



# Toddler Room Parent and Carer Information Pack



## **Welcome**

All staff would like to welcome you to the Toddler room at Little Colliers Nursery. We are very excited to be working with you and your child over the next academic year. This booklet gives Parents/Careers a little insight about what we do in Toddler's and what to expect over the coming year. Our door is always open and staff are always on hand to answer any questions that you may have.

## **Your Child's day**

Toddler Room organises the day so that children can take part in a variety of child chosen and adult led activities, these take into account the children's stage of learning and development. Outdoor activities contribute to children's health, their physical development and knowledge of the world around them.

## **Child Protection and Safeguarding at Little Colliers**

Little Colliers Nursery is committed to safeguarding and promoting the welfare of all children both within the nursery environment and outside. Safeguarding and promoting the welfare of children is everyone's responsibility. Little Colliers Nursery have a full detailed policy for child Protection available upon request.

## **Professional boundaries**

On induction our staff members are made aware of professional conduct with our parents/carers. We would like to ask for your support and compliance with these procedures. The key Aspects include:

- Agreement not to make any comments about the nursery, staff working there or children attending the nursery on any social networking sites. Equally not 'befriending' any nursery staff on social networking sites.
- Not to exchange any personal contact details or personal information with nursery staff, with the intent to arrange babysitting arrangements and favours. Nursery staff are unable to do this.
- To follow our confidentiality policy by keeping nursery information to yourselves and raising concerns or queries to the nursery manager or deputy and not to an outside third party.

### **Aims and Objectives of Toddler Room**

- To provide a safe, stimulating, secure educational environment where children thrive to achieve their full potential irrespective of gender, ethnicity or any additional needs
- Provide high quality care and education to all children within the setting
- Promote independence and self-skills to prepare children for Pre-School

### **Staff**

All staff are CRB/DBS cleared and first aid qualified. The staff based in Toddler Room are:-



**Donna Hurdman- Acting Manager**



**Becky Hartshorne- Level 3 Practitioner/SENCO**



**Belinda Bennett- Level 3 Practitioner**



**Paige Woakes- Level 3 Practitioner**



**Abbey Guy- Level 2 Practitioner (level 3 qualified)**



**Ann Leather- Level 2 Practitioner (level 3 qualified)**



**Lauren Clarke- Level 3 Apprentice (Level 2 qualified)**



**Diana Naif- Level 2 Practitioner (Level 3 qualified)**

### **Curriculum**

Little Colliers follows the Early Years Foundation Stage (EYFS) The EYFS sets standards for the learning, development and care of your child from birth to 5 years. The EYFS ensures:

- Children learn through play
- Nursery staff work closely with parents
- Your child's home learning is taken into account
- You are kept up to date with your child's progress
- The welfare, learning and all round development of children with different backgrounds and levels of ability, including those with special educational needs and disabilities

The EYFS is divided into 7 areas of learning. In Toddler Room we focus upon the 3 prime areas of learning and development which are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

The prime areas begin to develop quickly in response to relationships and experiences and run through support learning in all other areas. The prime areas continue to be fundamental throughout the EYFS.

The EYFS is the made up of a further 4 specific areas of learning:

- Mathematical Development

- Literacy

-Understanding the world

-Expressive Arts and Design

The specific areas include essential skills and knowledge. They grow out of the prime areas and provide important contexts for learning.

There are four themes of the EYFS that underpin all the guidance:

### A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured

### Positive Relationships

Children can learn to be strong and independent through positive relationships

### Enabling Environments

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there strong partnership between practitioners and parents and carers

### Learning and Development

Children develop and learn in different ways. The framework covers the education and care of all children in early year's provision, including children with special educational needs and disabilities

Little Colliers Nursery uses the EYFS guidance to plan and provide a range of play activities which help children to make progress in all areas of learning and development. Observations are key to assess where your child is currently developing and are used to plan your child's next steps in their learning.

As your child's first and best educator we believe you know your children best and will give you the opportunity to contribute to assessment by sharing information about what your child likes to do at home. Parents/carers are encouraged to fill out wow moment sheets, special events, holidays and

birthdays sheets and will be asked to write a comment on their child's summative statement which will be included in their child's learning journal.

### **Learning Journeys**

Every child will have their own personal learning journey which is a record of achievement of your child's time whilst at Little Colliers. A learning journey is made up of your child's personal work, observations taken by staff of what your child has done or said, photographs and summative statements. All of the work is linked to the EYFS to show the level of development and the next steps for the child.

### **Key Person System**

Toddler Room use a key person approach. Each member of staff is responsible for a small group of children and will build a special relationship with these children. Your child's key person will update each child's individual learning journey on a regular basis, complete assessments and write summative statements regarding their level of development, and will plan on a weekly basis a selection of stimulating activities tailored to the children's individual needs and interests. You will have the opportunity to meet with your child's key person at parent evenings to discuss how your child is getting on, however our door is always open and staff are always available on a daily basis to deal with any queries. Each key person group will also have a named second person called a buddy group. This will ensure that if your child's key person is absent for any reason all children have a second key person who will take over the responsibilities of the key person. If staff are unable to help Donna Hurdman the Nursery Manager is available to help with any issue's that may arise.

### **Funding**

Little Colliers Nursery are able to provide funding for some two year old funding. This is called Time for Two's in the Dudley Borough.

You may qualify for a Time for Two place. If you:

- are in receipt of Income Support
- are in receipt of Income-related Employment and Support Allowance
- are in receipt of income-based Job Seekers Allowance
- receive support under Part VI (6) of the Immigration and Asylum Act (NASS)
- receive the guaranteed element of State Pension Credit

If you are working and:

- receive Child Tax Credit (but not Working Tax Credit) and have an annual income of less than £16,190 as assessed by HMRC and,
- receive Working Tax Credit and have an annual income of less than £16,190
- receive Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- care for a looked after child
- have an adopted child
- have a child that receives Disability Living Allowance (DLA) in their own right
- have a two-year-old looked after by the Local Authority - if they have left care through special guardianship or through an adoption or Child Arrangement Order
- have a child who has an Education Health and Care Plan

You can apply for a Time for Twos place for your child as soon as they have had their second birthday.

**Settling in**

At Little Colliers we recognise that all children are different and will settle in differently. Parents are welcome to stay with their child when attending trial visits. We ask that all children bring in a family photograph which will be displayed in their key person area which the child can access for comfort. Children can also bring in a comforter such as a dummy, blankets etc. but please refrain from bringing in toys as this often leads to confrontation

within the room. Little Colliers are not responsible for the loss or damaged of any toys.

### **Clothing**

Little Colliers do have a nursery uniform which you are able to purchase from the Tesco school uniform website. These will be embroidered with the little Colliers logo. To order uniform please go to <https://www.tesco.com/direct/ues/> and enter Little Colliers in the name of school box, you will then have a choice of various items of uniform available to purchase. However, in Toddlers there is no compulsory requirement to wear nursery uniform, we do strongly encourage the children to wear the uniform on offer. We do ask that children are dressed appropriately for a busy active day and the clothes and shoes are not new due to the type of environment and activities undertaken daily. Aprons are provided for messy activities however these are not always sufficient and clothes may become stained. Little Colliers are not responsible for the loss or damage of any personal clothing. Please could you also ensure that all clothes, shoes and coats are named and full set of spare clothing is provided in case of any accidents. We do stock a small supply of spare clothing but this is very limited.

### **Nappies**

We will ask you to provide your own child's supply of nappies and wipes, these will be labelled and store within the nappy changing area. We will not use your child's nappies/wipes on another child within the nursery.

### **What to bring to nursery**

- Full set of spare in clothes (named) in a bag
- Nappies/wipes (if needed)
- Comforters (dummies, blankets etc.)

- Any medication (please name) please ensure medication is given to a staff member and not left in children's bags. All medication must be prescribed by a doctor and a consent form must be filled in to allow staff to administer the medication. Children who have long term health concerns e.g. asthma, eczema will need a health care plan form completed by a registered health practitioner, this is in line with Ofsted statutory requirements.

### **Transitions**

We aim to make the transition from home to Little Colliers Nursery as stress free as possible. Little Colliers value the parent/carer as the first educator of their child.

- We collect essential information through our registration records as well as information about what your child's needs, likes, dislikes, routines and development. This will assist your child's key person in understanding your child's emotional needs and enables us to match your home routine in our setting wherever possible.

- A home visit from staff at Little Colliers Nursery is offered to all children new to the setting. This will give the opportunity for your child to meet staff in a familiar environment. Parents/Carers will be able to discuss the needs of their child and ask any questions you may have.

- Children are required to do a 1 hour stay and play session before entry into nursery, and then a 2 hour trial session before entry into nursery. These trial sessions are free of charge. This allows the child to familiarise themselves with the environment and with the staff within their room. The number of trial sessions needed for settling in is dependent on the individual child and their needs.

- The management team will ensure parents/carers are given plenty of information about all aspects of the nursery before your child attends nursery. We have an open door policy at Little Colliers where parents/carers can pop in to ask any questions.

- Every child is assigned a key person before starting nursery. This key person is responsible for forming a close attachment with your child,

carrying out observations and assessments on a regular basis and completing your child's learning journal. You will have the opportunity to meet with your child's key person formally twice a year at parent's evenings. If your child shows a stronger attachment to another member of staff then we will transfer him/her to a new key person.

- Parent's/carers have opportunities to speak to their child's keyworker about their child's day, the activities your child has participated in and details regarding nappy changes and sleeps. Parents/carers in Toddler room will receive a hand over sheet everyday containing these details.

- Parents are welcome to telephone throughout the day to see how their child is.

### **Meal times and snacks**

Breakfast is served from 7.30 until 9.00am where a selection of cereals are on offer. Children are encouraged to choose and serve their own breakfast to develop independence. This is done under staff supervision. Breakfast is charged at £1 per day.

Lunch is served at 12pm where children will have a hot nutritious meal including pudding provided from Colley Lane Primary Academy at a cost of £3 per day.

Tea is served at 4.30pm and can be anything from a choice of a selection of sandwiches, cheese and crackers or beans on toast. Tea is served at £1 per day.

Menu's detailing the choices on offer daily are displayed around the nursery. If your child requires a certain diet due to allergies or religious beliefs, we are able to accommodate all children's individual needs. Please ensure staff are aware of your child's dietary requirements.

Snack is served at around 10.15am and 2.30pm. Children are able to choose a piece of fruit and a drink of milk or water. This time is used to socialise with their peers whilst enjoying snack.

Children are welcome to bring in their own juice/water bottle from home and this will be kept room for the children to independently access.

### **Activities in Toddler Room**

There is always an exciting range of activities going on in Toddler Room and no two days are the same, some examples of the activities that take place are

- Painting, chalking, cutting and sticking
- Cooking activities
- Bug hunts
- Small world and imaginative play
- P.E. sessions

Activities are split into adult focused activities and child initiated learning to ensure the correct balance is met to achieve the child's full potential at nursery.

### **Toddler Room Daily Routine**

Time	Activity
7.30	Nursery opens, Breakfast begins, free play
9.00	Breakfast ends, free play continues, 5 minute tidy up time warning
9.10	Tidy up time for circle time
9.30	Self-registration, circle time
9.40	Adult focus, free play and nappies begin
10.15	5 minute warning for snack time
10.20	Tidy up time
10.30	Wash hands/snack time
11.00	Outside play
11.30	Children come inside, wash hands
11.35	Keyworker time

- 11.55 Wash hands for dinner time
- 12.00 Dinner time
- 12.30 Dinner ends, nappies begin, free play
- 1.00 Children's home time/afternoon children's sleep, afternoon children arrive
- 1.25 5 minute warning for tidy up for circle time
- 1.30 Tidy up time for circle time
- 1.40 Free play, adult focus activity
- 2.20 5 minute warning
- 2.25 Tidy up time
- 2.30 Wash hands/ snack time
- 2.40 Nappies
- 3.00 3pm children home time
- 3.10 Outside time, nappies begin
- 3.40 Children come inside
- 3.45 Keyworker time
- 4.00 Free play
- 4.20 5 minute warning
- 4.25 Tidy up time
- 4.30 Tea time
- 5.00 Free play, get ready to go home
- 5.30 Tidy up time
- 6.00 Home time/Nursery closed

### **Sick Children and Absences**

If your child is sick and will be absent from nursery please notify nursery at the earliest opportunity. If a child is suffering from sickness and diarrhoea there is an exclusion period of 48 hours from nursery after the last case of sickness/diarrhoea. There are different time exclusions for different illness, please speak to staff for further details.

## **Parent Partnership**

At Little Colliers we are proud of our strong relationships we build with our parents and carers. Our door is always open and we hold parent evenings twice during the year. We have regular newsletters and update letters detailing events located in the foyer for parents/carers to help yourselves.

## **FAQ'S**

***"What is the difference between school nursery and Little Colliers preschool?"***

There is no difference in what we do at Little Colliers and school settings. All early years providers have to follow the statutory requirements of the EYFS and are inspected the same way by Ofsted as schools. The only difference is that we are able to offer more flexibility in hours when your child attends nursery.

***"My child always becomes distressed when coming to nursery, should I stop bringing them?"***

No. We understand that this can be distressing for parents to see, however if you take your child out of the setting and then return at a later date it will again become a new experience for your child and the cycle will continue. If a child is finding it difficult to settle we will always work with the parents and families to find ways to make this transition easier.

***"Do we need to bring sun cream during the summer term?"***

All children will need to bring in a sun cream that staff are able to apply to your child and a sun hat to wear outside, please ensure these are clearly labelled with your child's name. If no sun cream or hat is provided unfortunately we will not be able to allow your child outside. We also restrict the amount of time the children are outside during extremely hot weather.

