

# Welcome to Butterflies

2



## About the room

The Butterflies rooms have historically acted as both two separate and one whole room, responding to the needs of the children, with the rooms currently separated.

Butterflies 2 is the base room for up to 24 children aged from around 30 months until their pre-school year. The rooms continue to work closely together to ensure consistency and to ease transitions throughout the nursery.

The room hosts a range of areas carefully developed by the team to support children's learning and development. There is a home corner which offers the children many role play opportunities, a large loose parts, small world and maths area to enable children to be creative in their construction, and development of small worlds and to inspire counting, sorting and to spark interest in shape, number, pattern and measure. The room also offers a range of different painting, messy and creative opportunities with child level sinks nearby for the children to access. This is particularly important at this age and although aprons are provided and encouraged children's exploration and learning is not stopped if they refuse.

The children are also encouraged to play outside with each over 2's room having direct access to the garden for free flow play, through their connecting courtyard spaces. These courtyard or 'free flow' spaces have also been carefully developed by the teams to compliment each other, offering a wide range of play and learning opportunities including sand and water play.

The bathroom, situated between the two Butterflies rooms, enables ease of access for all of the children and supports them as they potty train and become independent in this care routine.

Ovivo continues to be utilised in the room, to record weekly observations and daily diaries. The information on the diaries does however reduce, covering only main meals and daily activities. Information regarding other areas such as seep will be fed back verbally upon request.

## Staff

**Chelsea Brinkley** – Full Time Senior Nursery Nurse and Deputy Manager – Foundation Degree (Level 5)



Chelsea joined the Nursery in October 2017, having previous experience working in a nursery and in the Alps as a 'Nanny' within a hotel. Chelsea has experienced working across all rooms in nursery and overseeing most rooms at different periods in her Senior capacity. Chelsea progressed to Deputy Manager in February 2022 alongside her Senior Position in the Butterflies Room.

**Evie Bouttell-Shaw** – Full time Nursery Nurse - Level 2

Evie Joined Nursery as an apprentice in June 2024, working within the Butterflies room as she studied for her qualification, gaining practical experience as she developed her supporting knowledge. Evie qualified in ... and took on a permanent role in the Butterflies 2 room.

**Katie Farr** – Part time Nursery Nurse (Mornings) – Level 3



Katie started working at the Nursery in 2013 as a roving Nursery Nurse. Previously Katie enjoyed completing a large quantity of work experience throughout the nursery whilst studying at college. Katie has since completed her NVQ Level 3 and moved into the Butterflies Room in September 2014.

**Vikki Brew** – Part time Nursery Nurse (Tues, Thurs pm, Fri ) – Level 2



Vikki has worked for the nursery and our 'Fun Pack' holiday club since 2016. Vikki has worked intermittently across the Butterflies and Caterpillar rooms during her time here at the nursery, most recently joining Butterflies in September 2022. Vikki completed her Level 2 qualification in 2019.

**Trena Brammah** – Full time Nursery Nurse – Level 5

Trena has recently joined the Babraham Nursery in February 2026 with a wealth of experience behind her. Trena has previously worked in other nurseries and held a Senco role.

**Erin-Claire Megson** –Nursery Nurse and Playworker – Level 2



Erin Joined the Babraham Nursery in May 2022. Erin has previously worked in another nursery in Cambridge and holds her Level 2 qualification in Childcare and Education. Erin has worked across many of the rooms in nursery and the after-school club, recently taking on a 1:1 role in the Butterflies room alongside her after-school club role.

All members of staff are involved in the care and development of your child/children, but our use of the 'key person system' means that one staff member is always given personal responsibility for the learning and development record of each child. The key person's role is to get to know your child when they first join us or move into each room, to take note of their individual needs and communicate these to other staff members, and to support them throughout their time at the Nursery. The key person will also work closely with you to ensure that your child/children – and you – get the best out of the time at nursery.

In addition to our yearly parent consultations, you can discuss your child/children's development with staff members at any time (for example, at drop off or pick-up times). As you are your child/children's first and lifelong educator it is important to us that we develop a working partnership with you as well as a close bond with your child/children. That partnership will start from your first visit to the Nursery and will be strengthened as your child/children progress.

We actively encourage parents to join in with their child's/children learning and development in as many ways as we can. Often parents will join us in celebrating special occasions such as Chinese New Year, Mother's and Father's days, Christmas, Diwali and many more occasions special to the individual families within the room. Beyond this our Ovivio system for learning and development provides parents with the opportunity to share an array of home experiences with the nursery, from which we can provide activities to further their learning at nursery.

## Butterflies routine

A rough guide to the Butterflies routine is as follows:

8.45 a.m.	Children arrive at nursery; children can select resources of their choice freely across the room.
9.00 a.m.	Rolling snack begins and free flow access to the courtyard is opened, weather permitting.
9.45 a.m.	Key group activities may take place with alternative timing in the afternoon
10:00 a.m.	Children's nappies changed
~10.30 a.m.	Free flow play to the garden is opened
11.20 a.m.	Free flow to garden closed and tidy up room.
11:25 a.m.	Large group time
11:35 a.m.	Toilet time and wash hands
11:45 a.m.	Lunchtime
~12.15 p.m.	Sleep/rest time in the Butterflies 1 space or quiet area of Butterflies 2
1:00 p.m.	Free flow to the courtyard opened weather/UV permitting
2:00 p.m.	Rolling afternoon snack and nappy changes begins.
2.15 p.m.	Last few children wake up from sleep.
2.30 p.m.	Free flow to garden
3.45 p.m.	Free flow to garden closed, group time or key groups
3.55 p.m.	Toilet time, wash hands
4.00 p.m.	Teatime
4.45 p.m.	Free play and nappies changed.
5.45 p.m. (5.15 p.m. Fridays)	Nursery closes

## Sleeping



We understand that every child is an individual and each child's sleep needs will differ, with some not sleeping at all. The children who nap predominantly sleep in the Butterflies 1 room, space permitting, or within a quiet area of the Butterflies 2 Room. Each child sleeps on their own named sleep mat with a sheet and blanket provided by the Nursery. The bedding is laundered on a weekly basis. Please note that due to sleep guidance and healthy sleep cycles any sleep limits will be no less than 45 minutes. Please feel free to discuss with the team, any sleep requirements your child may have.

The children generally sleep between 12:30pm– 2.15 p.m. The Butterflies staff encourage the children to sleep whilst listening to soothing music. The children are checked at 10-minute intervals.

If your child has a comfort required for sleep times, i.e a cuddly toy, this can be brought into nursery to support your child in this routine. We ask that all other toys remain at home or are returned to parents at the door to avoid loss or damage. We would be grateful if the items required for sleep were small enough to fit inside your child's bag or the cubby at the top of their pegs and all comfort items should be clearly named.



## Toilet training and Nappies



Your child will likely start their potty training journey whilst in the Butterflies room. Children will clearly indicate their readiness for this and will often begin showing an interest in the potty or toilet. It is always best to begin potty training during this key window to best support the child (often referred to as the 'window of opportunity').

This is when we need lots of spare knickers/pants, trousers/skirts, socks and shoes for those inevitable accidents (crocs are recommended at this time). It is also best to ensure that your child is wearing easily removable bottoms, i.e. jogging bottoms and leggings rather than jeans or dungarees.

We would emphasise that toilet training should be allowed to happen naturally and no pressure is put on a child to progress any faster than their own pace. In collaboration with yourselves we will work to support your child in a range of ways to encourage this new skill. The teams are very experienced in supporting this and can offer you lots of advice and support throughout. We also make sure there is lots of communication on how your child has got on during the day, ensuring an open communication between home and nursery during this time. Please feel free to ask us for advice at any time.

If your child still uses nappies, either consistently or just during naps times, you will need to bring a supply of nappies. Disposable nappies can be provided in a large pack to leave at Nursery and the team will let you know when they are running low, whereas towelling or cotton nappies will need to be brought in as a daily supply. The team will return them to you at the end of each day to wash at home. Please note that we do not accept pull ups for consistent use but can be provided for nap times. Sensitive baby wipes are provided by nursery.

We suggest that pull ups can be confusing to children when potty training, and unless you feel completely necessary would advise against them during this time. Similarly, we do not recommend the use of 'training pants' as these can also mimic the nappy.

## Water Bottles

We ask that parents provide a water bottle that your child finds easy to drink from to be used at nursery. The bottle must have a secure lid and be dishwasher safe as it will be kept at nursery, filled each morning by the team and cleaned in our dishwasher daily. The Explorers Room also use water bottles within their space so this will be able to follow your child through nursery.

If multiple children bring the same bottle, the team may ask you if they can add a name or initial in sharpie or if you could find a way to individualise the bottle, such as using a dishwasher safe sticker.

## Mealtimes and Snacks



Nursery provides all meals; snack am & pm, lunch and a light tea. All our food is prepared and cooked on the premises by our chefs.

During morning and afternoon snack, the Butterflies operate a system called the 'rolling snack'. The children are free to come and have a cup of milk or water, as per their own choice) and a varied, healthy snack when they feel they are ready. During snack children use open top cups and can pour their chosen drink from a small jug, supporting the development of this skill.

At mealtimes, all the children eat together in small groups around the tables. Meals are provided in dishes placed in the centre of the table with serving spoons for children to self-serve their meal. This gives the children control over their chosen portion and preferred aspects of the meal, although all children are encouraged to try a small portion of the meal if reluctant. During mealtimes children are encouraged and

supported to use a knife and fork, developing their ability to use a knife effectively for helping scoop foods and cutting too. Water bottles are used during mealtimes to reduce the risk of spillages due to staff being unable to come away from the tables to ensure proper supervision of children whilst eating. At the end of the meal the children clean their hands and faces with a flannel.

If your child/children has any special dietary needs due to medical, cultural or religious reasons then please inform the Nursery in writing (with a doctor's note for medical reasons) and our cook will be pleased to prepare a suitable alternative meal.



Please dress your child/children in labelled, comfortable, easily removable and washable clothing. Dungarees are complicated for children to fasten and are best avoided, especially when potty training. Please DO NOT dress your child in special or 'best' clothes as these may be spoiled by paint or glue, even though the children are encouraged to wear aprons when partaking in messy play or art & craft activities, children will not be stopped from their learning and engagement if they are not willing to wear an apron as this can spoil potential learning.

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

All clothing needs to be CLEARLY NAMED. The best ways to do this is either with embroidered nametapes, wash proof stickers or with a permanent marker.

The children also go outside to play every day. Therefore, your child/children 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 suncream. These items of clothing are particularly important as without them your child may miss fantastic learning opportunities in the outdoor environment.

## Weekly Activities

The Butterflies staff plan a range of suitable activities based around the children's interests, nationally celebrated dates, festivals from different cultures, next steps and your recent Ovio uploads about home experiences, covering all seven areas of learning daily. Our planning supports each individual through planned resources, activities or interactions and encourages interest in a range of experiences.

Please share the festivals you celebrate so we can recognise these important celebrations and plan activities to celebrate in this with you. This is also a great opportunity for you to come in and share in these festivals with your child and the other children.

## The Early Years Foundation Stage

The Early Years Foundation stage is a government framework for children aged between 0-5; therefore, the whole nursery follows this framework. The Early Years Foundation stage provides a holistic and individualised framework of learning for the children in our setting. There are 7 areas in of learning in the Early Years Foundation stage, these are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Each child in Butterflies is allocated a key person and a list of the key persons and their children is displayed in the room. A key person provides a friendly face at Nursery for the children so they can feel happy and secure and is the first point of contact for you when discussing your child. They are also responsible for keeping their key children's observations up to date and monitoring, supporting and encouraging their learning and development.

Your child's learning journey is recorded on our Ovivio system. Each child receives at least one observation a week, tracking the development of skills and planning to develop new ones. When your child starts nursery they will have their own profile set up and an email sent out to yourselves to set up an account to access their learning journey. Here you can also add home observations to share with the nurse. By sharing home experiences the Butterflies team can plan to continue these experiences at nursery or plan to engage children through current home interests.

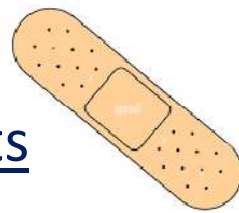
If you would like to find out more information about the Early Years Foundation Stage then please ask a member of staff and we will be happy to answer any questions for you. Alternatively the framework is readily available online.

## 2 year checks

Between the ages of 24 – 36 months your child's key person form a written summary of how your child is progressing in the 3 prime areas of learning within the EYFS. 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.

## 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 an existing injury form.

## Illness



If your child/children is not well enough to be able to cope with the normal nursery day, then please keep them at home and telephone or email the Nursery to inform us of their absence.

If a child becomes unwell during the day, or isn't coping, one of the parent/carers will be contacted to arrange collection of the child/children as soon as possible. Children are able to return to nursery when they are well within themselves and depending on government guidelines for infectious diseases. Children's temperatures must be regulated without the aid of medicine.

If your child/children 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.

# Medication

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

Over the counter medication must include the instructions for administration, be age appropriate and where there is a need. Prescribed medication must be in the original packaging and clearly display your child's name, the required dosage and full instructions for administration. If a prescribed medicine does not have this it cannot be administered by nursery staff. You will also be required to fill in a medicine authorisation form, for each day your baby needs to be given medicine. These are available from the Butterflies 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.

Nursery Calpol is provided in the event of an emergency. If your child responds better to Ibuprofen, please provide a named alternative.

Children cannot be accepted into nursery if Calpol or Ibuprofen have been administered and the child is still within their effective period.

In cases of particularly high temperatures, we will first seek to obtain email permission from yourselves in order to administer medication. 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. Children's own Ibuprofen will only be administered with written permission due to the dosage guidelines.



## Lending Library



In Butterflies we have a lending Library accessible nearby the entrance door to the room. You can select a book with your child, signing it out to take home to read with you. Children can refresh their book as regularly as you wish; each time you return a book a new one can be chosen and brought home again. We ask that books are returned and refreshed regularly to ensure all children get the opportunity to access a range of stories. We ask that no one book is kept longer than two weeks.

## Home Lending Bags

Butterflies also have a 'Home Lending Bags' borrowing system, which you can access. The Butterflies Team have worked hard to develop a wide range of available resources for the Butterflies to take home and explore with you.. Each bag will contain resources for a particular book, topic or activity/interest that you can access and enjoy within the home. The team regularly hangs the bags alongside the lending library to be signed out in the same way.

Please ensure that any bags borrowed are always supervised. We also ask that bags are kept for up to one week and then returned to ensure another child gets the opportunity to enjoy it. Bags available are as follows:

### Books:

- The Tiger Who Came to Tea
- The Very Hungry Caterpillar
- Goldilocks and the Three Bears
- We're Going on a Bear Hunt
- Three Little Pigs
- The Gingerbread Man
- Dear Zoo
- Holidays
- Moving House

### Activities/Interests:

- Musical Instruments
- Playdough
- Growing
- Cooking/Baking
- Number Songs and Rhymes
- Bug Hunting
- Under the Sea
- Colours
- On the Farm

### Topics:

- Oral Health
- New Baby
- Toilet Training
- Biting is for Food
- Feelings

## Key points to note

- Changes on Ovivio – Although Ovivio continues to be used across nursery, the information included in the daily diaries does reduce. In the Butterflies room only mealtimes (excl. snack) and activities will be recorded, with information regarding other areas, such as sleep, being fed back verbally upon request.
- Storage of bags – In the Butterflies room the children’s pegs are located within the room and are accessible to the children throughout the day. Please ensure no sharp objects, medications or food items are stored here for health and safety reasons.
- We recognise that as your child grows and develops, they may need less or no sleep, however please be aware that due to sleep guidance and healthy sleep cycles any sleep limits will be no less than 45 minutes. If your child requires a sleep limit please speak to the Butterflies team.

## New things I will learn

In the Butterflies room your child will flourish in their independence, gaining a range of new skills throughout their nursery day/ during their time in the room. The staff team will support each child to develop these skills over time until they can complete them independently.

Some of the new skills the children will learn are:

- How to use a knife and fork effectively
  - Self-dressing skills including shoes
- Potty training if not already completed (and when I am ready)
- Sitting with a focused activity for a short period – Key groups
  - Turn taking and how to ask for a turn
- Managing conflicts and differences in play and expressing when they do not like what a peer is doing by clearly saying “stop”

## Check list of items

- Bag (Suitable for pegs)
- Change of clothes (At least 3 changes of clothes)
- Extra spare clothing (if potty training), such as underwear (knickers or pants), trousers, leggings, socks, shoes etc.
- Shoes – that I can put on and off independently (or at least have a go)
- Coat
- Hat and Gloves
- Wellington boots (Nursery pair for all year round)
- Splash suit (all year round)
- Sun hat

(All items of clothing including shoes should be clearly named)

- Sun cream (or Nursery provide sun cream for a small cost)
- Nappies – (if required)
- Nappy Cream – (if required)
- Comforter (if needed)
- Family photograph

