



# Welcome to Day Nursery!



# A Bit About Day Nursery

Day Nursery is for children aged approx. 2 to 3 years of age. Children will leave the Day Nursery around their 3<sup>rd</sup> birthday, however this depends on availability within the preschool. The ratio in Day Nursery is 1 practitioner to 4 children.

## Key Person

You will be notified prior to your child starting Rainbow Nursery, or prior to them moving to Day Nursery from Baby 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

**08.00–09.15am Breakfast:** For breakfast we provide toast and a choice of cereals including Weetabix, Cornflakes and Rice Crispies.

**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.

**Alternatives will be provided for children with dietary requirements please discuss this with your child's key person.**

**Drinks:** Water is offered to the children on a regular basis. We also offer the children milk at mealtimes.

# 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 Day Nursery, their sleep pattern may initially vary, until they are more confident in their new environment. Children in Day Nursery sleep on a sleep mat usually after lunch, but as stated we will follow your routine from home. If you would like us to wake your child after a certain amount of time please let a practitioner know and they will make a note of this. If you do not want your child to sleep again, please let a practitioner know and we will endeavour to keep them awake. If they do fall asleep, we will let them have 15 minutes as a bit of an energy recharge and then wake them up.

# Nappy Changing/Toilet Training

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 on their care diary. Children nappies and wipes will be stored in a box labelled with their name, when we are running low on these we will ask you to provide some more.

When you feel your child is ready for toilet training, please speak to your child's key person or a practitioner within their room. The staff are experts at helping with toilet training and may have lots of suggestions. One thing we say about toilet training is to be sure your child is ready, as there is nothing more confusing for them than going back into nappies after wearing big boy/girl pants.

We have potties and child size toilets within the Day Nursery. We ask that during toilet training you always ensure that your child has lots of spare changes of clothes.

## 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

**Safeguarding children within our care and at home is paramount.**

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 injury 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. **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. If you require a new bag due to your breaking, please ask a practitioner.**

## 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 Day Nursery garden is made up of concrete and artificial grass making it perfect to play out in all weathers. Please provide your child with wellington boots to wear outside, we have some spare pairs but these are limited. We also advise parents to provide their child with an all in one waterproof suit to wear in winter. A firm favourite in the Day Nursery is the mud kitchen. The mud kitchen is a wonderful area for the children to create and explore as well as developing their social and communication skills. Day Nursery also have an enclosed field area to use for play time. We still utilise the rest of the nursery outdoor space and have a good run around on the top field and the grass mounds.



# What to bring:

**(if your child is moving from baby nursery all of their belongings will be moved over)**

- ✓ Nappies – disposable or cloth nappies (if your child is not toilet trained)
- ✓ Baby wipes (if your child is not toilet trained)
- ✓ Nappy cream (if your child is not toilet trained)
- ✓ A spare change of clothes
- ✓ Any comforters your child has (dummy, blankets etc)
- ✓ A coat
- ✓ Sun cream and sun hat in the warmer weather
- ✓ Winter hat, gloves/mittens and outdoor shoes/Wellington boots/ all in one waterproof suit



All your child's belongings will be kept in their own box if they wear nappies 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 indoors 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 need, 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.

Tell me and I  
**FORGET.**

Teach me and I may  
**REMEMBER.**

Include me and I will  
**LEARN.**