



# Welcome to Baby Nursery!



# A Bit About Baby Nursery

When children join us in the Baby Nursery, they would be in a mixed age and ability room, ranging from six weeks to two years of age. This enables the younger ones to observe the older children and learn new skills from them, whilst



also allowing the older children to enhance their Personal, Social and Emotional skills as they often enjoy 'helping' to look after the babies.

Due to the size of the nursery we are very fortunate to have our own, dedicated soft play area which can be adapted to meet the children's needs and interests in the moment. This allows our children to build on their physical development and engage in pre-measured 'risky play'!

## Key Person

You will be notified prior to your child starting Rainbow Nursery who their key person is going to be via Tapestry. At Rainbow we like to ensure that children build a bond with all staff and not just their key person. However, your child's key person is your main point of contact and the person who will have a more in depth knowledge of your child's learning and development stage. You can speak to any of the practitioners in your child's room about their day, the practitioners within the day nursery work different shifts so therefore you may only see your child's key person on a morning or on an evening – you may not see them both ends of the day. However please be assured that the other practitioners within the room know your child just as well as their key person does.

## Routines

When children start at Rainbow, we will ask you their routine. This is important to us as we follow your child's routine from home as much as possible. Having a routine at nursery makes the children feel secure in their environment. Throughout the day at nursery we do not have a set routine, but the times below give you a guidance of when we do things and what time we eat.

8.00-9.15am-	Breakfast time, free play, outdoor play
9.15-11.00am-	Free play, outdoor play
11.00-11.30am –	Tidy up time, singing or stories
11.30-12.00noon –	Lunchtime
12.00-1.30pm –	Free play, outdoor play
1.30-3.00pm -	Free play, outdoor play
3.00-3.30pm -	Tidy up time, stories or singing
3.30-4.00pm -	Teatime
4.00-6.00pm -	Free play, outdoor play



**Free play is a range of activities that are planned to meet each individual child's interests and next steps on a week-by-week basis.**

# Meal Times

**Please note:** Mealtimes are flexible and if children are asleep, we do not wake them for their meal. We will let them sleep and save their meal for when they wake up.

**08.00–09.15am Breakfast:** For breakfast we provide toast and a choice of cereals including Weetabix and Ready Oats, which can be made with boiled water, cow's milk or oat milk for children with dairy allergies.

**11.30am Lunch:** This consists of a two-course well-balanced meal. A menu is displayed in your child's room and on the exterior notice boards, for you to see what they have had for lunch and tea that day. The menus are seasonal, and meals are freshly prepared in the nursery kitchen.



**03.30–03.45pm Tea:** We provide a light tea, which is something small, before the children go home.

**Snacks:** The children are offered a mid-morning and mid-afternoon. This varies from a variety of fruit, to buttered crackers, breadsticks and vegetables with dip.

**Alternatives will be provided for children with dietary requirements and for babies through the different stages of weaning – please discuss this with your child's key person.**

**Drinks:** Water is offered to the children on a regular basis. We offer cool boiled water to drink if your child is less than 6 months, then your child will be given tap water to drink when they are over 6 months, providing you have tried this at home. We can continue to offer cool boiled water until 12 months if you would prefer. If your child is over 12 months, we will also give them cow's milk to drink at meal times. We do ask that parents try their children at home first with cow's milk in case of any allergies.

**Bottles:** If your child requires formula milk or breast milk through the day, we ask that you provide a sterilized bottle and the formula measured in a dispenser. The bottles will be washed and returned home daily.

**Weaning:** The practitioners will support you and your child through the weaning process, with the assistance of the kitchen staff. We offer freshly prepared vegetable and fruit purees, smooth and lumpy purees. We ask parents to please keep your child's key person up to date on your progress with weaning and when you start to introduce finger foods, so we can mirror your child's routine here.

## Sleep Times

All children at Rainbow Nursery are able to sleep when they wish, or we will work with the routine you would like us to put into place for your child. We will endeavour to follow the routine you have requested for your child, however when children first join the Baby Nursery, their sleep and food pattern may initially vary, until they are more confident in their new environment. We have cots available for your child to sleep in, but we also provide pushchairs and sleep mats. Cot sheets are changed after every sleep. Dummies and comforters are given at sleep times if requested by parents.

## Nappy Changing

Your child's key person will change your child's nappy a minimum of every four hours and when necessary. To prevent cross contamination practitioners will wear disposable gloves and an apron.

The nappy mat will be disinfected after every nappy change. Times of when your child has had their nappy changed will be recorded in their care diary.

## Arrival/Collection of Children

A practitioner from your child's room will welcome you at the front door. Please let the practitioners in the room know who will be collecting them and ensure that the person collecting has the password you have provided. You may also wish to provide a photograph. Nursery closes at 6pm, if you are stuck in traffic and going to be late, please ring the nursery to notify us. We ask that you try to arrange someone else to collect your child where possible, but we do always have two staff on site after 6pm for emergencies.

## Existing Injury Forms

OFSTED require us to keep detailed records of all signs of marks/injuries when your child comes into nursery. These will be recorded as soon as a practitioner notices them. The incident will be discussed with you at the earliest opportunity, such discussions will be recorded, and you will have access to these records. Existing injuries forms are electronic and can be found on our website in the following place ([More/Information and Downloads/ Existing Injury Form](#))

Accident forms will be used for injuries that occur within the nursery. Managers will monitor the existing injury forms monthly alongside our accident forms. Accident forms are completed electronically and are sent to parents via email on the same day the accident occurs.

If any concerns or queries occur procedures will be followed as stated in our Safeguarding Children policy.

## Nursery Bag

When your child starts with us at Rainbow Nursery, we will provide you with a Rainbow Nursery Bag to keep spare clothes and belongings in. The bag is to be used as a replacement for any rucksacks/bags that you usually provide from home. This is to create enough space for your children in the cloakroom areas. The bag will then also move to the Day Nursery with your child for you to continue using. **Please feel free to take the bag home with you on an evening but we would ask that you bring this with you to each session that your child attends.**



## Outdoor Play

We are very lucky to have lots of outdoor space that can be accessed at all times in any weather. We feel it is very important to play and learn both inside and outside and to spend just as much time out as we do in. The Baby Nursery garden is made up of concrete and artificial grass making it perfect to play out in all weathers. We also have a large separate grass garden area for the babies to play on. Please provide your child with shoes (soft shoes if they are still crawling to protect their feet) to wear outside. When appropriate you can then send them with wellington boots. We also advise parents to provide their child with an all in one waterproof suit to wear in winter. The babies go outside at least twice a day.

## What to bring on your child's first day:

- ✓ Nappies – disposable or cloth nappies
- ✓ Baby wipes
- ✓ Nappy cream
- ✓ A spare change of clothes
- ✓ Any comforters your child has (dummy, blankets etc)
- ✓ Any formula milk your child has pre-measured in a dispenser and a bottle
- ✓ A coat
- ✓ Sun cream and sun hat in the warmer weather
- ✓ Winter hat, gloves/mittens and outdoor shoes/Wellington boots



All your child's belongings will be kept in their own box but please label all of them. We will need to write your child's name on anything that you do not, including shoes.

We provide all drinking cups and bibs. However, if you wish for your child to drink from his/her own cup from home you are welcome to provide this.

**If your child is ever running low on something, we have lots of communication links with our parents to support our daily feedback upon drop off or collection of your child.**

## Care Diaries (accessed via the web browser on Tapestry)

Each day your child's key person will record details of how much they have eaten, when they have slept, nappy changes and any other messages. We encourage parents to also share information using the care diary message system. This may be regarding changes to their routine you'd like us to put in place. Rainbow Nursery operates an open-door policy and you are welcome to speak to a practitioner or manager at any time.

## Tapestry Learning Journeys

Observations Children Care Diary Tracking +

We have updated our terms and conditions. Please [review and sign them](#).



We use an online learning journey for every child within the nursery called Tapestry. You will be sent a secure link to the page and be able set up your own log in details to be able access your child's learning journey whenever you like. You can request for extra family members or settings to have access to it if you wish as well.

Your child's key person and the other practitioners in your child's room will observe your child each session they are in and write small snippets of their learning. They will also take lots of photos and short video clips. This will be shared with you at the end of their nursery week.

As a parent you can write observations at home, this could just be a few pictures from your holiday or something they've done at home that you would like to share with nursery. It is a great way for us to receive details about your child's development that they show at home that we might not be able to witness so easily here.

Every 4 months we will arrange a phone call with you to discuss your child's learning and development more in depth.

Please ensure that you activate your Tapestry account and check this on a regular basis as we also use Tapestry to share important information with parents

# Early Years Foundation Stage

All the observations that the practitioners do are flagged against the Development Matters document. For more information on this please see our website or your child's welcome post which includes our Early Years Foundation Stage Policy.



Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

**Children mostly develop the 3 prime areas first.**

**These are:**

- Communication and language
- Physical development
- Personal, social and emotional development

These prime areas are those most essential for your child's healthy development and future learning.

**As children grow, the prime areas will help them to develop skills in 4 specific areas.**

**These are:**

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be flexible so that staff can follow your child's unique needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoor and outside.



## Useful Information

- Copies of our main policies and procedures can be found on our website, or paper copies can be obtained from the nursery, please just ask. If your child has an additional needs, please ask for a copy of our Special Educational Needs Policy.
- Please store the nursery phone number in your phone, 01937 557115. Please feel free to call during the day to check on your child, the number above is for the main office but someone will transfer your call to your child's room.
- If your child is not going to be in nursery for whatever reason, please call the nursery by 10am on the day that they are due to attend to notify us.

## Points of Contact

(Please note that if you are contacting the nursery in regards to something that impacts that day, telephoning is the best way to contact as emails may not always be replied to immediately)

- **Katie Watson (Office Manager)** - Invoice Queries, Extras, Funding, New Starters etc - [katie@rainbownursery.info](mailto:katie@rainbownursery.info)
- **Lisa Watson (Nursery Manager)**- Extras, changes of booking patterns, new starters, tapestry queries, children's development queries - [lisa@rainbownursery.info](mailto:lisa@rainbownursery.info)
- **Kelly Hutton (Manager)** - Tapestry queries, children's development queries, questions regarding preschool  
[kelly@rainbownursery.info](mailto:kelly@rainbownursery.info)
- **Stephanie Elcock (Junior Club Manager)** - Junior Club bookings, Junior Club changes of booking patterns, New starters in Junior Club, Junior Club queries  
[s.elcock@rainbownursery.info](mailto:s.elcock@rainbownursery.info)

All of the above people can be reached on the nursery telephone number.

