

# Orchard Early Years - Key Information for Parents



## What does my child need to bring to Nursery?

We pride ourselves on learning through investigation and curiosity, which means we often get messy! We ask all children to bring at least two changes of clothes each day (more if they are toilet training). Please ensure all items are clearly named.

Nappies and wipes can be brought in daily or kept in a labelled supply at Nursery. We will let you know when stocks are running low.

As we are a very outdoor setting, children go outside in all weathers. Please provide weather-appropriate clothing: - Autumn/Winter: waterproofs, wellies, hats, scarves and gloves. - Spring/Summer: sun hats. We provide Nursery sun cream.

For babies, please bring formula or breast milk along with a couple of bottles. We have a steriliser on site, so two bottles are usually enough for the day.

Comforters are welcome, as they help children feel safe and settled.

Due to numbers, we ask that all your child's belongings (including suits and wellies) are taken home with them after their final session of the week.

## How will I be informed about my child's development?

Your child's key person will give you a daily handover about their day and the activities they've enjoyed. We also use Tapestry, where we regularly upload photos and updates.

As part of our Planning in the Moment approach, each child will have a turn as a Focus Child. Their key person plans a special day based on their interests, followed by a written report linked to our Curriculum, which is uploaded to Tapestry.

We also upload: - Baseline reports 6–8 weeks after your child starts. - Transition reports each time they move to a new room.

We complete joint Two-Year Progress Checks with the Shropshire Health Visiting Service at our setting.

## Do you cater for dietary requirements and allergies?

Yes. With our own cook on site and meals freshly prepared each day, we can cater for all allergies, intolerances and dietary preferences.

## Can I change my child's days?

We aim to be as accommodating as possible. With enough notice, and if staffing ratios allow, we may be able to swap your child's days, although this is not always possible.



## What happens if my child is absent?

Please call the Nursery before 9am to let us know your child will be absent and why. If we haven't heard from you, we will call around 10am to check in.

Fees still apply for absence, as staffing is already in place.

## What if my child is unwell?

If your child is unwell, please keep them at home. If they become unwell while with us, we will call you to arrange collection.

Children must remain at home for 24 hours after starting any new medication.

We follow exclusion periods for illnesses such as chicken pox and sickness bugs. These are outlined in our Medication Policy on our website.

We do not administer Calpol (except for teething). If your child's temperature rises above 38°C, we will ask you to collect them.

## How do I pay my bill?

Nursery fees are paid a month in advance. Your invoice will be emailed out on the first of each month for the month ahead. Your invoice is payable by the 10th of the month via bank transfer. Please note a late payment fee of £25 will be added any balances not settled by the 10th of each month and failure to settle any fees by the end of the month might result in the withdrawal of your child(ren)'s place with us. Our Fees and Funding Policy has further details.

## What is the Curiosity Approach?

At Orchard Early Years, we follow The Curiosity Approach, a style of early years education focused on creating calm, inspiring spaces with natural materials and open-ended resources.

Rather than plastic toys, children explore loose parts, real-life objects and authentic materials, helping them develop creativity, independence and problem-solving skills.

This approach nurtures confident, capable learners by allowing children to follow their interests and learn through hands-on experiences.

## What if I have concerns?

If you have any concerns, please speak to us as soon as possible. Your child's key person is available for phone calls or meetings, and a member of the Leadership Team is always on site.

You can visit the office, send an email or give us a call.



## How do you support my child when they start school?

We work closely with all primary schools that children move on to. Schools are invited into the setting to meet the children and talk to their key person.

Our transition support focuses on: - self-regulation and resilience - emotional readiness - social skills in large and small groups

We use books, emotional coaching and small-group sessions. School role play and uniforms are introduced in the Summer Term.

Every child's transition is tailored to their individual needs.

## Can my child attend another setting?

Yes. Children may attend more than one setting. If your child receives government funding, this will need to be shared between the settings.

We work closely with other settings your child attends to build a complete picture of their development.

## How does the Key Person system work?

After around 4–6 weeks, your child will be assigned a Key Person—the staff member they have bonded with most closely.

Your child's Key Person will: - support their learning and development - complete Focus Days - be your main point of contact

Most of our team work 7.30am–6pm, allowing key persons to usually complete both morning and end-of-day handovers.

## What are your staff-to-child ratios?

Room	Age Range	Ratio
Fawns	0–18 months	1:3
Otters	18–30 months	1:3 (under 2s) / 1:4 (over 2s)
Foxes	30–42 months	1:5 (under 3s) / 1:8 (over 3s)
Bears	42–59 months	1:8

Our ratios meet, and sometimes exceed, legal requirements.