

Welcome to the Caterpillar room



Introduction to the Caterpillar Room

The Caterpillar Room is the Nursery's base room for children aged approximately 14 - 22 months, although children can join the room from 12 months. The staffing ratio for children in this age group is 1 adult to every 3 children and the maximum number of children within the room per day is 17. The room is located upstairs and has its own feeding area and bathroom, as well as a spacious play area. There is a designated outdoor play area for the under 2's children, as well as a large garden which is shared by the whole nursery.

Within the room we offer a wide range of activities and resources to cater to the individual needs of every child. Activities are planned according to the children's abilities and interests. We also love to hear from parents about what the children are getting up to at home and incorporate this information into our planning.

When your child joins the Caterpillar room they will be allocated a key person who will help them to settle during their visits to the room, they will also be responsible for completing weekly observations on your child's progress. Every child has an allocated key person in accordance with the 'Statutory framework for the early years foundation stage' which states "Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

Caterpillar Room staff team

Claire Cundell - *Senior Nursery Nurse and Nursery Deputy Manager- Foundation Degree in the Early Years (Level 5)*

Claire joined the Nursery in 2014 as a full time Senior Nursery Nurse. As the room Senior, Claire is directly responsible for all the children and staff who work within the room. Claire is an experienced room leader; she joined us from another well-respected local nursery, where she was the room leader within a large baby and toddler room. During 2020 Claire left to have her first child, since returning Claire has had time as a Senior in Ducklings, Caterpillars and Butterflies. Claire is now the room leader in our Ducklings room and oversees the under twos.



Chloe Dover –*Senior Nursery Nurse, full time - Level 3*



Chloe joined the Nursery in 2016 and did an early years apprenticeship with us. After completing her level 3 studies Chloe gained a wealth of experience with both the under and over 2's, predominantly spending time in Caterpillars and Butterflies. After having her daughter in 2023, Chloe returned to nursery and worked in Butterflies, successfully becoming the Butterflies (combined Senior) and then the Butterflies 1 Senior in 2025 before moving to Caterpillars as the senior.

Kerry Gray –*Nursery Nurse, full time – level 6*

Kerry joined the Nursery in April 2023 as a roving nursery assistant. Due to her affinity with the children and proficiency within the role she quickly became based within the Caterpillar room. Kerry has previously gained a degree in Primary Education and has completed her Early Years Initial Teacher Training gaining her level 6 qualification. Kerry is the currently second lead in Caterpillars.



Libby Andrews - *Nursery Assistant, full time*



Libby joined the Nursery in June 2023 as a nursery assistant after completing her A Levels. She initially worked as a roving member of the team before joining the Caterpillars room on a full-time basis. Libby is currently studying and has very nearly completed her level 3 qualification.

Michelle O'Dell - *Nursery Nurse, Part time Level 3 NVQ in Early Years Care and Education*

Michelle joined the Nursery in May 2021, but has worked in childcare since 1996 when her youngest child started Pre School. Michelle has always enjoyed working with young children and finds it personally rewarding to be involved in their learning, watching them grow and learn through play is a real passion of hers. Michelle worked in a local pre-school for 23 years before joining us at Nursery in the Caterpillar room.



Leigh Stevens – *Nursery Assistant, full time*

Leigh joined Nursery in 2024 and was initially based in the Butterflies room before moving to Caterpillars in 2025. Leigh is hoping to start her level 3 qualification soon.

Areas of the Caterpillar Room

The Caterpillar Room is always a fun place to be! It is a lovely spacious room which is divided into various different areas, this enables the children to access a wide range of activities and resources that encourage different areas of development.

As you enter the room there is a hard floor area where art activities and messy play are set out each morning. Art activities usually take place on a low level table and there is also a large chalk board which is fixed to the wall. We have a 'tuff spot' tray for sand, water or messy activities and an open unit with a variety of resources that the children are able to access independently. This area is also where the children sit to have their meals and snacks.

The Caterpillar Room has its own separate bathroom which adjoins the hard floor area, with a stable door to ensure the children's safety. There are two changing stations, each with shelves for nappy changing supplies within easy reach. Each child has their own named basket for their nappies. We have an adult sink and also one at the children's level so they are able to wash their hands before mealtimes.



The main part of the room is very spacious, allowing a variety of play experiences. As well as the specific areas within the room, there is also a large wall mounted busy board for the children to explore. This activity enables the children to begin problem solving and supports fine motor skill development.

Within the main room there is a construction area, with a table top tyre, where the children can access various resources independently to explore and construct.



We have a book area where the children can spend some quiet time, look at their family board, find their family sound button and read books independently or within a group.



The main room has a wooden play gym to encourage and support the children's physical development. The play gym has three carpeted steps and a slide. It is a great place for the children to practice their developing coordination skills and help them learn to move confidently and safely.

Our loose parts area is a lovely space with a variety of natural and everyday objects for the children to explore. The resources are on the children's level to enable independent play and encourage the children to make their own choices.



We have a wonderful home area where the children can develop their imaginative skills and recreate familiar experiences. The children are often busy at the table making 'tea' for their friends, cooking at the oven or dressing up with coats, bags and keys ready to go shopping!



The Caterpillar room has a wide variety of toys and activities which are stored on shelves within the room. There are planned morning and afternoon

activities, which reflect the children's interests within the room. It is also very important to us to allow children to build independence and autonomy by making their own choices about

what to play with, so they are encouraged to choose toys and activities themselves as well.

Our small world area allows children to explore real world role play, we have a dolls house, lots of dinosaurs and a variety of animals to choose from.

We also have some indoor physical play equipment including soft play, tunnels, tents and a ball pit for the children to use to practice their physical skills. We get these out regularly as part of free play and also provide these types of activities on any occasions when we are unable to participate in outdoor play due to poor weather conditions, to ensure physical activities are available to the children every day.



The nursery has a specific outdoor area for under 2's children, which is separate from the main nursery garden, where we take the children for outdoor play times.



Our Daily Routine

8.45 - 9.30	Free play, creative activity and messy play
9.15 – 10.00	Morning rolling snack
10.00	Group time and free play
From 10.00	Morning nappy change
10.30 - 11.30	Outdoor play
11.30	Lunch time
12.00 - 2.30	Sleep time Nappies changed as children wake up
2.30 – 3.00	Afternoon rolling snack
3.00 - 3.45	Outdoor play
4.00	Tea time (3.45 on Fridays)
From 4.30	Afternoon nappy change
4.30 - 5.45	Free play (4.30 - 5.15 on Fridays)

Please note our routine is flexible and can sometimes change, this timetable is provided as a guide to what takes place during a 'usual' day in the Caterpillar room.



At Babraham Nursery we use Ovivio (formerly Blossom Educational), which is a software platform that has been created specifically for use within the childcare sector. This enables us to create a digital record of your child's development and daily activities during their time at nursery. Parents have access to the Ovivio app, where we share our weekly observations of your child's progress and a daily diary of their activities.

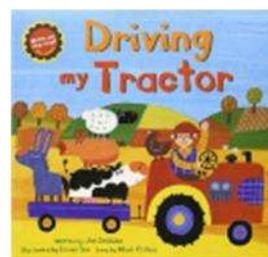
Observations are completed every week using the 'Early Years Foundation Stage Development Matters' framework. This enables us to monitor and keep a record of your child's individual progress and development, it can also help us to identify and areas of development where your child may need some additional support. Your child's key person is responsible for completing their weekly observations and once they have been completed they will be available for you to view on the Ovivio app.

In the Caterpillar Room we make a record of your child's day using Ovivio's daily diary feature; this will include information about what your child has eaten, nappy changes, how they have slept and wherever possible we will also include photos of any activities your child has particularly enjoyed. The diary is uploaded at the end of each day and is then available to view on the Ovivio app.

Activities and Group times

In the Caterpillar Room we strive to provide a fun, interesting and successful learning environment for all children. Every morning we offer a creative activity and messy play; these activities include drawing, painting, playdough, gloop, shaving foam, sand, water play and much more. At this stage in their lives children can learn a great deal through sensory exploration, these activities support all aspects of their learning journey through engaging play experiences.

The Caterpillar children also love singing and story sessions. The staff in the room lead two group activities each day, one in the morning and one in the afternoon. As the children in the Caterpillar Room are still very young it is their choice whether to join in with group sessions, the sessions take place during free play times and the children can join in if they wish or continue with other activities of their own choosing. Activities include stories, singing with props such as song cards or finger puppets, dancing, musical instruments, parachute play and toddler yoga.



The Caterpillar Room staff offer a range of fun and exciting activities which will engage the children, and we often find that they will all choose to join in with these sessions. We endeavour to plan age appropriate activities based around each of the children's individual needs and interests. Activities are organised to ensure each child's full potential is encouraged in all areas of their development.

All our activities are planned in accordance with 'The Early Years Foundation Stage' (EYFS) which is a curriculum recommended by both Ofsted & the Department for Education for children from birth to five years. It provides a holistic framework of learning for the children within our setting. The EYFS guidance places a strong emphasis on the role of parents in their child's early education, as well as the importance of nursery settings involving parents and working in partnership with them to maximise their child's development. It also provides the legal welfare requirements which we, and all childcare settings, must follow to ensure children's safety and promote their wellbeing.





Babraham Nursery offers a seasonal menu which follows the Early Years Foundation Stage nutrition guidance set out by the government. This guidance ensures that all children are provided with an equal balance of all food groups at the correct times of the day. All snacks and meals are prepared by our chefs at the nursery, therefore you are not required to bring in any food or drinks for your child. When children transition into the Caterpillar room from Ducklings they will be provided with the full nursery menu unless they are unable to have particular foods for medical or religious reasons.

During morning and afternoon snack, Caterpillars operate a system called the 'rolling snack'. The children are free to come and have a cup of milk and/or water, as per their own choice) and a varied, healthy snack when they feel they are ready. Children in the Caterpillar room are offered a lidded beaker of milk and/or water; our staff team will discuss your preference for this with you when you join the Caterpillar room.

At meal times the Caterpillar children sit in small groups around low level tables in the hard floor area of the room. The staff team serve the children their meals and a member of staff supervises each table. Children are encouraged to try the range of different foods on offer. There is often enough left for 'seconds' for those with bigger appetites. At meal times all children have a beaker of water and are encouraged to eat with a spoon. Those who are unable to feed themselves are assisted by the staff team. Plastic bibs are provided at meal times and at the end of the meal children's hands and faces are cleaned with a reusable wipe.

During snack and meal times the children's manners are encouraged by reminding them to say 'please' and 'thank you'. We also use simple baby signs within the room and the younger children are encouraged to use the sign for 'please'.

As your child approaches the upper age range of the Caterpillar Room we will begin to introduce an open cup and provide them with both a spoon and fork at meal times to prepare them for the transition to the Butterfly 1 Room.

Allergies and Dietary requirements

If your child has any special dietary needs due to medical or religious reasons you are required to inform the nursery of this in writing. If your child has an allergy we also ask that you provide a doctor's letter to confirm the details of the reaction they may have and the treatment required. We will ask you to complete a care plan which will contain everything we need to know about your child's allergy. Our chefs will provide appropriate meals and snacks suited to your child's individual needs.

Sleeping

The children sleep in the main area of the Caterpillar Room. Every child has their own named mat which is wiped down regularly. Sheets and blankets are provided by the nursery and all bedding is laundered on a weekly basis. You are welcome to bring in a blanket or sleeping bag from home if you feel this would help your child at sleep times.

At sleep time we play soothing music and/or white noise, the lights are turned off and the blinds are closed in order to provide a calming sleep environment. The Caterpillar Room staff sit with the children and encourage them to sleep by gently rubbing their back or tummy. Once the children are asleep an adult stays with them at all times and each individual child is checked at 10 minute intervals.

When the children wake they are taken into the 'cosy corner' area for some quiet play time until all of the children are awake. During this time the gate to this area is closed to ensure those who are still sleeping are not disturbed. The children who are awake can have a cuddle, listen to some stories or engage in quiet activities.

Comforters

If your child uses a comfort item, such as a soft toy, blanket or dummy, then please bring this into nursery in case your child needs it during the day. You

may wish to provide a comfort item which can be kept at nursery, whilst also having one at home, as this can prevent any upsets if the item is mistakenly forgotten.

Comfort items are stored in our comforter basket and placed on the children's beds at sleep time. We will also ensure your child has access to their comfort item if they are ever upset or unsettled during the day.

If your child uses a dummy please provide a cover or box for us to put it in when it is not in use to enable us to maintain good hygiene when storing comfort items.

Please ensure all comfort items are clearly labelled with your child's name.



Nappy Changing

You will need to bring a supply of nappies for your child and also some named nappy cream. The nursery provides sensitive baby wipes, but you are welcome to provide your own wipes or cotton wool if you would prefer us to use these on your child.

If your child uses disposable nappies you can bring in a large pack which we will store at nursery, the team will let you know when they are running low and we need you to bring in some more. We would prefer that you do not use 'pull-ups' or 'nappy pants'.

If your child uses reusable nappies you will need to bring in a supply each day. We ask that you provide enough for our routine nappy changes plus a few extras just in case additional changes are needed. Used nappies will be placed into our disposable nappy bags, or if you wish to you can provide a large wet

bag, and stored in our bathroom for you to collect at the end of each day to take home and wash.

When changing nappies, staff wear gloves which are disposed of after each nappy change and the changing mat is cleaned after every use.



Please dress your child in comfortable, easily removable and washable clothing. We ask that you do not dress your child in special or 'best' clothing as these may be spoiled. Although we make every effort to protect clothing from stains (bibs are used at meal times and aprons are provided for art activities and messy play) we do find that children's clothes often become messy while they are at nursery.

You will need to provide at least three complete changes of clothes. Please make sure these are appropriate for the current weather and are the correct size and clearly labelled.

The children play outside every day, therefore they need a coat and appropriate outdoor wear for all weathers. You will need to provide a splash suit and welly boots for wet days and a hat and gloves for colder weather. In the summer months your child will need a sun hat and we also ask that you bring a light jacket as our under 2's garden is in full shade so can still be a bit chilly even on hot days.

Please ensure all clothing is clearly labelled with your child's name.

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 to keep our floors and equipment clean, which is especially important for our children as the floor is their play area and many of the younger children are still crawling. We ask parents to provide soft soled indoor shoes or slippers for their child to

wear within the room; this is to ensure they have something on their feet in the event of a fire alarm.

Teething

Children suffer with teething in different ways but they usually always dribble! If your child is teething please feel free to bring in a few dribble bibs for them and we will change them as and when needed. Please clearly label these with your child's name. You may also provide teething gel or granules for your child if you feel these are effective in relieving their discomfort when teething, we will require you to fill in a medicine form before we are able to use these.



Illness

If your child is unwell and unable to cope with the normal nursery day, please keep them at home and telephone the Nursery to let us know that they will be absent.

If your child has an infectious disease then it is vital that you inform the Nursery immediately. It may be necessary for your child to be excluded from attending for a certain period of time in accordance with our Nursery policy and also the health protection exclusion table which all childcare settings are required to follow.

Children will be re-admitted to nursery at the discretion of the Nursery manager.

If your child becomes unwell during the day we will contact you using the contact numbers you have provided, therefore it is important that you are contactable and also that you inform us if your telephone number changes. If your child is unable to cope with the nursery day you will be asked to collect them as soon as possible.

Medication

The Nursery staff are able to administer prescribed medicines when necessary, and with prior consent. We follow government guidelines on medicines which

are suitable for children under 5 years old and will only administer medicines which are included within those guidelines.

Prescribed medicines must be in their original packaging and clearly display your child's name, the required dosage and full instructions for administration. Without this information medicines cannot be administered by nursery staff. You will be required to complete a medicine authorisation form each day that your child requires medicine and sign a medicine administration form at the end of the day to confirm you have been informed of any doses of medicine given to your child.

Medicines must be handed directly to a member of the staff team so that they can be stored safely and securely in either our medicine cabinet or the fridge, please do not leave medicines in your child's nursery bag.

If your child develops a fever during the day we will contact you. In cases of particularly high temperatures, we will first seek to obtain email permission from yourselves in order to administer Calpol. If we cannot contact you and written permission cannot be obtained, we will alternatively refer to the permission given when registering your child. Please note your child must have been at nursery for longer than 4 hours and this would be classed as an emergency dose.

If your child has a fever you will be required to collect them within a reasonable time frame.

Children cannot be accepted into nursery if medicines which may mask a temperature have been given at home and your child is still within the effective period of the medicine (usually 4-6 hours, but varies for different medicines).

Accidents

Although we do everything we can to prevent it, accidents do sometimes happen.

Babraham Nursery records all accidents on an accident form. If your child has been injured in any way during their time at Nursery a form will be completed. You will be asked to sign the form when you collect your child to confirm that

you have been informed about the accident. You will also be provided with a slip that outlines relevant details relating to the accident. In some instances it may be necessary for us to contact you immediately to inform you about accidents which have occurred.

If your child has an accident at home we ask that you inform a member of staff in the Caterpillar Room, we will then ask you to complete an existing injury form.

Every room at the nursery is equipped with a First Aid kit, which is checked and restocked regularly. All Nursery staff members have a current paediatric First Aid certificate which is refreshed at least every three years. New staff members are enrolled on a course shortly after starting.

Other information

Please inform the Nursery of any planned holidays either by email or by completing a holiday form, which can be provided by the Caterpillar Room staff team. It is also helpful for us to know if your child is going to be absent for any other reason.

Throughout the year Babraham Nursery organises various social events and fundraising activities for the children and their families to participate in. You will be notified of any upcoming events via the Ovivio app.

A photographer visits the nursery to take individual and group photographs every year. Group photographs are usually taken in May and individual photographs are usually taken in September/October, which gives plenty of time to order some as Christmas gifts for family and friends! There is no obligation to order these photographs.

The Nursery also offers parent consultations where you will be able to discuss your child's learning and development. These take place annually and last for 15 minutes per child. This is a great opportunity for you to share your child's achievements at home and raise any worries or concerns you may have about your child's progress.

Before your child moves up to the next room we will arrange some visits for them to the Butterflies 1 room. This gives your child an opportunity to

gradually become more familiar with the staff, routines and environments which supports the transition and enables them to settle comfortably in their new base room.

The Nursery closes at 5.45 pm Monday to Thursday and 5.15 pm on Fridays. If you wish to receive feedback about your child's day please arrive before closing time.

Babraham Nursery operates a fine system for late collection of children. The initial fine is £5.00 for the first ten minutes and increases to £10.00 for every period of five minutes thereafter. If you are delayed and anticipate that you will be late to collect your child please call the Nursery to inform us of this.

We hope that your child enjoys their time in the Caterpillar Room, and the rest of Babraham Nursery. If you have any problems or concerns please do not hesitate to share these with us - we are here to help and support you and your child.

Helpful hints and tips to help with your child's transition to the Caterpillar Room

There are a few ways parents and staff can work together to make the transition as smooth as possible. It would be beneficial to implement the following measures in the weeks leading up to your child joining the Caterpillar Room:

- Introduce chopped and finger foods at home - When your child joins the Caterpillar Room they will be offered the full Nursery menu. The staff team help to feed the children if needed, but we try to encourage them to feed themselves using a spoon.
- Use a lidded beaker for drinks - In the Caterpillar Room we provide drinks in 'Tommee Tippee' lidded beakers. The children have a choice of full fat cow's milk and/or water at snack times. They are given water at lunch and tea time.

- 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.
- Begin reducing your child's sleep to one nap a day, after lunch - This will help your child to become accustomed to the Caterpillar Room and be more involved in activities as they will be used to staying awake throughout the morning. If your child is not yet ready to drop their morning nap a short sleep can be accommodated while they are settling into the room.

Caterpillar Room Checklist

- ✓ Change of clothes (at least 3 changes, suitable for the current weather)
- ✓ Slippers
- ✓ Coat
- ✓ Splash suit and wellington boots
- ✓ Hat and gloves/mittens
- ✓ Sun hat
- ✓ Sun cream (or payment for use of nursery sun cream)
- ✓ Nappies
- ✓ Nappy cream
- ✓ Comforter (soft toy, dummy etc.)
- ✓ Family photograph for our family board
- ✓ Bottles if needed

* Please ensure all items are clearly labelled with your child's name