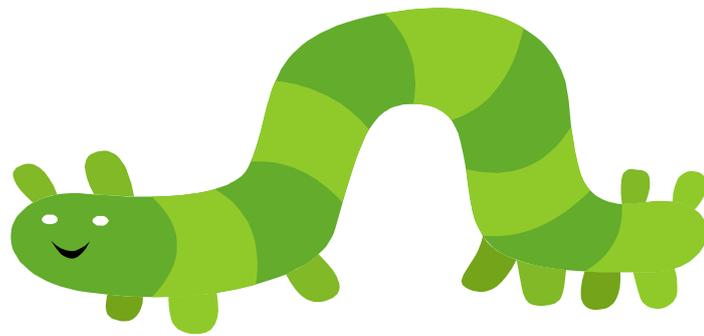


*Welcome
to the
Caterpillar Room*



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



Welcome to the Caterpillar Room



Caterpillar team

The ratio of staff to children is 1:3.

Our staff team:



Claire Cundell (Foundation Degree in the Early Years - Full time Senior Nursery Nurse/Deputy Manager)

Claire joined us in 2014 as our newly appointed full time Senior Nursery Nurse within the Caterpillar room. As Senior, Claire is directly responsible for all the children and staff who work within the room. Claire is an experienced room leader; she joins us from another well-respected local nursery, where she was the room leader within a large baby and toddler room. Claire has recently completed her Foundation Degree in the Early Years with the Open University. In July 2016, Claire made the transition to the Duckling room, continuing as full time Senior. As of April 2017, Claire will be moving back to be the full time Senior in the Caterpillar room and Nursery Deputy.



Janet Else (Foundation degree in early years play work education - Full time Deputy Senior Nursery Nurse)

Janet joined the Caterpillar room in November 2016 as an afternoon Monday-Thursday and all day Friday nursery nurse before taking on the full time Nursery nurse position in December 2016. Janet began her foundation degree at Anglia Ruskin University in 2013, graduating in October 2016.

Janet brings a wealth of knowledge, having worked in the Childcare sector for 20 years. Before Babraham, Janet acted as Deputy Manager for a well-respected Pre-school, which gained an Ofsted rating of 'Outstanding'. Janet also has experience of working in a Creche, after school club and other Nursery settings.



Hanna Saltmarsh (Level 3 in Children's care, learning and development - Full time Nursery Nurse)

Hanna joined Nursery in June 2008 as a part time roving Nursery assistant. She completed her Level 3 apprenticeship in Children's care, Learning and Development in 2010 and soon after this took on a full time position at the Nursery. During Hanna's time at Nursery she has worked in all base rooms, gaining experience with all age groups. Hanna left Nursery in 2015 to gain experience in other sectors whilst studying for her Certificate of Higher Education in Health and Social Care. In 2017 Hannah has her first child and after maternity leave decided to return to Nursery in August 2018 as a full time Nursery Nurse in the Red Butterfly room. Hanna spent just under a year in this room before transitioning to the Caterpillar room in July 2019



Sara Gomes (Full time Nursery Assistant)

Sara joined the Caterpillar room in April 2019 as a full time Nursery Assistant, which is a new venture for her. From an early age Sara was always involved in music, from being in choirs to playing instruments. Sara then followed her passion with a Bachelor's Degree in Musical Education. Shortly after achieving her degree Sara went on to do an internship at a local school. Now at Nursery Sara wishes to further her studies and train in Childcare.



Chloe Dover (Full time Nursery Nurse/Apprentice Level 3)

Chloe joined the Nursery in 2016, carrying out her work experience. Chloe enjoyed her time at Babraham and wished to continue developing within the childcare sector. Chloe went on to study her Level 2 Child care and Development Diploma whilst still working at the Nursery as a Roving member of the team. Shortly after completing her Level 2 qualification Chloe decided to continue and study for her Level 3. During this time Chloe transitioned to the Caterpillar room and became a full time Nursery Nurse. Chloe has a real passion for her job and looks forward to completing her

Level 3 qualification.



Michelle Franklin (Level 2 in Childcare and Education -Part time Nursery Nurse)

Michelle joined the Nursery in May 2019 as a part time Nursery Nurse. Michelle has previously worked as a Nursery Nurse in another setting from 2002-2005. Michelle made the decision to take a career break after having two children. Now that they are older, Michelle has returned to her passion and works every afternoon in the Caterpillar room.

Manuela Fanari (Part Time Nursery Nurse)

The Caterpillar Room

The Caterpillar room is always a fun place to be! It is a lovely spacious room, divided into many different areas; the Home corner, Heuristic corner, main carpeted play area, book corner, music/sensory area and the feeding/messy area!

The book corner is a lovely place for the children to have some quiet time; they can cuddle up on a cushion or with a teddy and enjoy one of the many books on offer. This is also where we carry out a variety of group singing and story activities.



The home corner is a space designed for the children to develop their imaginative skills and act out those real life experiences. We have an array of baby role-play equipment, pretend kitchen units, clothes and other real life resources such as, bags, keys, hats, washing up cloths etc. Here, the children love to act out experiences they have seen at home or when out and about.

The main carpeted area has a variety of resources and activities on offer to the children, offering the opportunity to access some of these independently. There is also large wooden mirror in the centre of the room, which the children love to use to look at themselves and their friends.

We have a lovely Heuristic corner, which has a vast amount of natural and everyday objects for the children to explore, this can really support and encourage schematic play - filling and emptying, transporting objects, fitting objects inside another etc. There is also a natural wicker hut with cushions for the children, so they can hide out or have some quiet time.

The Caterpillar room also hosts a large wooden play gym to encourage and support the children's physical development. There are three small steps and a slide, which aid the children to develop coordination skills and help them to learn how to manipulate themselves in different spaces.



Other areas of the room include; an accessible wooden unit with 6 baskets of different construction toys (labelled with photos) for the children to explore, three different latches boards and a homemade busy board to help develop problem solving, hand-eye coordination and fine motor skills.

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 messy and creative activity such as, playdough, gloop, water play, painting, mark making and much more. At this stage in their lives, the children learn a great deal through play and exploring with their senses, these activities support all aspects of their learning journey.



The Caterpillar's also love to engage in group singing and story activities, ensuring at least one planned singing activity is carried out daily, these can vary from; parachute, dancing, puppets, musical instruments, group stories and baby yoga.

The Caterpillar Room staff strive to plan age appropriate 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.

All our activities are planned in accordance with 'The Early Years Foundation Stage,' which is a curriculum recommended by Ofsted & the Department for Education for children from birth to five years, this framework provides a holistic and individualised framework of learning for the children in our setting.

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.



The Early Years
Foundation Stage

Nappy changing

The Caterpillar room have a separate changing area, with two changing units, a wash basin for adults to wash hands and a child height one for the children.

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 Caterpillar team 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, we can then pop these in nappy bags or a bag provided by yourselves ready to take home and be washed at the end of their day.

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.

Staff wear gloves when changing nappies and they use sensitive baby wipes. We are happy to also use cotton wool and water if you would prefer, although we will ask you to provide this for us. We also ask that you provide your own named pot of nappy cream for us to use when needed/as requested.

Sleeping

The children sleep on the carpeted side of the Caterpillar Room. Each child sleeps on a mat and has a sheet and blanket 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; please also feel free to bring in children's own blankets, sleeping bags, comforts or dummies if needed.



Nursery Nurses will encourage the children to sleep in a dimmed room whilst listening to soothing music. The children are checked at 10-minute intervals by the base room staff. When each child wakes up their sleep, time is recorded on their daily report sheet and they are taken into the home corner/Heuristic area for some quiet time. At this part of the day, this area is gated to allow the children time to have a cuddle, some stories or engage in quiet activities until snack time.

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



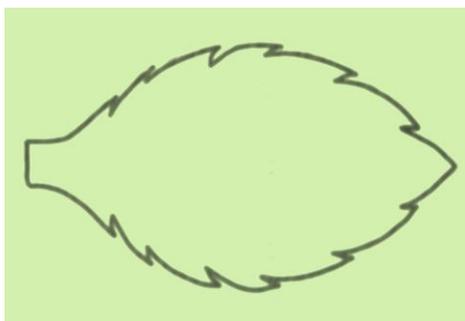
Caterpillar Room Daily Report Sheet



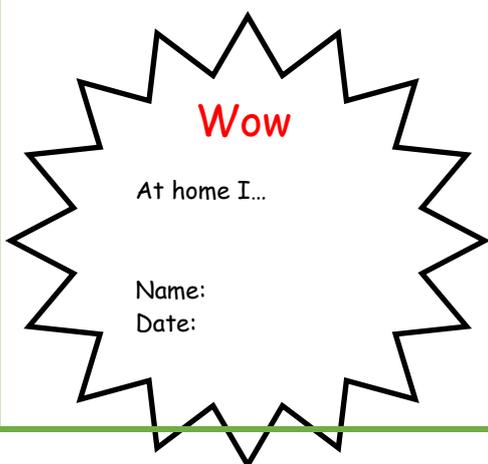
At the end of each day parents, receive a daily report sheet. This is in addition to a verbal handover and gives further information regarding how children have been throughout the day.

Sharing leaves and Wow stars

As your child'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. That partnership will start from your first visit to the Nursery, and will be strengthened as your child progresses. We actively encourage parents to get involved in their child's learning and development in as many ways as we can, below we have an example of our 'Sharing leaf' and 'Wow star'.



Our Sharing leaf, will be sent out monthly, but also available on request! This is an opportunity for you to share with us what your child is currently learning, enjoying playing with and/or any recent holidays.



Our 'Wow' star is for you to share with us any wow moments significant to your child, i.e. taking steps, words/sounds and any other achievements.

The staff will also fill these in if your child as a wow moment while with us at Nursery.

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.
9.15am	Tidy up messy activity
	Free play
9.30am	Snack time
10.00am	Nappies
	Group time (Singing/stories)
	Outside-free flow play
11:30/11.45am	Lunch time
12.15 pm	Sleep
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
5.45pm (5.15pm Fridays)	Nursery closes

Hints and helpful tips to help the transition period

As your child approaches twelve - fifteen 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.

Eating

Babraham Nursery follows the 'Eat better, Start better' guidance, which is recommended by the Government. This guidance ensures that all children have an equal balance of all food groups and at the correct times of the day. Our Chef's prepare and cook all snacks and meals at Nursery, therefore you are not required to bring in any food/drink for your child's day.

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. If your child has an allergy, you will be asked to complete an allergy care plan, which will contain everything we need to know in regards to your child's allergy.

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!



Can we please ask that all clothing is **CLEARLY NAMED**.

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 rack as you arrive into the room and the children are encouraged to put their shoes away and collect their slippers from the basket. 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.

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.

Teething

Children suffer with teething in different ways but they usually always dribble! 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 and the Health Protection exclusion table that all Early Years settings and Schools must follow.

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 an Existing injury form.

All the staff in the Caterpillar Room have a current first aid certificate and new staff members will be enrolled onto a course shortly after starting.

Weekly Activities

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, including:

Toys and equipment

Desired Outcome

Soft play equipment

- Physical play, gross motor skills

Pull along toys

Balls and tunnels

Wooden playgym

Walkers



Inset Puzzles

- Hand eye co-ordination, fine motor skills

Shape sorters

Bead runs

Latches boards

Busy board



Megablocks

- Construction toys

Wooden blocks

Stacking trains

Sensory blocks



Home corner

- Role-play and social skills

Telephones and cameras

Farm animals

Sea Animals

Dinosaurs

Dressing up

Dolls and teddies



Musical instruments

- Social, music and listening skills

Song cards

Group stories

Puppets

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, a dragon hunt 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 or Philippa.

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 Red Butterfly room. This enables your child to settle happily into the Red Butterfly 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 Caterpillar Room. If you do have any problems, concerns or worries then please share them - we are here to help.

Checklist of items needed for Caterpillar Room

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

