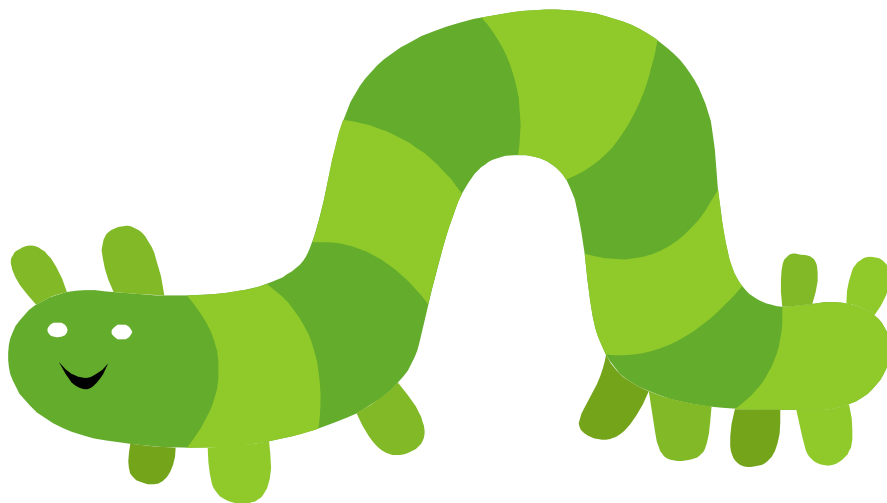


**Welcome
to the
Caterpillar
Room**



Introduction to the Caterpillar Room

The Caterpillar Room is the Nursery's base room for children aged approximately 15 - 24 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, and 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



Zoë Mason, Senior Nursery Nurse, full time

Level 6 BA Hons

Zoë joined the nursery in August 2017 as a roving member of staff. She holds a BA Honours in Childhood studies and has experience across the nursery as part of her roving role. In January 2018 Zoë moved into the Duckling room full time, covering a maternity leave post, before taking on this post permanently in April 2019. In January 2020, Zoë worked as Senior Nursery Nurse in Ducklings, covering maternity leave, and became permanent in this post in December 2020. Zoë moved to the Caterpillar Room as Senior in January 2021.



Chloe Dover, Nursery Nurse, full time

Level 3 Diploma for the Early Years Workforce

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 recently completed her level 3 qualification and has become an experienced and knowledgeable member of the team.



Vikki Brew, Nursery Nurse, part time

Level 2 in Early Years Education and Care

Vikki has worked for the nursery and our 'Fun Pack' holiday club since 2016. Vikki first joined the Caterpillar room in 2017, then moved to the Red Butterfly room in 2019 to gain experience with a different age group. She returned to the Caterpillar room in August 2020. Vikki completed her Level 2 qualification in 2019 and is now studying for her Level 3.



Val Thomas, Nursery Nurse, full time

CACHE L3 Diploma CYPW (L3)



Chloe Griggs, Nursery Nurse, full time

Level 3 Early Years Care and Education

Chloe qualified as a level 3 practitioner in July 2014. She has worked in childcare for over 5 years and joined Babraham in September 2020 as a Roving Nursery Nurse. Chloe is currently working in the Caterpillar Room as a full time Nursery Nurse.



Georgina Hamilton, Nursery Nurse, Thursday & Friday

Level 2 Diploma in Children and Young People's Workforce

Georgina began working at the nursery in 2017 in Red Butterflies. She then went on to work in the Purple Butterfly room and in August 2019 she went on maternity leave. August 2020 she has come back to join the Explorer room on Thursdays and Fridays. Georgina has worked within nurseries since 2013 and has achieved her Level 2 Diploma in Children and

Young People's Workforce.

Katie Chapman, Apprentice, full time

Amy Thomas, Nursery Assistant, part time

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 sand, water or 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 a drawer 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 when needed.

The main part of the room is a large carpeted area with lots of space for the children to explore different activities. There are various areas within the main room, which are described below. Within the main room there are wall mounted 'busy boards' which the children love exploring, practicing their problem solving and fine motor skills. There is also a large mirror mounted at the children's height so they can look at themselves and their friends.

Within the main room there is a construction area where the children can use various resources to build and create. Resources are kept in baskets in a low level storage unit so that the children can access them independently during free play.



There is a music and sensory area with a range of toys which encourage sensory exploration such as musical instruments and sensory bottles. These are also stored in baskets in a low level unit so the children can access them independently.

The book corner is a lovely space where children can have some quiet time; they can cuddle up on a cushion and enjoy a book either independently or with an adult. This area is where we carry out group singing and story sessions twice a day.





The main room also has a wooden play gym to encourage and support the children's physical development. The play gym has 3 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.

At the far end of the Caterpillar room there is a 'cosy corner' which contains our heuristic area and home corner. It is a lovely space for children to go to relax or have some quiet time, or to recreate familiar experiences through role play.

Our heuristic area is a lovely space with a variety of natural and everyday objects for the children to explore. We have a wicker hut and lots of cosy cushions so the children can hide out or snuggle up for some quiet time. There is also a 'coracle' bed where the younger children can have a morning nap if needed while transitioning to one sleep.



We have a wonderful home corner area with lots of resources which enable the children to engage in role play and recreate familiar experiences. Our toddler size play kitchen is very popular and the children love having tea parties with our wooden tea set and food. There are also soft dolls, dolls furniture and some simple dressing-up resources for the children to use to play 'house'.

The Caterpillar room has a wide variety of toys and activities which are stored on shelves within the room. We follow the children's interests when deciding which toys to get out each day, whilst also ensuring the activities and resources available enable the children to practice various skills and explore different areas of their development. 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.

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
9.30	Morning 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	Afternoon 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.

Blossom

At Babraham Nursery we use 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 Blossom 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 Blossom app.

In the Caterpillar Room we make a record of your child's day using Blossom'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 Blossom app.

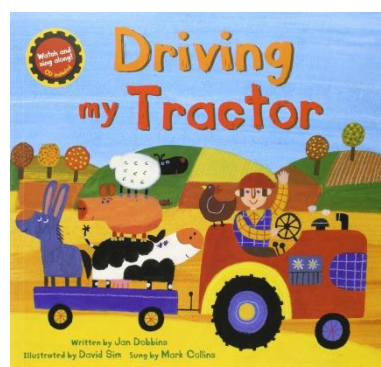
Activities and Group times

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 strive to provide 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.



Eating

Babraham Nursery offers a seasonal menu which follows the 'Eat better, Start better' guidance, as recommended 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.

We provide a morning and afternoon snack, with a variety of healthy options offered throughout the week. Children in the Caterpillar room are offered a lidded beaker of either milk 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 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 Red Butterfly 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 doctors 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 carpeted area of the Caterpillar Room. Every child has their own named mat which is wiped down each day. Sheets and blankets are provided by the nursery, these are stored in a cotton bag between uses 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, 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 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' as, in our experience, children this age are too young to be potty training and changing these types of nappies can delay the routine of the day.

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. We request that parents do not enter the bathroom area; this is for safeguarding purposes to ensure the protection of all of the children within our care.

Clothing

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 two complete changes of clothes. Please make sure these are appropriate for the current weather and are the correct size.

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 out 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.

There is a shoe rack as you arrive in the room and the children are encouraged to put their shoes away and collect their slippers from our slipper basket. This helps children to learn about ownership of items and to develop their independence.

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.

Medication

The Nursery staff are able to administer medicines when necessary. You will be required to complete a medicine authorisation form for each day that medicine is to be given. You will also be asked to sign a medicine administration record when you collect your child to confirm you have been informed that medicine was given.

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 (including Calpol or Nurofen) in your child's nursery bag.

Prescribed medicines must be in their original packaging and clearly display your child's name, the required dosage and full instructions for administration.

You may wish to provide a named bottle of Calpol, Nurofen or other children's pain medication to be kept at nursery in case it is required. If your child becomes ill during the day we will always contact you before administering any medicine.

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.

If your child has a fever we will contact you and ask you to email the nursery in order to provide written permission for us to administer medicine. In the event that you are not contactable medicine may be administered by nursery management, provided you have signed to allow this on your registration form, if it is deemed as an emergency and administering medicine is considered to be safe and necessary.

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, supported by our parent sub-committee, organises various social events and fundraising activities for the children and their families to participate in. You will be kept informed of upcoming events in Nursery newsletters. If you would be interested in joining our parent sub-committee and helping to organise events please speak to the Nursery management team.

A photographer visits the nursery to take individual and group photographs every year. Group photographs are taken in May and individual photographs are 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 holds an open evening in November, each of the base rooms will be set up as it would be on a normal nursery day and there will be information available on various topics. This gives parents an opportunity to have a look around the nursery, to see what it is like in their base room or visit some of the other base rooms.

The Nursery also offers parent consultations where you will be able to discuss your child's learning and development. These take place in June 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.

Around your child's second birthday we will arrange some visits for them to the Red Butterfly 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

As your child approaches 12-15 months the Duckling Room will give you a list of visits to introduce your child to the Caterpillar Room. If you are new to the Nursery these visits will take place in the week before your child is due to start attending the Nursery. The visits will cover different times of day in order to introduce your child to all aspects of the Caterpillar Room routine.

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 'Tomme Tippee' lidded beakers. The children have a choice of full fat cow's milk 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 2 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

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