



Dear Parents/Carers and children -

Thank you for choosing Woodbridge Day Nursery for your child from September 2021

We are very much looking forward to you joining us on our new adventure !

We would just like you to know a bit more about how our sessions work and also what we have to offer.

First of all meet the Woodbridge Day Nursery team -

Our Manager is Kerry Steff who is also our SENDCo and our Deputy Manager is Billie Hartill

Our Safeguarding officer is Mandy Fisk and our Safeguarding Deputy is Becky Fisk

Our childcare practitioners are – Hayley Marshall, Tanya Watling, Susan Mytton and Victoria Rose

Our bank staff are Joanna Read and Tamzin Broyd

Our Committee consists of – Peter Matthews (Director) Mary Crouch and Gail Ratcliffe

Our accountant is Carissa Wyatt

September 2021 is the beginning of a new chapter for all of us, we are very grateful to be given the opportunity to be able to offer central Woodbridge a setting that offers full day care for children in the area.

As a team we have many years of experience and knowledge, we pride ourselves on knowing our children very well and using our bonds with them to help them reach their full potential, each child is assigned a key worker within their first two weeks with us, we like the children to get to know us all first and their key worker will be the staff member that your child has bonded with the most.

For our existing families there will be a few changes from September -

We will now be using our front door from September, please ring the doorbell on arrival at sessions before 9am and /or on collection from sessions after 4pm and a staff member will be with you as soon as possible.

For all Pre school sessions (9am-12pm and 12pm-3pm) please wait at the front of the building until staff let your child in or let them out, all children will be able to keep their coats/bags on a named peg in the reception area, if your child has a packed lunch then please give this to a staff member to put into the fridge.

You are welcome to leave pushchairs/bikes and scooters at the front of the building but we cannot accommodate these inside unfortunately.

We encourage mainly free play within our sessions, this includes access to our outside space, we have a different planned activity within each area every day and we plan our activities using what the children in our care are interested in and what we know they need to learn or experience.

Our main focus is helping children develop their Personal, social and emotional development, learning to share, becoming more confident and independent, discovering empathy, developing resilience and most importantly learning to develop friendships, to be happy and to have lots and lots of fun !!

We have many areas of learning at Woodbridge Day Nursery and all areas will be receiving a makeover over the Summer holidays – pictures will be added onto our new website once completed, the areas we will have are as follows -

- Literacy/Writing/Phonics
- Science and Investigation
- Home corner
- Reading/Cosy corner
- Mathematics
- Construction
- Sensory/Sand/Water
- Art and Design
- Nature garden/allotment
- Large outdoor play area
- Small world

We currently use Tapestry for the children's learning journeys, Tapestry is an online platform for us to use pictures and observations of what the children have been doing to assess their development, this is available for Parents to see and also to add to themselves, we love to know what the children have been doing at home and to know places they have been or family gatherings/celebrations they have had, this allows us to create great conversations with the children about their home experiences, Tapestry is also a brilliant way to see what the children's next steps and observations need to be to help them develop further, if you are new to us you will receive an activation email before your child starts and you can have a look at the format and fill in the about me section so we can learn more about your child before September arrives.

Please remember to send a bag with your child each day, their bag needs to have spare clothes/underwear and nappies and wipes if applicable, we can only apply nappy cream and/or sun cream if it is in your child's bag and if it has their name on, also please do not send your child in their best clothes as we do like to get very, very messy !!

Drinks are always available throughout the day, but if your child would prefer their own cup or beaker then they are welcome to bring it each day or keep a spare one here.

Children are welcome to bring comforters if they need them and these can be put in a special place throughout the day in case they need them, please leave toys at home as they can get lost.

A winter coat, gloves and hat are essential in the cold weather, an all in one waterproof snow suit/puddle suit is even better and a sun hat is a must in the hot weather.

Your child is more than welcome to bring slippers with them to wear inside if they would be comfortable.

Please try to name your children's belongings if you can to prevent things being mislaid.

For breakfast we will be serving things like cereal, fresh fruit, toast, croissants and crumpets.

Morning and afternoon Pre school children will be offered a snack mid morning or mid afternoon which will consist of things like fresh fruit, vegetable sticks, and dried fruits.

At Lunch time your child could bring their own packed lunch or they could enjoy a two course hot lunch with options such as – macaroni cheese, homemade pizza, cottage pie, chocolate crunch and custard and jelly and fruit salad (£2 per day supplement)

A light tea will be served at 4.30pm for children that are with us in the evenings, this will include things such as toasted sandwiches, chicken wraps, soup and homemade bread and a sweet treat of some kind.

We will now be open 52 weeks per year which means your child could either attend term time only (38 weeks per year) or the full 52 weeks, you are more than welcome to take advantage of the stretched offer which would mean using your 15 or 30 hour entitlement and spreading it across the whole year – please see Kerry for further details.

We will be closed on Bank Holidays, Christmas Day, Boxing Day and New Year's Day, any invoices will be amended accordingly.

All invoices for fee paying children will be sent out by email around the 1st of each month (for that month) and will need to be paid by bank transfer or within two weeks, please give us 4 weeks notice if you wish to cancel any sessions for holidays/special occasions etc without being charged.

For all general enquiries please contact Kerry - kerry.steff@kyzone.org.uk or call 01394 610114

For any invoicing queries please contact Carissa kyzonecommittee@googlemail.com

We look forward to seeing you all in September !!

Best Wishes

The Woodbridge Day Nursery team.

