



WELCOME TO OUR BABY ROOM

Dear Parents,

Welcome to our baby room, a cosy and nurturing environment for your little one. At Monkey Puzzle we believe that nursery should feel like a home from home for your child, we understand that children need to feel a sense of security and belonging when they are away from their parents. We make certain that all our babies feel happy, secure, and safe within their environment. Babies are encouraged to develop confidence, independence, and individuality within a secure, healthy, and stimulating environment. Trained staff have a real bond with the babies in their care.

Key to successful transition within the setting is the nursery's focus on building good relationships between staff and children through their 'positive attachment approach'. We aim to set up an outstanding key person system where the practitioners build a strong relationship that promotes children's wellbeing. This ensures that children develop strong, secure attachments early in their care and receive consistently high levels of support always.

Approximately twice per term your child will be our focus child and you will receive a written update on their learning and development, before your child's focus week we will obtain your input and ask you to tell us if they have any new interests, if they are beginning to learn new skills or if you have any aspirations for their focus week. At the end of the week, you will receive a write up of some of the learning for that week and how you can extend this at home.

We use Famly to share this learning along with updates such as nappies, sleeps, meals, and photos throughout the day. Parents can comment on events and start chats with practitioners keeping modes of communication open to ensure your child's day runs smoothly.

Please take a moment to read the information we provide to put your mind at ease about your baby starting with us.

We look forward to seeing you soon, in the meantime if you have any questions please feel free to contact the office.

Kind Regards,

The Baby Room Team

MEET THE TEAM



Swati Naidu
Managing Director



Amy O'Connell
Area Manager



Sarah Burgess
Manager



Molly Kerrigan
Deputy Manager

MANAGEMENT



Connie Costelloe
Baby Room Leader



Amy Davies
Baby Room Practitioner



Danielle Staines
Baby Room Practitioner



Thilini Palihawadana
Arachchige
Baby Room Practitioner



Ozlum Oguzca
Baby Room Practitioner



Zoe Church
Baby Room Practitioner

BABY ROOM STAFF

Things you should know

- Nappies and wipes are included in the price, we also provide Sudocrem
- Aptamil 1 formula milk is also provided by the nursery, if your baby has any other formula milk, we ask you to provide this, this can either stay at nursery or travel between nursery and home, we do ask that parents label the box and write the date that the box was opened.
- Parents need to supply one named bottle if your child is having a bottle of milk with us throughout the day.
- We provide sun cream
- In the winter months we ask that all children have adequate clothing such as hats, scarves, and gloves as we like to go out in all weather.
- Wellies and puddle suits are also mandatory.
- Parents also need to provide a backpack with spare, labelled clothes which you don't mind getting dirty or ruined.
- All food and drink are prepared on site, please do not let your child come in with any food or drink as they will become upset when it is taken away, we do this to safeguard our children with allergies.
- Children get a peg in which to hang their belongings, due to limited space we ask that all belongings on pegs go home at the end of the day.
- After your child's home visit, you will receive an email inviting you to join Family, this can be downloaded from all app stores and is where your child's nappies, sleeps, meals, and observations are published.
- If your child has an accident at nursery this will be reported to you at pick up and an accident form will need to be signed electronically, parents can view this from their Family app, this is the same for an incident of behaviour.
- If your child has an accident at home and comes in with a mark or bruise, we will ask you to electronically write an at home injury form, again parents can view this from their Family app, and a copy is held on file.
- We must have prior permission and notification if someone different is collecting your child from nursery. Collection forms are filled out during settle sessions and collection photos are emailed prior to start date and kept on file. If you need to update these please contact the nursery for a new form. In an emergency someone not on the list is able to collect if their photos are sent over in an email with written permission and they can provide a password. If the nursery is unsure a phone call will be made to parents
- The only non-prescribed medication we provide is Calpol and that is only if a child has a temperature of 38 or above, if you would like your child to have any other infant suspension medication due to a temperature, please give it to the staff with the child's name on. We will ring and confirm before giving the child Calpol, if we are unable to reach anyone then provided the child has been at nursery for 4 hours and as per permission forms then we will give the child Calpol. Prescribed medication is also permitted provided a medication form is filled out in the morning and a prescription label is in place. All medicine must be in its original packaging.
- Changes to allergy and dietary requirements require written permission.
- Parents will be contacted if the child has an accident that requires outside medical attention. We will call an ambulance if the child requires immediate medical treatment. This decision is at the discretion of the management team.

To Do List:

- Email collection photos to manager@monkeypuzzlebishopsstortford.co.uk
- Label nursery clothes, coats and shoes
- Download Famly from the app store

To Bring List:

- Backpack with spare clothes
- Any other formula milk
- Named bottle
- Birth certificate (so nursery can take a copy)
- Weather appropriate clothes
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Improving the Nursery in Partnership with Parents

We firmly believe in partnership working with parents and carers and are always striving to improve our service. We always like to receive feedback no matter how small. Please email any feedback you may have to manager@monkeypuzzlebishopsstortford.co.uk

Parent questionnaires are also emailed frequently, we understand that some of our parents are very busy, but we ask you to take a few moments to complete these to help us enhance our practises.