



# Welcome pack

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025)

## Information about the child

**3.96** Providers must record the following information for each child in their care: • Full name. • Date of birth. • Name and address of every parent and/or carer who is known to the provider.

Information about any other person who has parental responsibility for the child. • Which parent(s) and/or carer(s) the child normally lives with. • Emergency contact details for parents and/or carers. Where possible, settings should hold more than two emergency contact numbers for each child.  
Information for parents and carers

**3.97** Providers must share the following information with parents and/or carers: • How the EYFS is being delivered in the setting, and how parents and/or carers can access more information. • The range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share learning at home. • How the setting supports children with special educational needs and disabilities. • Food and drinks provided for children. • Details of the provider's policies and procedures- making copies available on request. This includes the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting. • How staffing in the setting is organised. • The name of their child's key person and their role. • A telephone number for parents and/or carers to contact the provider in an emergency.

# Welcome to Little Squirrels nursery

**Address:** School house, Worcester Road, Shrawley, WR6 6TT

**Contact number:** 01905 620498

**Nursery email address:** [Shrawley@littlesquirrelsLtd.co.uk](mailto:Shrawley@littlesquirrelsLtd.co.uk)

**Website** [www.littlesquirrelsLtd.co.uk](http://www.littlesquirrelsLtd.co.uk)

**Manager** – Kylie Jones **Deputy manager** –Kim Baker



## A little bit about us

We would like to welcome you to our nursery.

Our nursery has been established since 1988 and was taken over by Joanne Smith the owner in June 2015. We pride ourselves on being a friendly, homely and caring setting in a beautiful rural location. Our nursery is attached to Shrawley village hall which used to be a school, the nursery building was where the head master lived.

Little Squirrels is a 26 place nursery, catering for children aged 0-4 years, 50 weeks of the year 8am-6pm. The nursery has 2 floors, the bottom floor is where the pre-school room (3-4 years) is situated, along with their own toilet area, a kitchen where the snacks are prepared and the manager's office and staff room. Upstairs is where the 2 baby rooms (0-2 years) are situated, and the toddler room (2-3 years) which has its own toilet area. We are very lucky that we are in a beautiful location and can take the children out to Shrawley woods for walks, and explore the wonderful environment.

We understand that this is one of the most important decisions you will ever make as a parent, there is nothing more precious than your little ones. We understand that you know your child best, we will work in partnership with you, so we can help your child reach their full potential. The development of your child during these early years is so important. Every day we explore new ways to expand your child's interests, experiences, and learning, by offering a fun and stimulating environment.

We operate a key person system, this means you will have a special person who will help your little one to settle in by forming a secure attachment with them, and will ensure their individual care and routines are met. Your key person will work in partnership with you to support your child's learning and development and will share with you their learning journey and assessments during termly parent meetings. Your key person will be available on a daily basis to promote effective communication.

When you leave your child at Little Squirrels you can have complete peace of mind knowing your child is safe with loving and caring practitioners; that will treat your child as an individual.

## Here are some quotes taken from our parents, feedback questionnaires

"Such good feedback from staff at the end of the day. Shows they really care about my child's needs"

**July 2024**

"I can truly say that we have never worried about leaving Aoife at nursery, as we know she is safe, happy, and has developed so much. We can't thank the team enough"

**December 2024**

"Fantastic nursery with all the children's interest at heart- it's a homely environment"

**June 2024**

"We are really happy with the quality of care & are also impressed by how individualised it is"

**August 2022**

"I love that you go on walks and explore the outdoors so much"

**July 2024**

"My son is always happy to attend Little Squirrels, he loves all the staff as they form positive relationships from the beginning and are always very friendly and approachable. Staff work closely with me to ensure his learning and emotional needs are met and give lots of feedback at the end of the day about food/naps and the day. I love the outdoor learning approach of the setting and the family feel of the whole place"

**January 2025**

"They have gone above and beyond with my daughter's care and meeting her needs. Getting her EHCP put in place for her has been a great help, they saw the help she needed and got it sorted.

**January 2025**

"Brilliant staff at Little Squirrels. Knowledgeable helpful and extremely supportive"

**August 2024**

"My son has only been attending for a few months but I have seen a big difference in his confidence. We have been really happy with what we have seen and experienced so far"

**August 2022**

"We wouldn't be able to find a better nursery for our children. The staff and location setting make Little squirrels a uniquely wonderful setting"

**August 2022**

"The outdoor provision is such a benefit and it amazes me how it always seems to be used for different activities come rain or shine"

**August 2022**

"The nurturing ethos of the nursery is evident in the relationships between staff and children. Our children are always treated with patience, respect, and encouragement, which has had a clear impact on their confidence and emotional development."

**July 2025**

The team communicates well with parents, sharing both everyday updates and developmental milestones, which helps us feel closely involved in our children's early education. We have always found the staff to be approachable, professional, and responsive to any questions or feedback.

**July 2025**

"The environment from the moment we walk through the door has always been friendly and welcoming. I feel the nursery is really open with including parents. I strongly value how easily my daughter has settled in her room and I feel the staff make every effort to know the children"

**January 2025**

"The amazing staff are what really makes the place special"

**August 2022**

"We think the staff are excellent and go above and beyond for the children"

**August 2022**

"From when our son started at just 8 months old, the team made sure to make both me and C feel comfortable and he definitely does. The way that he has grown and developed is astounding to see. He now asks to go in the morning! Their approach to teaching and guiding our young kids is brilliant, really focusing on the children's needs whilst guiding them through their little days. All in all, super happy, C loves it and the staff are amazing"

**October 2024**

"My daughter has always been looked after and cared for so well at little squirrels, she has had additional health care needs from the beginning and staff have been trained to carry out these needs. The staff have done amazing and always given their best care, love and support. This as a parent has been a load off my mind and allowed her to have a great time and experience at nursery.

**February 2025**

## Our Environment

You may have noticed how our environment is of a 'natural theme' here at Little Squirrels. We have recently changed the environment to this theme, as we feel that displaying natural and calm colours enables children to concentrate and provides a calmer learning environment.

In our rooms at Little Squirrels we have display boards, which are displayed with things that we feel are most important to our children:

**Family photographs:** Having family photographs in the environment supports the children's settling in process as they can refer to these photos while at nursery, which supports them with the big step of separating from their parents/carers. Children love to share their family photos with their peers. This promotes the children's communication and language development and Personal, social and emotional development as it is giving them the opportunity to talk in front of groups and share their feelings, thoughts and special moments.

**Learning Journey Board:** All our classrooms at Little Squirrels have a 'Learning Journey board'; displaying special and exciting experiences the children have had during their days at nursery. Staff display children's work on the learning journey boards, this gives the opportunity for the children to identify their own work and gives them a sense of achievement and pride. We also include the children's 'WOW moments on the boards'. 'WOW moments' are when the children have done while at nursery and at home- we love it when parents/carers share the special moments their children have had at home with us!

During your visit you may have been interested to know why we provide the children with real resources and loose-parts (an example of loose parts – shells, pinecones, twigs, tubes) instead of the normal 'plastic toys'. Real resources are far more interesting to children, which instantly gives them the curiosity to explore and gives them a sense of accomplishment. Using real resources promotes self-regulation and self-control as well as providing a meaningful experience. Using loose parts in the nursery creates a language rich environment, where children can interact with one another, share ideas and opens the imaginations of the children, allowing them to create any kind of play experience they want, as well as having the opportunity to explore and investigate with unique resources. Children gain the awareness of safety from using real resources as the consequences are more real, which makes the children respect real resources when using them. An example of real resources we use at Little Squirrels are, Kitchen equipment – pots/pans, glass jars and cutlery, real tools e.g. hammers and screwdrivers. Of course, the children are adequately supervised whilst using these resources to ensure their safety. We do not have many plastic toys in the nursery, as we believe that they can limit the child's imagination.

## Curriculum and guidance that we follow

Little Squirrels is registered and monitored by the regulatory body Ofsted and we have a grading of 'GOOD'.

Little Squirrels provide a natural stimulating and nurturing environment encouraging children to express their ideas, attempt new things and explore learning and the wider world with confidence.

We are working to the **Early Years Foundation Stage (EYFS) framework**. The EYFS sets standards for the learning. There are **7 areas** of learning: **3 Prime areas** Personal, social and emotional development, communication and language and physical development, the **4 specific areas** include literacy, mathematics, understanding the world and expressive arts and design. These will all be taught through play and through providing a stimulating environment.

[Development Matters - Non-statutory curriculum guidance for the early years foundation stage](#)

When you come for your settling in sessions you will have a document called '**What to expect, when?**' this document has been provided by the department of education for parents to find out more about how your child is learning and developing.

[What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf](#)

**The EYFS curriculum sets out statutory standards that all early years providers must meet.**

Quality and consistency in all early years' settings

Partnerships between different practitioners

Partnerships between parents and practitioners

Equality of opportunity for all children

Children with the knowledge and skills they need to start school

Children are kept healthy and safe

To keep in line with regulations we have a ratio of the following practitioners:

1 adult to 3 aged 2 & younger

1 adult to 4 children aged 2 & 3

1 adult to 8 children aged 3 & 4

These ratios must be maintained at all times.

## Our Team

All of the Little Squirrels team are qualified in early years and some hold an early years degree.

All practitioners have paediatric first aid, safeguarding training and positive behaviour training. They also have opportunity to gain various other training to further their knowledge and better their practice.

All practitioners go through a rigorous recruitment and induction process they are fully reference checked, and DBS cleared.

We recognise that each member of our team has their own strengths and abilities, if you look at our team photos below you will see they all have very different roles which reflect their strengths.

In your starter pack you will receive a separate 'All about me' booklet which gives you a little bit of information about each member of the team.



**Pili Bennett**  
**Early years practitioner**  
 Level 3 Early years  
 Started in 2016  
 Gardening lead



**Kylie Jones**  
**Manager**  
 BA hons in early childhood studies  
 Started in 2007  
 Hygge lead



**Kim Baker**  
**Deputy Manager & Toddler Room**  
 Level 3 Early years  
 Started in 2017  
 Communication & Language lead



**Kelley Faulks**  
**Kitchen lead**  
 Level 3 Early years  
 Started in 2020



**Becky Whitehouse**  
**Preschool practitioner**  
 Level 3 Early years  
 Started in 2022  
 Family support lead



**Becky Foran**  
**Preschool practitioner**  
 Nursery SENDCo  
 Level 3 Early years Started in 2023



**Maria Neale**  
**Toddler practitioner**  
 Level 3 Early years  
 Started in 2019  
 BSL Lead



**Helen Puplett**  
**Baby room practitioner**  
 Level 3 Early years  
 Started in 2020  
 Well-being & attachment lead



**Gemma Robson**  
**Preschool practitioner**  
 Level 3 Early years  
 Started in 2024  
 Culinary lead



**Katrina Nunn**  
**Toddler practitioner**  
**Nursery SENDCo**  
 Level 3 Early years  
 Started in 2023  
 Enhanced provision lead



**Libby Smith**  
**Level 2 Apprentice**  
 Started in September 2025



**Elaine Drapier**  
**Early Years practitioner**  
 Level 3 Early years  
 Started in 2025 Health & well-being lead



**Milly Thomas**  
**Baby room Practitioner**  
 Level 3 Early Years  
 Started in 2022  
 Multicultural & diversity lead



**Hanna Foxall**  
**Baby room practitioner**  
 Foundation degree in Early years  
 Started in 2026

## Our nursery routine

Each of our rooms have a different routine depending on the individual needs of the children, although food times are generally the same every day.

**Children can have breakfast with us in the morning, just bring it in and we will prepare it for them.**

**10.00am – Morning snack** This is usually a hot snack and fruit, such as bagel and banana, all children are also served milk. (Whole milk for babies over 1 year)

**12.00pm – Lunch time** We use an outside catering company called 'Red hen' who specialise in early years nutrition. This includes a hot dinner and a pudding. The children come together in the village hall to have lunch, the children enjoy spending time with children from the different rooms.

**2.00pm – Afternoon snack** This snack is usually a savoury snack with fruit or vegetable, such as breadsticks, houmous & cucumber sticks.

**4.00pm – High tea** This is a light snack to keep them going until there dinner, such as sandwiches with salad and a yoghurt.

All allergies are catered for, we have a very rigorous allergy/intolerance system where children will have a photo of themselves and their allergy which will be pegged onto their bowl by the kitchen team. Ren hen catering caters for **all** allergies, they are prepared and delivered appropriately labelled.

There is always water available for the children to access at all times, we can provide the children with beakers or you may choose to bring your own.

All children will go outside every day in all weathers, the most popular outdoor activities that our children love to do is making mud pies in the mud kitchen! They **must** have appropriate clothing for messy play! (Plus spare clothes just in case!)

## Settling in tips

Leaving your little one for the first time can be daunting. Over time we have experienced lots of settling in sessions and have thought of some tips that will make the transition smoother and more positive for you and your child.

- ♥ We always start with a home visit, this is so that we can observe your little one in their comfortable home environment and build up a picture of them before they start with us. This will also start building a relationship between your little one and their key person.
- ♥ Stay with your child for your first settling in visit. Play with them in the room exploring the environment, our equipment and resources. Chatting with your child's key person whilst sharing information about them will help your child to see that you trust their key worker which will help them begin to build a relationship with them too.
- ♥ During the initial settling in session make sure you tell your key worker all the important information about your child's likes, dislikes, interests, and routines (The key worker will record this information down in an 'All about me' booklet).
- ♥ It is helpful if you bring in a toy, object, comforter or some family photos with you. This makes the child feel more secure that they have something which links nursery to home.
- ♥ All our rooms have a family board. Having family photographs in the environment supports the children's settling in process as they can refer to these photos while at nursery, Children love to share their family photos with their peers as it promotes the children's self-awareness, confidence, and self-esteem.
- ♥ When you get to the stage where you are leaving your child on their own for the first time it is very natural for them to get a little upset. The best thing to do is take them into their key person, say good bye, give them a kiss or a cuddle then leave the room. You may feel like you want to stay until they are happy, but this will only prolong the detachment from you, and may cause your child to become more distressed. In most situations your child will settle quickly, if not we will always phone you, we would never leave a child upset.
- ♥ You can ring and speak to someone if you would like to check on your child at any time. We also have an open-door policy so you can always pop in to have a chat or to ask any questions.

## How we will support your child & you if they have SEND

Firstly, we would like to begin by saying that we are very passionate about doing our very best at meeting the needs of each and every child, regardless of their needs & disabilities.

We are committed to providing an inclusive environment where each child is valued and given the opportunity to reach their full potential. We recognise that children with SEND may require additional support and a tailored plan to meet their needs; we work closely with each family to ensure their individual needs are met.

Our experienced SENCO & team have knowledge and understanding that allows them to tailor children's learning experiences, using a range of strategies to help children engage and progress in their early years education.

Our approach is tailored to each child, meaning each child's unique strengths are celebrated while their areas of need are identified and supported.

We work very closely in partnership with parents and professionals, such as speech and language, educational psychologists and the inclusion team. This allows us to all implement our views and ideas, so we make effective plans to support your child.

If you have any further questions or would like to discuss how we can best support your child, please do not hesitate to get in touch with us. We are here to support you and your child every step of the way.

## What your child will need to bring

- ♥ A pack of nappies and wipes (Your child will have their own draw; your key person will let you know when they are running low)
- ♥ A pair of indoor shoes/slippers (Mainly for toddler & pre-school children.)
- ♥ A drink with name on (water only please)
- ♥ Lots of spare clothes with name/initials in
- ♥ Clothing appropriate for the weather as children go outside in all weathers.
- ♥ Waterproof suits are a good idea and keep children clean and dry.
- ♥ Wellies or waterproof over shoes.
- ♥ Sun cream and sun hat with name on during summer months.
- ♥ A tub of formula milk with child name on, with bottles. (For under 1's)

Everything in here is for you to keep but could you please bring the following things to your settling in visit:

- ♥ The completed registration form (along with your child's birth certificate and red book)
- ♥ Booking form with required hours on
- ♥ Signed parent contract
- ♥ Family photos (Email them to kylie and they can be printed for you 😊)

**We look forward to seeing you soon. We are excited to welcome your little one on their journey with us at Little Squirrels.**