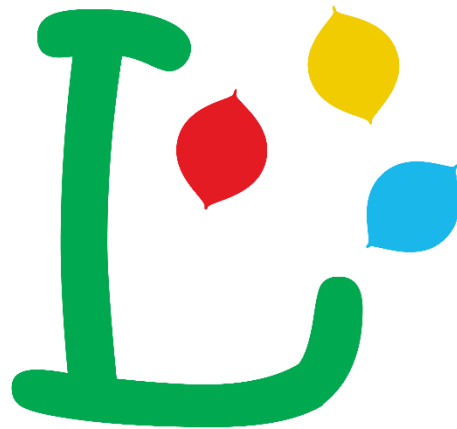


# Lime Tree Nursery



## Welcome Pack

Heathfied Road

Handsworth

B19 1HJ

Tel: 0121 809 2555

@: [enquiry@lime-tree-nursery.co.uk](mailto:enquiry@lime-tree-nursery.co.uk)

W: [www.lime-tree-nursery.co.uk](http://www.lime-tree-nursery.co.uk)

## **Welcome to Lime Tree Nursery**

Firstly, we would like to welcome you to Lime Tree Nursery. We hope your child enjoys their nursery journey here with us at Lime Tree. We look forward to watching them to learn and grow and most importantly to have lots of fun in a caring and safe environment.

Our welcome pack is provided to help you and your child to settle in at Lime Tree Nursery. We understand that this can be a difficult time for parents and children, and we would like to support you and your child as much as possible. We hope you find this information helpful. Should you have any further questions or would like to discuss anything further, then please do not hesitate to speak to a member of the nursery team where we will be happy to help.

### **Staff**

Lime Tree Nursery have a fantastic team of Nursery Practitioners who are passionate, committed, caring and have a loving approach to childcare which is clear in the relationship between the children and staff. We ensure all staff within the setting are in receipt of an enhanced DBS check and are trained in safeguarding and hold a first aid qualification.

Our staffing ratio in the nursery is as following:

0 - 2 years: 1 carer per 3 children

2 - 3 years: 1 carer per 5 children

3 - 5 years: 1 carer per 8 children

## Our Opening Times



8.00am – 6.00pm  
Includes Breakfast, All  
Snacks and Meals



8.00am – 1.00pm  
Includes Breakfast,  
Morning Snack and Lunch



1.00am – 6.00pm  
Includes Afternoon Snack  
and Lunch

We are open for 52 weeks of the year (except for bank holidays and inset days)

## Early Years Funding

We offer 2, 3 & 4 year old funding for eligible children

Please visit Childcare Choices to find out more about your eligibility

[Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

## Settling in Sessions

Here at Lime Tree Nursery, we aim to ensure every child's start is calm and enjoyable. We have qualified staff in place to ensure we are able to tailor to each individual child and family. We offer 3 settling in sessions to help your child become familiar with their new environment where we aim to help every child settle in well into the Nursery, to ensure they are well prepared for their full sessions.

### **First Settling in Session**



You will be invited visit the nursery for a settling session, where you will be able to stay and do activities with your child. As well as having the opportunity to talk to our staff about your child's routines and anything else you feel is important to share. For the first sessions we advise parents to fill out our 'All About Me' form to help staff members familiarise themselves with your child and help build a strong bond.

### **Second Settling in Session**



During the second and third settling session, we advise parents to leave their children at nursery with their key person. During these settling sessions, staff will help your child to get used to their new surroundings, allow them to explore the nursery and help build their confidence to prepare them for their full sessions.

### **Third Settling in Session**



During the third session, we aim to understand your child's routine, likes and dislikes, their favourite story, activities which they like to do and how they like to be comforted. During the visits, you will be introduced to your child's key person. This person will be your main point of contact and will look after all your child's care and learning needs. Your child will be well looked after by all members of the team, however your key person will keep a close eye on your child's progress.

## **Early Years Foundation Stage (EYFS)**

The nursery offers a stimulating and enriching environment for all age groups giving children the best learning opportunities and experience to help each child reach their full potential.

The EYFS works towards the 7 Areas of Learning and Development to ensure a smooth transition from Nursery to school, whilst building an effective partnership with parents.

### **The Areas of Development are:**

- Communication and Language
  - Physical Development
- Personal, Social and Emotional Development
  - Literacy
  - Mathematics
- Understanding the World
- Expressive Arts and Design

For more information visit our website: [www.lime-tree-nursery.co.uk/eyfs/](http://www.lime-tree-nursery.co.uk/eyfs/)

## **EyLog**

EyLog (Early Years Log) is the app that we use within the nursery to record children's observations, assess their development and share information with parents on a daily basis. We will share photos with you in your child's learning journey, and hope that you will also share photos and observations with us that your child has done at home or during a holiday or family event/celebration. You will receive a notification when an observation is published so you can be kept up to date with your child's learning.



## **Birthday Celebrations**

The nursery celebrates birthdays. It is optional whether parents/carers wish to bring a cake to be shared between all the children attending on that day (cakes must be shop bought in order for staff to check all ingredients used and make arrangements for children with allergies). Please ensure that cakes do not contain any traces of meat/fish/nut/egg.



## **Clothing**

Can you please provide your child with a bag with 2 complete sets of change of clothes. It is an essential component of educative play that children are able to enjoy art and craft activities with, for example, glue, paste, paint, sand, water, etc. Inevitably children will transfer some of these materials to themselves and their clothing. We attempt, whenever possible, to purchase glue, paste and paint which are "washable", but in practice not everything is washable off all clothing materials. Parents should therefore dress their children with this in mind. The Nursery will accept no liability for clothing damaged while the child is at the nursery. Please ensure that your child does not wear any forms of jewellery at nursery.

## **Parental / Carer involvement**

At Lime Tree Nursery we recognise and support parents as their child's first and most important educators, and to welcome them into the life of the nursery.

Our aim is to develop an honest, open and supportive relationship with you which complements life in your home. We are very aware of our influence as role models for your child and without your extensive knowledge of your child we would not be able to enhance your child's development. Nursery staff and management are always available to discuss your child and their development.

## Ways in which we communicate with Parent's

**Daily Diary.** Keeping parents updated on the day to day running of the nursery and their child's activities, including meals, nappy changes, sleep times, etc.

**Key Person.** As part of this developing relationship with the setting your child will be allocated a key person, this will enable you to have a direct member of staff to talk to and put forward any questions or concerns you may have.

**Newsletters.** Keeping parents updated on what has been happening at nursery and plans for the future.

**Parent questionnaires.** Inviting parents to give their honest opinion about the service we provide and an opportunity to share their comments and ideas for improvement.

**Coffee Morning/Parents Day.** This is an opportunity to meet with your child's key person. You will be able to see the progress your child is making through their own personal learning journey, which includes observations made by staff, photo evidence and work products.

**Information and Records on the Children.** You will be made aware of what information is kept on your child and who is able to access that information.

**Complaints Policy.** The nursery has a procedure for parents to follow in the event of a complaint.

**Workshops.** We invite parents in to join in with activities and to have fun with their child this helps parents to get a good insight on what their children enjoy doing at nursery.

## Helping Your Child to Settle into Nursery

These are some things you can do to help your child settle and to help yourself feel reassured.



### On the first few days:

- Your Child will be allocated a key person who will be especially looking out for your child's needs, you may also want to talk to them about your child.
- Speak to a member of staff/key person about your child's interests at home. The staff will try and bring some of these interests into the nursery to make your child feel more comfortable.
- Fill in the 'All About Me' sheet and bring it to your child's settling in session.
- Leaving an upset child can be difficult. You are welcome to stay to support your child to settle if you feel you need to, however in our experience children cope better when parents leave sooner.
- If your worried that your child is not settling, you can call the nursery during the day for an update how they are.
- A staff member will take photos and write a summary of your child's first day at nursery which will be sent to you on the eyLog.
- You will receive feedback at the end of your child's session about how their day was and what they enjoyed doing.

### At home:

- Before your child starts nursery, you may want to attend stay and play sessions to get your child used to an environment with new children and adults.
- Talk to your child about what has been happening at nursery and what they enjoyed.
- Talk about what they would like to do at nursery, you can share this with the nursery staff.



## **Personal Property:**

Children should not bring sweets/food items or valuables to the nursery (e.g. jewellery, toys etc), since staff cannot be held responsible for any personal belongings being lost or damaged.



We hope that you and your child settle into Lime Tree Nursery well and that your child has lots of fun whilst learning and growing. We look forward to sharing this journey with you.

Lime Tree Nursery

March 2021