



Butterfly Room



Parents' Handbook

(Please note some information has been repeated from the Caterpillar Booklet for the benefit of parents whose children

Strawberry How Nursery School is a Private Day Nursery managed by Casey Turner

■ Introduction and Ethos

Our setting is the only private purpose-built Nursery in West Cumbria .The main Nursery was built in 2004 and the house was built in 2011. The link was built in 2016. They incorporate the higher safety features of a single storey building that enables ease of movement for our children to access outside spaces. The new Butterfly Room occupies a central position within the nursery and our children have safe access to the outside play spaces as well as the cover canopy.

The Nursery is managed by Miss Casey Turner. The management and organisation of Strawberry How Nursery attempts to offer a full educational experience for your child that is much more than simple "childcare".



We are highly regarded by Cumbria Education Services and many of our practices are seen as models that should be used by other nurseries in our area. Our Nursery Staff are employed full time and all are highly qualified. Our childcare adult to child ratios are higher than those recommended by Ofsted. We were rated as "Outstanding" in our 2013 and 2019 inspections, the inspector described our setting as exceptional. We are committed to providing the very best education with the best childcare. This handbook is designed to help you support your child when they move to the Butterfly Room. Please take the time to read the handbook and then if you want please talk to us about any further questions you may have.

Because we want to be absolutely professional we ask parents to refrain from including our staff as friends on their Facebook page.

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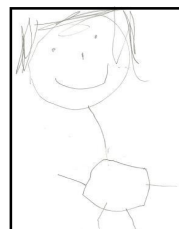
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Our Aims

■ We have tried to provide a 'home from home' environment which provides care for every child that comes to the nursery. Physical contact, emotional support and practical challenges are part of all our lives, and our nursery provides the children with a way to enjoy their days spent at the nursery.

We provide an environment where young children have space and freedom, noise and peace, opportunities to enjoy themselves, fulfil ambitions, try out new ideas and share friendships within a framework of care and support.

We are really proud of our nursery environment and we hope this handbook gives you a good feel for it.

Staff are dedicated to making your child's experience at nursery happy and fulfilling. Our nursery nurses are committed to providing a caring environment where high quality play and education are used to encourage your child's intellectual, physical, social and emotional development. We will:

- Provide a happy and secure learning environment in which to learn and play.
- Encourage children to develop their independence and maturity.
- Promote physical, social, moral, creative and intellectual development.
- Establish a partnership between home and nursery.



Our Curriculum

We are proud of our curriculum. We aim to offer a curriculum which builds on things the children already know and can do. It is based on the Foundation Stage Curriculum which includes seven main areas of learning. We have added greater variety that extend the requirements of the EYFS. We are specialists in this area and our children are exposed to a massive variety of experiences that are designed to extend learning.

The Prime Areas of Learning

■ Personal, Social and Emotional Development

- A caring, polite attitude to others is fostered at all times helping to develop positive relationships.
- Children are made aware of behaviour that is acceptable to others and are helped to manage their own feelings.
- Good self-confidence and self-awareness is built and nurtured continually.
- Independence increases as a child moves through the nursery.

■ Physical Development

- Children develop their physical confidence by using both the indoor and outdoor environments and by using large and small equipment.
- A child is encouraged to develop his/her manipulation skills by experiencing a wide range of materials.
- A positive attitude towards healthy eating and developing an active life is continually encouraged.



■ Communication and Language

- Children are helped to acquire appropriate skills and competence in speaking and listening.
- Children are helped to develop their understanding of language which is spoken to them.

■ **The Specific Areas of Learning** (an extension of the prime areas) **Literacy**

- Early skills in reading and writing are supported through play activities.
- Children are encouraged to develop their love of reading through singing nursery rhymes and listening to interesting stories.
- All these skills are successfully developed in other areas of learning.

■ **Mathematics**

- Children are helped to acquire practical mathematical understanding.
- Shape, space and measure are introduced through play.
- Children are encouraged to develop their understanding of positional and mathematical language.

■ **Understanding of the World**

- The child's own environment and experience is the key focus for developing understanding of their world.
- Encourage children to talk about people in their community.
- Children are given opportunities to develop their curiosity and interest in making things happen.
- Children are given the opportunity to play and explore Technology.

■ **Expressive Arts and Design**

- Children have an opportunity to develop their own imagination through art, music, drama, stories and play.
- The children are encouraged to explore a variety of everyday materials and different media to develop this learning.



■ The Characteristics of Learning (learning through play)

Taking into account recent educational research, we offer a Curriculum, which is based on children learning through planned and self-initiated purposeful play-based activities. This allows children to become confident learners;

a) By playing and exploring (being engaged),
b) By active investigating learning (being motivated) and
c) By creating and thinking critically (becoming a thinker). Children learn at their own pace through valuable first hand experiences. We provide learning opportunities through:

- Sand—texture, sorting and matching
- Water—floating, sinking and volume
- Malleable Materials—observing, manipulating and changing substances
- Painting—fine and gross motor control, colour mixing and experimentation
- Music—listening and exploring
- Construction—building, selecting and arranging
- Small-World—imagination and sharing
- Role-Play—imagination, creativity, speaking and listening
- Mark-Making—fine motor control, co-ordination and communication
- Story—sequencing, narrating, left to right orientation
- Outdoors—co-ordination, communication, exploring and movement
- ICT—hand-eye coordination, mouse control, investigation

These areas are available throughout the day in the Butterfly Room, canopy and playground.



■ Educational Visits

We believe that it is very important for children to have the opportunity to experience 'real things'. This is a notion that is central to our nursery. We are blessed with a great location so we try our best to use it. To this end, the staff arrange a variety of trips for the children and these visits are designed and risk assessed specifically for the age of the children concerned.

- When they are very young, the first trip involves a visit to the local park and post box.
- As they grow older the children walk to the local supermarket and shops.
- Later in the Squirrels, the children visit the local opticians, dentist and health centre with trips further afield involving a journey in a minibus to a local farm. Our oldest children take a coach trip even further to Mawbray beach, Crummock, The Lake District Wild Life Park, Whinlatter and the Aquarium. You can see these locations on the website.

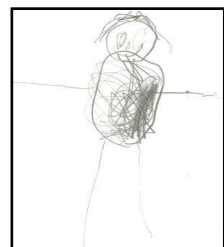


**Firemen
and Fire
Engine**
The
children
loved
climbing in
the fire
engine.



**Jasmine Barnes
NVQ 3**

**Caitlin Parr
Foundation
Degree**



■ Visitors to Nursery

Although we provide many opportunities for the children to go on educational trips we also encourage local people who help in the community to visit the nursery. We invite people involved in the local community services to the nursery to talk about the things they do to help both children and their adults.



Police PC Jones came to the Butterfly Room to talk about how she looks after boys and girls in Cockermouth.



Our local **Postman** showed the boys and girls inside his post van to see all the parcels and letters he has to deliver around town.

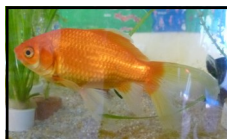


Zoolab The children were able to see and touch some wonderful exotic creatures from the Rain Forest. There were snakes, lizards, beetles and frogs to mention but a few.

Animals in the Strawberry How Nursery School



Zebra Finches



Incubator Chicks



Gerbils



Stick Insects

■ Curriculum Planning for the Butterfly Room

Curriculum planning is a continual process and we strive to improve the experiences that we offer the children by incorporating structured themes together with the children's own interests. The broad outline areas are indicated below and this planning will also take into account topical changes throughout the year.

Autumn	Food Week Sensory Week Special Week	Halloween Fireworks Space
	Book Week Autumn Investigation	Landscapes Music and Movement Winter
Winter	Christmas Activities Christmas Party	All Around the World Opposites Winter and Ice Week
	Toys All about Me Babies	Love Week Nursery Rhymes Colours
Spring	Sense Giants Book Week	Easter Wild Animals Big Cook, Little Cook
	Animal Week Daffodils Spring	People Who Help Us Book Week Building & Construction
Summer	Gardens and Flowers Motion Week Old Macdonald had a Farm	Sports Week Minibeasts Book Week Cockermouth and Shops
	Rumble in the Jungle Messy Play Summer and Holidays	Transport Art Attack Boats Under the Sea & Pirates

The planning can be found after login on the nursery website. Our short term planning is updated fortnightly and parents are welcome to read about the activities designed for the children. Our 6 week planning cycles are on the website and posted in the porch. There is a Parents' Meeting held once a year for all the children, to discuss their progress and a special 2 Year report and meeting is held around a child's second birthday.





Inside and Outdoor Play

We have created a secure outdoor play area with creative and stimulating play equipment. This development has been carefully designed to promote and develop both positive, free and structured play in the fresh air. This area includes an aviary, play house, shop, den, a castle with a tunnel system underneath, a sandpit, raised beds, a green house and a large canopy. Our children grow peas, strawberries, raspberries and tomatoes. We also have a variety of "smelly" herbs including rosemary and mint.



Strawberry How Nursery School Upgraded Physical Security April 2018

 Entrance Cameras

 Locked gates

 Fob Entry Security Doors

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 Entrance Cameras
 Locked gates
 Fob Entry Security Doors

12 March 2018

Doors (NB A-C, D-F to be installed April 2018)	Cameras (NB 1-5, 6-8 to be installed April 2018)
A Main Entrance Fob	1. Porch
B Inner Door Fob	2. Main Lobby
C Canopy right Fob	3. Nursery Front Left
D Canopy left Fob	4. Nursery Front Right
E Caterpillar Entrance Fob	5. Main Playground Entrance
F Dining Room Entrance Fob	6. Dining Room Entrance
	7. Canopy Right Door
	8. Canopy Left Door
	9. Dining Room
	10. Caterpillar Lobby
	11. Caterpillar Entrance
	12. Dining Room Entrance

Doors (NB A C D
A Main Entrance
B Inner Door Fob
C Canopy right Fob
D Canopy Left Fob
E Caterpillar Entrance
F Dining Rm Entrance

12 March 2018





■ Preparing your Child for the Butterflies

We want your child to 'feel at home' in our Butterfly Room and to enjoy the caring and exciting learning environment. Some children are very confident when starting in the Butterfly Room, while others may take a little longer to settle. Before moving to the Butterfly Room, your child will have two Taster Sessions where he/she will get to know the staff, new surroundings and meet new friends. Your child's new Room Leader will arrange a telephone appointment with you for the day of the first Taster to discuss your child's transition. At this time, you will be asked to complete a transition questionnaire, giving as much detail as possible to make the transition easier.

■ Main Changes between the Caterpillars and Butterflies

We provide healthy morning and afternoon snacks each day. We follow a seasonal snack menu and this is posted on our website under Nursery Meals and in the entrance porch. At 3.45pm we have a Tea Time. We provide tea.

- We don't really want to store bags—we would rather use our storage space for toys.
- You do not need to send a bag with foodstuffs, we provide breakfast, morning snack, lunch comes from Lorton School, afternoon snack and tea.
- You do not need to send drinks. We provide Milk and Water throughout the day. Please do not provide individual cups.
- Please label all of your child's clothes to help us return them to you.
- Rather than bringing nappies everyday please provide a bulk at a time. We will pass a note to you when we need some more.
- We have a collection of spare clothes and you only need to provide spare clothes during toilet training.
- After lunch, your child can take a nap. We provide sleep mats, blankets and cushions. Should your child feel sleepy, there will always be an opportunity to take a nap.

■ Sample Daily Routine

Amelia Tew
Apprentice



07.30-08.45	Breakfast
07.30-09.00	Welcome child-initiated play
09.00-10.00	Planned activity and child-initiated play
10.00-11.40	Child-initiated play and rolling snack
11.40-12.00	Focused planned Literacy Activities
12.00-12.30	Lunch time in Dining Room
12.30-1.00	Playtime, brushing teeth and Little Butterflies sleep time
01.00-1.30	Sleep time, child-initiated play, walk, playground
01.30-1.45	Focused planned Numeracy Activities
01.45-3.00	Child initiated play and rolling snack
03.00-3.15	Makaton, Songs and Story Time
03.15-3.45	PE, Movement & Dance and play
03.45-4.00	Tea time in Dining Room
04.00-6.00	Child-initiated play, canopy, playground

Changing nappies takes place at scheduled times (also throughout the day when needed). Activities are designed to promote interest, curiosity, exploration and the spirit of adventure. We encourage children to be independent learners happy to discover the world around them by providing safe and secure environments.

At our Nursery, we know that you understand your child very well and are 'in tune' with their development and changes. We therefore ask to be informed if there are any changes in your child's routines as soon as possible to allow staff to adjust routines in the nursery to match your child's continual development.



While the children are in our Nursery, they are given the opportunity to experience a diverse array of activities to expand their experiences and develop their knowledge of the world around them. They also have a chance to play constructively with their friends and develop the social skills needed throughout their life.



■ Taster Session

If your child is moving from the Caterpillar Room, we will contact you to arrange a transition meeting to talk about the changes and we will organise Taster Sessions in-house. If your child is new, we will contact you to arrange a taster session(s). During the meeting or at the time of the first taster, parents will be given a questionnaire and asked to provide the Nursery staff with as much information about their child as possible to help their child to settle into the Butterfly Room. Detailed information about their child's routines and eating habits provide the staff with very useful information to assist them in following routines at home. Other information includes:

- Allergies
- Rests after eating
- Special likes and dislikes
- Special medication

The staff make a record of all that was eaten throughout the day and this information is passed on to parents at the end of the day. Please note that while our nursery aspires to be "nut free" we cannot guarantee this because some purchased food products are prepared in environments that use nuts.

Sample Snack Menu Early Winter (#7 of 8 menus)

	Break fast	Morning Snack	Lunch	Afternoon Snack	Tea
Monday	Break fast	Croissant and black currant jam	Lorton Lunch	Oranges, Apples and raisins	Warm Cheese and tomato pizza
Tuesday	Break fast	Pancakes and banana slices	Lorton Lunch	Satsumas and raisins	Cottage Pie
Wednesday	Break fast	Toast with honey	Lorton Lunch	Kiwi fruits, pears and Honey Dew Melon	Fish fingers and spaghetti hoops
Thursday	Break fast	Crumpet and low fat spread and honey	Lorton Lunch	Pineapple and cheese slices	Baked beans and tomato slices on toast
Friday	Break fast	Brioche and thin apple slices	Lorton Lunch	Oranges, Apples and raisins	Lasagne and peas

■ Sleep Routines

Our younger Butterflies may still require a sleep during the day and this generally occurs after lunch. The children go to sleep on special mats in the Sleep Room and a member of staff is on hand to see that everything is fine. As a child wakes up, the time is recorded on the sleep chart. This information is passed on to parents when they come to collect their child.

■ Administration of Medication

On the Nursery registration form, we ask parents to give us permission to administer medication, i.e. Calpol or Sudocrem for slight skin irritation. The staff will only administer prescribed medicine after parents have signed a special 'Administration of Medicine' form to ensure that all instructions have been given to the Nursery Nurses. The Nursery asks to be informed if your child's medical situation changes after completing our initial registration form.

■ Ratios for Staff and Children

At all times we ensure that our staff/child ratios are above the Ofsted guidelines. To maintain this level of care, we ask parents to inform us of any changes to their child's registered attendance before the 15th of each month for the following month in order that we can allocate staff their hours and provide the children with quality care of the highest level at all times. The Nursery is unable to swap days within a month once these hours have been booked.

■ Key Person

While each Nursery Nurse must know the individual needs of all children, each child is given a 'Key Person' who is there to take special responsibility for their care, learning and well-being. The Key Person also compiles a special progress record for parents to track their child's progress whilst in Nursery. Parents are welcome to view their individual record on Tapestry (our online assessment app) and are also encouraged to add contributions to their child's record using their login to upload videos, pictures and text.



■ Tapestry



Our Butterfly Room staff will use the online Tapestry - Learning Journal to gather together daily information about our children. Essentially, this enhances the feedback

offered through our Facebook page.



This is made available online.

Sample of 6 week Thematic Planning Sheet available on the website after parental log in.

Outline Plan Butterfly Room					Home Activity
31.10.16	 Ugly Bug Ball Come dressed in your spookiest outfit ready to take part in some fun games ... AS	 Straw Firework Pictures Grab a straw dip it in paint then blow the paint to create exploding fireworks all over the page EM	Hand Print Bonfire Let's paint our hands to create the blazing bonfire and add real twigs to the wooden base ST	Firework Printing Pictures Dip kitchen roll tubes slice half way up in paint, then print onto the paper to create your own colourful fireworks display MC	Chocolate Sparklers Dip our chocolate biscuits into sprinkles to create a fun and delicious treat to enjoy for snack VT
07.11.16	Special Hat Day Fedora, helmet, cap or fez take your pick. Which one will you choose to model down the catwalk? MC	Special Photo Booth Day Grab a moustache, feather boa, funky glasses and more to take silly snaps with your friends VT	Special Shoe and Bag Day Let's spend the day trying on different shoes and bags to see what its like to walk in someone (much bigger) shoes EM	Remembrance Poppies Using cake cases and art straws to create our remembrance poppies ST	Special Ball Day Let's have a super fun and bouncy day playing with all types of balls EO
14.11.16	Frozen Herbs and Flower Investigation - Let's investigate how the ice has frozen the flowers in place then using salt water to free the beautiful flowers and herbs ST	Ice Paper Painting Using a small sheet of ice and paints to create colour blending art work EO	Ice Boat Racing Design a flag, stick it to a frozen boat then the race is on to see who crosses the finish line first MC	Painting with Paintsicles Using frozen paint on lollypop sticks to create wonderful colourful patterns VT	Try freezing some paint into cubes to create chilly pieces of art
21.11.16	Paper Snowflakes Snip some shapes out and add some glitter to create wonderful snowflakes for our Winter Display EM	Frosty Walk Let's venture out and see beautiful frost patterns and hear the leaves crunch underneath our feet as we explore ST	Winter Snowman Biscuits Using digestives, icing and marshmallows to make a delicious winter treat MC	Frosty Walk Let's venture out and see beautiful frost patterns and hear the leaves crunch underneath our feet as we explore EO	Shivery Snow Paint Adding shaving foam, glue and glitter together to create puffy paint to make a wonderful winter scene VT
28.11.16	Rainbow Calendar Handprinting a rainbow to make a wonderful calendar to enjoy all next year ST	Christmas Tree Decoration Using green salt dough to cut out the tree and add colourful fingerprint baubles as the finishing touch VT	Snowmen in the Starry Night Christmas Card Finger print snowmen pals enjoying a snow shower underneath the starry sky EM	Santa and His Reindeer Hot Chocolate Treat Use this treat for Santa on Christmas morning keep him warm after delivering all of the presents MC	Rainbow Calendar Handprinting a rainbow to make a wonderful calendar to enjoy all next year EO
05.12.16	Christmas Tree Decoration Using green salt dough to cut out the tree and add colourful fingerprint baubles as the finishing touch ST	Snowmen in the Starry Night Christmas Card Finger print snowmen pals enjoying a snow shower underneath the starry sky VT	Santa and His Reindeer Hot Chocolate Treat Use this treat for Santa on Christmas Eve to keep him warm after delivering all of the presents EM	Rainbow Calendar Handprinting a rainbow to make a wonderful calendar to enjoy all next year MC	Christmas Tree Decoration Using green salt dough to cut out the tree and add colourful fingerprint baubles as the finishing touch EO
					Sing Christmas songs while making decorations for your tree
					Decorate your Christmas tree, help by adding baubles, tinsel and the tree topper

■ Collection of Children and Password

The Nursery staff will only hand over a child to a known adult. If a member of staff does not know the person, they will ask them to wait at the door until they have got confirmation that they have the authority to collect the child. In the case of an emergency and a parent is unable to collect their child and they send an unknown person in their place, that person **must** know the special password, given to us by the parents during the registration process.

■ Website and Login

We have a comprehensive website which is designed to give parents detailed information about our Nursery. It also keeps parents up to date with Nursery developments. Each family is given a parental login to give them access to our 'Secure Pages' that are not viewed by the general public. We post the following weeks lunch menu (from Lorton School) each Friday on the website. You will also find the seasonal snack menu (there are 8 throughout the year) along with lists of snack menu and lunch menu allergens. The six weekly thematic plans are also placed in the secure section.

■ Facebook

We regularly post comments and photographs relating to activities that we've previously outlined in the thematic planning. This has proved to be a great success with grandparents around the world getting access. Our Facebook page is a "secret" page which is the highest security setting.

■ Newsletters

We add a newsletter to our website each month. This newsletter gives parents information about activities which have taken place at nursery together with forthcoming events. There are lots of photographs of the play and learning activities. Permission slips for the Photographer or for visits and trips are also included in the newsletter.



The Library and Storytellers

We have links with the library and a story teller visits us in the year. We constantly update and replenish our picture and story books in the Butterfly Room.



■ Ted Bear and Charlie's Adventures



In the Butterfly Room, the children have a number of special teddy bears. When a child goes on holiday, has a special event at the weekend or simply wants a friend to come over and play, they can take Ted Bear or Charlie home with them. Mums and Dads record all the adventures by taking photographs to show where Ted or Charlie has been and they put them in their special book. If you would like to take one of the bears home with you please ask a Nursery Nurse to arrange a visit.





**All Year Wrap Around
Quality Education and Care**

Strawberry How Nursery School
is open from 7.30am - 6.00pm
Monday to Friday
50 weeks of the year.

We are closed on Bank Holidays and for a week
between Christmas and the New Year.