

Keele University Day Nursery

Children's Room Routine - Rabbit & Dormouse

8.00am	Children start to arrive at nursery. (CL, PSED) A variety of toys are available from the morning play plan (EAD, M, L, CL, UW, PD, PSED)
9.25am	Sit down at tables for toast and fruit and milk/water. Hands and faces washed. (PSED, PD, CL)
9.45am	Toys/activities taken from next steps/planning/child interests. Can also include walks, creative/messy activities. (EAD, M, CL, L, PD, PSED) Nappies changed (PSED, PD, CL)
11.30am	Lunch. (PSED, CL, PD)
12.00pm	After lunch wash hands and faces. (PSED, PD)
12.15pm	Sleep time. (PSED, PD)
12.30pm	Morning session ends. Nappies changed as the children wake, then have a drink of water. (PSED, PD, CL)
1.30pm	Afternoon session starts.
2.00pm	Walk or creative/messy activities. (PD, UW, CL, EAD)
3.00pm	Snack time, then hands and faces washed. (CL, PSED, PD)
3.25pm	Change of toys throughout room. (EAD, M, L, CL, UW, PD, PSED)
4.00pm	Nappies changed. (PSED, PD, CL)
Onwards	 Children start to go home. (PSED, CL)
6.00pm	Nursery closes.

Rabbit & Dormouse Room

Information for parents...

The staff in the room are.....who is the room leader and

.....

During your child's time in this room their key person will be.....

(Please note that where possible the key person is determined by individual bonds and attachments that are formed, therefore a key person may not have been allocated)

Included with this sheet is:

- The children's daily routine
- Menu
- Partnership with Parents information
- All about me at home

Below is useful information about the room that you may find helpful.

The nursery has a milk kitchen which contains a fridge for breast/formula milk that is provided from home, this will be stored in a named allocated space. A freezer is also available for storage of breastmilk.

The children have their nappies changed a minimum of three times per day. Please note that if your child runs out then they will borrow from others or nursery spares, which will be replaced as soon as you replenish your stock.

Each child has their own dummy pot that is sterilized regularly and a named drawer, which can have spare clothes in for your child.

Please feel free to use the pram store that is situated outside the main entrance, this is for your car seats, prams and pushchairs. Unfortunately, space is limited so it would be a great help if you could collapse them before you put them away.

Throughout your child's time in the rabbit & dormouse room we will be monitoring their development through observation and assessment. We record this information in the child's learning journey, which includes examples of their artwork, pictures, photographs, details observations and most importantly 'spontaneous magic moments' that are recorded as a keepsake for when they leave.

We like to make the most of our beautiful surroundings therefore we go out for walks as often as possible (weather permitting). Could you please ensure that your child has suitable clothing for all weather occasions, these can be put in the child's named tray.

Your child's key person will be responsible for planning adult focus and child choice activities through their own personal interests, identifying the next steps to move their learning forward.

These activities are planned around the curriculum guidance for the Early Years Foundation Stage. These are broken down into 3 prime areas, 4 specific.

- Personal, Social and Emotional development (PSED)
- Communication, Language (CL)
- Mathematics (M)
- Understanding of the World (UW)
- Expressive arts and design (EAD)
- Physical development (PD)
- Literacy (L)

Throughout their time in the room children are given every opportunity and encouragement to achieve their developmental goals. When they are nearly ready to move rooms we encourage them to be more independent, such as: drinking from a beaker, beginning to attempt to feed themselves etc.

We have many forms of feeding back daily information to parents, such as:

Daily record book - which contains information about how much your children has eaten, drank, slept and activities they have done throughout the day, along with any notes including if they're running low on nappies/wipes.

Key Person Display - Photographs of the key person and their key group is displayed for each room, with details of whose planning it is for that week. Planning is available for parents to see if they wish to do so.

Links from home to nursery - this is an informal way for parents to feedback information to staff or achievements, reaching milestones, events and news that have happened at home, written by you. We also send learning goals home for you to star and highlight to help inform us for our planning

We ask all parents to provide photographs of their family and pets as part of celebrating and valuing each child's life. If you could bring them in when your child starts in the room this would be very much appreciated. The photographs will be displayed in the room so please feel free to spend a little time viewing them.

Although we have a variety of ways of communicating at Keele we feel the best form of information sharing is a one to one conversation. Please feel free to ask a member of staff for feedback on your child, or if you have any questions, problems or queries do not hesitate in speaking to a member of staff in the room.

We hope that your child will enjoy their time in our room and progress well onto their next stage of development.