



**CATERPILLARS
WELCOME PACK
2018/2019**

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Welcome to Caterpillars!

We hope you find this pack interesting and informative. If there is anything additional you would like to know, a member of staff will always be happy to help.

Caterpillars welcome all families and children- regardless of race, culture, sex, social class and disability. We seek to work closely with all families having a positive impact on the children's development. Our aim is to create a stimulating learning environment where all children access an exciting curriculum, ensuring every child is happy and highly motivated to learn.

We offer care for children the academic year following their third birthday so to join Caterpillars, your child must turn 3 before September 1st and will be invited to attend Nursery on a daily basis (Monday-Friday) Caterpillars are part of a large Early Years Foundation Stage Unit within Hanwell Fields Community School and work closely with both Ladybirds (2-3 year olds) and Butterflies (Reception).

If children in each of these classes require "wrap around care" such as breakfast club, childcare around their Caterpillars sessions or even in the school holidays, the Ladybirds team will cater for this. We believe that the consistency and stability children have receiving wrap-around care within the same setting throughout their early year's education is really beneficial for our children so please contact the Ladybirds team if you require additional childcare around your child's Caterpillar (Nursery) sessions.

Children in our setting access a vast variety of attractive, stimulating and educational experiences. More importantly, they receive the care, support and teaching from a wide host of Early Years Professionals. As a team, we aim to bring a variety of knowledge, experience and expertise to the setting- supporting and nurturing children in their early education.

Please take the time to read through this Welcome Pack so that you can gather a clear understanding about Caterpillars and what we do. If after reading, you have some un-answered questions, please feel free to contact us or arrange a visit. We know that choosing the right setting to care for your children is one of the hardest decisions to make!

Kind Regards

Mrs Sophie Trivett

EYFS Assistant Headteacher
Hanwell Fields Community School



Sessions

3-4 year olds (From the September following your child's 3rd Birthday for one academic year)

Sessions	Times	Price
AM Session	8:30am-11:30am	Funded 15 hours (Or if available £10.50)
PM Session	12:15pm-3:15pm	Funded 15 hours (Or if available £10.50)
All Day Session	08:30am-2:30pm	Funded 30 hours sessions only
Lunch Session	11:30am-12:15pm	As part of 30 hours funded sessions only (Or if available, £3.50 for children staying all day)
"Wrap Around" top-up at the end of an All Day Session	2:30pm-3:15pm	£3.50

* Menus available on website and notice board, these follow the school food trust standards. If your child has food allergies or dietary requirement it is your responsibility to let the school team know on the registration forms and update them of any changes ASAP.

Funded Hours

All children are entitled to 15 hours free child care each week the term after they turn 3 years old and for children joining Caterpillars, these sessions will be available from September. If once we have received all Nursery applications we have some additional 15 hour sessions available, these can then be booked by families and will be invoiced on a monthly basis (Please see session list for prices).

Some families will be entitled to 30 hours free child care each week and this initiative is aimed at working parents. To see if you are eligible for 30 hours free child care then please visit:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds> . When filling out your registration form, to claim your 30 hours entitlement we will need your National Insurance number and eligibility code which will be sent to you after following the online application process.

Payment for any additional sessions

You will be invoiced for the current month that we are in. As a school we do not accept cash, but card or online banking are both accepted. You can also set up childcare vouchers through your employer. Please use your child's name as the reference for all payments.

If you fall into arrears, then please understand that you risk losing your place in the provision.

(See Charging Policy on school website)

Uniform

The most important consideration, is that the children are comfortable and can be independent, however we ask that Caterpillar children attend Nursery sessions wearing the Hanwell Fields school uniform. For further details, please see the school's website. Please do send your child with a spare change of clothes (this does not have to be school uniform) and ensure that all items of clothing are clearly labelled.

** If you wish to purchase school uniform please remember you can use the second hand shop. For further details visit our school office!*

Settling In

We understand that often, this may be the first time that your child has spent time away from you in such a social environment. All children and families deal with these situations



differently. As a result of this, we plan this on an individual basis. However, we do invite you to stay for the first 1 hour settling in session at the beginning of the Autumn term. We then aim to working towards future sessions where you would drop them off. We would work with all families individually and staff would be more than happy to work out a plan that works for you and your child. We recognise some children may need more time than others to settle in and it is a process that can require some time and commitment from all involved. It is helpful if you can encourage your child to become independent and organise themselves on arrival to sessions and we will support you in doing so too.

Each child will have a class teacher and several practitioners that they will get to know very well throughout their year in Caterpillars. The team will help your child to become settled, happy and safe. They are responsible for your child's care, development and learning, and will take a careful note of your child's progress, sharing this with you and giving ideas in order to support this learning at home. When your child starts with us, we may ask some question that help us build up a better understanding of your child's interests and fascinations.

When your child starts Caterpillars (Nursery) they will need:

- Spare change of clothes (labelled) A **full set** please- including pants **and** socks.
 - A packed lunch (if staying for a whole day and not wanting a cooked meal)
 - Suitable clothing for current weather conditions ie sun hat/ winter coat/ hat/ gloves etc
- ***Please note- we do go out in ALL weather conditions!!!**

If your child is not completely potty trained, you will need to provide the following in addition:

- A sufficient number of pull-ups for the session and named wipes (in their own bag).
- If they are learning- make sure you send a **sufficient number** of spare trousers, pants and socks too!
- Please see Toileting & Care Policy

Caterpillars (Nursery) will provide:

- A fruit snack & milk/ water and a cooked lunch (if staying for full day sessions only).

The Curriculum

When your child starts with us in Caterpillars, they will be coming into what is called The Early Years Foundation Stage (Birth to Five). We provide a broad, balanced, developmentally appropriate and flexible curriculum that caters for the wide range of needs of the children with whom we work.

The Three prime areas of learning and development are:

- **COMMUNICATION and LANGUAGE** involves giving children opportunities to experience a language rich environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **PHYSICAL** involves providing opportunities for young children to be active and interactive; and to develop their coordination, control, and movement. Children must be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **PERSONAL, SOCIAL & EMOTIONAL** involves helping children to develop a positive sense of themselves, and others; to form relationships and develop



respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own ability.

The four further specific areas of learning are:

- **LITERACY** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest
- **MATHEMATICS** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.
- **EXPRESSIVE ARTS and DESIGN** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design technology.
- **UNDERSTANDING of the WORLD** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

The children access the curriculum through practical experiences and structured play activities in both the indoor and outdoor environment. We also like to arrange visitors to come in and see us such as policemen, firemen, a veterinary nurse etc.

Your child's Learning Journey & sharing this with you!

Every child that enters Caterpillars (Nursery) will have their own Learning Journey. This is where we will keep examples of their work and observations recorded by staff members on their achievements. Staff take the time to work with and observe the children in order to recognise where we can support them next. This profile is a way of recording their development and learning during their time in Nursery. We encourage parents to contribute to this by writing down anything your child does at home or bringing in photos or drawings they have done at home, and sharing their great achievements! We are always open to parent queries and want to support you with your child's development and recognise that you know them best.

We update these at the end of each big term, and then share them with you at home giving you the opportunity to look through them together and give feedback to us.

Ways you could help your child before they start Nursery

We encourage our children to become as independent as possible. Children feel great satisfaction when they can begin to do things for themselves. Even if this means very basic skills such as putting their own coats or shoes on or helping themselves to a drink! We are always encouraging children to access their learning environment through play and this experience is the very first introduction to education and supporting them in becoming excited to learn and ready for school.



Principles of Learning in the Early Years Foundation Stage Play!

Children learn best by playing and exploring. This is fundamental to learning for all children in the Early Years Foundation Stage. We carefully plan activities to ensure children learn the most from them, but have maximum amount of enjoyment too. We plan our learning through the interests of the children. We also feature learning around cultural and calendar events and special events from home.

Children's Achievements

We aim to ensure all children are not only developing their confidence as learners but also to have a go and take risks as learners. We wish to instil into our children open inquiring minds, high self-esteem, great confidence and most importantly- to be happy learners. We often look for "Characteristics of Effective Learning" where children demonstrate their engagement, involvement and thinking too. These too lay great foundations towards school readiness.

Positive Behaviours for Learning & Rewards

We want children to have a positive attitude to coming to Caterpillars and being with other children. We recognise it is hard to be so young and be in such a social environment at times- especially when it comes to expectations such as sharing! Our job is to support children in this experience, offering them guidance and modelling positive behaviour. We aim is to share and feedback to parents. We also have the expectation that we will work together in supporting children to have a positive experience here in the Nursery. We reward children's behaviours in many different ways such as using our behaviour chart, certificates, stickers, assemblies and other systems that children find exciting!



Values



Forest School

We visit our Forest School site on a weekly basis with the children and all children will visit on a weekly basis during their time with us. Forest school is a great opportunity for children to escape the classroom environment, explore the world around them and engage in open ended play.

Safeguarding

Caterpillars are always alert to the care and needs of every child in our care and believe that every child has the right to be safe. Our first concern is always your child's welfare. Caterpillars will follow the school's Safeguarding Policy. Any safeguarding concerns, please report to **Annie Richards (Ladybird Leader)**. See Safeguarding policy. Please do not be offended if we ask you what happened if your child arrives with a visible injury. We may also ask you to complete a form. Our policies can be viewed on the school Website.

Health and First Aid

Please do not send your child to Caterpillars when he/she is unwell. If your child has any infectious disease they will not be able to attend nursery. **Children must not return to Caterpillars until a clear 48hours from the last bout of illness.** Please let us know if your child is unwell and won't be in for their session. We are able to administer medicine, however, all medication **must be prescribed by a doctor**, have the child's full name on and be in the original container. A medication form **MUST** be completed and all medication handed to a member of the schools office staff to ensure it is stored safely and correctly. See Medical Care Policy.

We record accidents and parents are asked to sign a copy. If any hospital treatment is required then parents are always contacted after the emergency services have been called. A First Aider is in attendance at all times.

