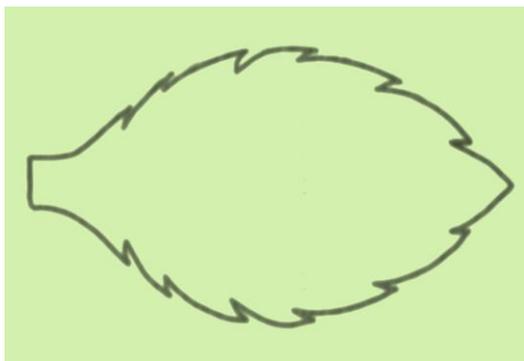
An intercom is in operation at all times to enable good communication throughout the Nursery.



Caterpillar Room Daily Report Sheet

At the end of each day parents receive a daily report sheet. This is in addition to a verbal handover and gives further information regarding how children have been throughout the day.

Sharing leaves



As much as possible we would like to get parents involved in their child's learning and development. Therefore we have introduced this 'sharing leaf' where you can fill in what your child is learning, enjoying playing with, recent holidays or developmental milestones.

They will then be displayed in the corridor before being placed in their folder with photo evidence of how we have equally supported them or extended their learning at nursery.

Please feel free to pick one up anytime.

Our Daily Routine

A guide to the routine is as follows, some parts of the day have no times as we base the routine around the children's needs.

8.30 am	Nursery Nurses set up room ready for the children to explore.
8.45 am	Welcome & settle the children and allow them to choose between playing with toys already set out, join in with messy/art activities or choose their own toys.
	Tidy up messy activity
	Free play
9.30am	Snack time
10.00am	Nappies, get ready for outdoor play
	Outside-free flow play or a walk
11.15 am	Go in for singing, lunch and sleep preparation.
11:30/11.45am	Lunch time
12.15 pm	Sleep
1.00 pm	Morning session children go home
2.30 pm	Children wake up and start snack time
	Nappy changes and free play
3.15 pm	Outside-free flow play or inside quiet play
3.45 pm	Getting ready for tea
4.00 pm	Tea time
4.45 pm	Free play session
	Nappies checked and changed
5.25 pm	Tidy up time
5.45 pm(5.15 pm Fridays)	Nursery closes

Hints and helpful tips to help the transition period

As your child approaches twelve months the Ducklings Room will give you a list of visits to introduce your child to the Caterpillar Room. The visits will cover all periods of the day in order to introduce your child to the new routine.

There are a few ways in which parents and staff together can make the transition as smooth as possible. It would be beneficial to implement the following measures in the weeks leading up to moving:

- *Introduce chopped & finger foods at home:* We help to feed the children - but encourage them to feed themselves too.
- *Use beakers with a lid at home.* The Caterpillar children have full fat milk or water for both morning & afternoon snack and water again at lunch & tea.
- *Begin sleeping your child once a day after lunch:* This will help your child become accustomed to the room & to be more involved in activities as they will be used to lasting through the morning. However if you feel your child is not ready to move to one sleep, the Caterpillar room can accommodate this for the first term while they are settling in. Any concerns please feel free to speak to a staff member.
- *Introduce cow's milk at one year:* The recommended age for children to drink cow's milk is one year. Cow's milk, alongside a balanced diet, is sufficient for a growing toddler.

Sleeping

The children sleep on the carpeted end of the Caterpillar Room. Each child sleeps on a mat and has a sheet and blanket (during winter) provided by the Nursery. There is also two 'Dream beds' which are used as a transition bed from Ducklings to Caterpillars.

The bedding is laundered on a weekly basis at the Nursery. The children keep their clothing on according to the weather, please feel free to bring in own blankets or sleeping bags if you wish.

Nursery Nurses are on sleep duty mainly between 12.15 and 2.30 to encourage the children to sleep whilst listening to soothing music. The children are checked at 10-minute intervals. When each child wakes up their sleep time is recorded on their daily report sheet and they are taken into the book area. This is gated at this time to allow them to have a cuddle, some stories or engage in quiet activities.

Eating

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 the morning and afternoon each child is offered a beaker of cow's milk or water and allowed to choose from a variety of healthy snacks.

At meal times, all the Caterpillar children join together around tables in the 'hard floor' area of the room. Staff members serve the meals to the children directly from the table and each child is encouraged to try a small portion of the meal. There is often enough left for 'seconds' for the healthier appetites. The Caterpillar children each have a beaker of water and eat using a spoon; those who are unable to feed themselves are assisted by the Nursery Nurses.

Plastic bibs are provided to protect their clothing. At the end of the meal the children's hands and faces are cleaned with a wipe.

If your child has any special dietary needs due to medical or religious reasons then a risk assessment form will be completed with the Nursery Manager and the cook will provide a supplementary meal.

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

Clothing

Please dress your child in comfortable, easily removable and washable clothing.

Please DO NOT dress your child in special or 'best' clothes as these may be spoiled by paint or glue even though the children 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 way to do this is with embroidered nametapes. These are available from John Lewis department stores or 'Namemark' (leaflets available from the nursery office).

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 cream.

No shoe policy

There is a no shoe policy in the Caterpillar room, this is to allow the children to feel 'at home' and as comfortable as possible. It also helps keep our matting and equipment clean.

There is a shoe basket as you arrive into the room and the children are encouraged to put their shoes in and collect their slippers. Please provide indoor shoes/slippers for your child to wear, this is to ensure they have something on their feet in the event of a fire alarm.

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.

We would prefer that you do not use "pull ups" or other similar brands of nappies as in our experience this age is too young to be potty training and changing a lot of these can delay the routine of the day.

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

All of the 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 brand you use. Special nappy bins are provided for soiled disposable nappies.

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 the comfort basket or in the sleep cupboard.

Teething

Children suffer with teething in different ways but they usually always dribble! Please can you provide two named "dribble bibs" when your child is cutting new teeth. If you feel teething gel is effective, you are welcome to provide a tube and fill out a medicine form/care plan.

Illness

If your child is unwell and not 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. The child will also be 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

Nursery is willing to administer medicine when necessary.

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 Caterpillar room.

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.

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



Accidents

'The 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. You will also be provided with a slip from the form. 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.

All the staff in the Caterpillar Room have a current first aid certificate.

Weekly Activities

The Caterpillar Room staff plan suitable activities based around each individual child's needs and interests. These programmes of activity are organised to ensure that each child's full potential is encouraged in all areas of their development. We have implemented 'The Early Years Foundation Stage' (EYFS) principles into our planning schedule. 'The Early Years Foundation Stage' is a curriculum recommended by Ofsted & the Department for Education for children from birth to five years.

Regular observations are made of the activities to ensure they are age appropriate & keep a close watch on each child's individual development.

The Caterpillar Room has many resources, some examples of:

Toys and equipment

Desired Outcome



Soft play equipment
Pull along toys
Balls and tunnels

- Physical play, gross motor skills Tunnels

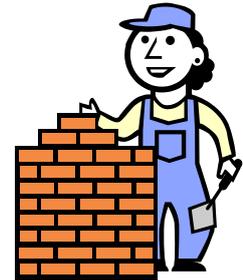
Inset Puzzles
Shape sorters
Bead runs

- Hand eye co-ordination, fine motor skills



Megablocks
Wooden blocks

- Construction toys



Books
Flashcards

- Listening and picture recognition

Dolls and teddies
Play House and people
Telephones
Puppets
Animals

- Role-play and social skills



Musical instruments
Song cards

- Social, music and listening skills

Activities and Play

- Painting - Sponges, paintbrushes, toothbrushes, rollers, fingers
- Sticking - Glue spreaders and roller glue
- Water - Coloured / bubbles / funnels / toys / bottles
- Sand - Wet / dry - Sensory play
- Gloop - Corn flour and water -Sensory play
- Play dough - Sensory play (smell)
- Cooking - Sensory play (smell)
- Shaving foam - Sensory play
- Heuristic play - Natural materials (feathers, corks, shells, wool)
- Home-corner - Role-play, social.
- Singing - Music, dancing and listening
- Walks - We like to take the children out for walks in all types of weather.



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 Alison, Philippa or Karen.

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 May. There is no obligation to order these photos.

All fundraising monies go towards purchasing extra toys & equipment for the children. Our current major project is the re-design of the Nursery garden and we are fundraising to complete this project

Every year during June the Nursery offers individual fifteen minute evening consultations. This allows parents and carers to talk 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 the Nursery Nurses in a relaxed informal manner. Crèche facilities are provided for the children as we do not allow children in on the consultation.

Just before your child reaches the age of two, there will be visits arranged for them to the Squirrels Den. This enables your child to settle happily into the Squirrels Den 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 Caterpillar Room. If you do have any problems, concerns or worries then please share them - we are here to help.

Check list of items needed for Caterpillar Room

Sun hat
Sun block
Named Change of clothes suitable for the season x2
Nappies
Nappy Cream (if needed)
Comforter
Named Coat and Splash suit
Mittens/Gloves
Dribble Bibs
Hat
Wellington boots
Slippers/Indoor shoes