



Springfield Day Nursery, 61 Springfield Road, Bury St. Edmunds, Suffolk IP33 3AS Tel: (01284) 753902

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Springfield Day Nursery is the trading name of Springfield Road Day Nursery Ltd. Co Reg No. 12612979 (England and Wales).

Registered Office: 8 Long Pastures, Glemsford, Sudbury, Suffolk CO10 7SS.

Parent Guide



We would like to welcome your family to Springfield Day Nursery.

Our Mission Statement

"Learning by Doing"

At Springfield Day Nursery we aim to provide a safe, happy and nurturing environment catering for the needs of the individual child from birth to 5 years to develop to their full potential.

Objectives

Through adult led and child-initiated play, between qualified and receptive staff and an understanding of child development and the Early Years Foundation Stage guidance, we all work towards celebrating the achievements of all children.

Our inclusive provision promotes respect of others, encouraging children to listen and have their voices heard.

We value the benefits of outdoor learning and developing the children's appreciation of the natural world.

To achieve this, we feel it is vital that we have a good relationship with parents and carers. We hope that by putting together this parent guide and providing you with some important information about our setting and how we run day to day, you can get to know us before your child joins nursery. If you have any further questions after reading this guide, please feel free to speak to a member of staff who will be able to help.

Who we are: -

We are a family run business which has been operating since 1987, rated good by Ofsted in 2021.

Sarah Orford - Nursery owner and Manager, B.A. Hons Education, Early Years Professional Status, Safeguarding Lead, Paediatric first aid trained.

Liz Cutter - Deputy Manager, BTEC Level 3, SENCO (Special Educational Needs Co-ordinator), Behaviour support, paediatric first aid trained, Main Nursery Room Leader.

Sian - Baby Nursery Room Leader, BTEC Level 3, Advanced Practice in Working with Babies, Paediatric First Aid trained.

Abbie - Middle Nursery Room Leader, Level 3, T Level Education and Childcare. Working with Babies. Paediatric First Aid trained.

Our dedicated team of childcare practitioners have a wealth of knowledge and experience in child development. Most of our staff have specific childcare qualifications. Anybody who works at Springfield Day Nursery will be subject to enhanced DBS checks before being allowed unsupervised contact with the children. Staff regularly attend training to keep their professional development up to date. All staff have paediatric first aid training.

As a team, we:

- Provide strong, warm and supportive relationships with the children.
- Encourage the children to manage their own feelings and those of others to develop a positive sense of self.
- Promote healthy eating and being independent in personal needs.
- Encourage engagement with other children to make good friendships by co-operating, respect and positive behaviour.
- Provide a secure, safe place to play and learn.
- Give a language-rich environment, valuing every child as an individual by taking part in back-and-forth verbal interactions.
- Provide a high-quality curriculum across all age ranges both indoor and outdoor which promotes exploration, investigation and curiosity.
- Provide activities and resources to all children "in the moment" to enhance learning outcomes.
- Review, adapt and improve the nursery environment to suit the needs of the children.

What we offer: -

At Springfield Day Nursery we strongly value the unique child and believe every child learns and develops in their own way. Each area of the nursery rooms provides children with a variety of self-selection resources which promotes individual choice and encourages independence.

The majority of our planning is child led "In the Moment". This means to follow a child's lead and recognise teachable moments. In the moment experiences are an extension of a child's interests observed in that moment.

Staff use their knowledge of the Early Years Foundation Stage to support and extend the learning as well as promote our British Values.

The Early Years Foundation Stage is the framework that early year's providers follow. It sets out the seven areas of learning and development which help staff observe and monitor each child's progress. Below are the seven areas and some of the ways in which we support them. (Statutory Framework for the Early Years Foundation Stage, Sep 2025)

Communication and Language -

"The development of children's spoken language underpins all seven areas of learning and development. Children's back-and-forth interactions from an early age form the foundations for language and cognitive development. The number and quality of the conversations they have with adults and peers throughout the day in a language-rich environment is crucial."

We support this through small world; role play and conversation. Children are encouraged to share and elaborate their ideas.

Personal, Social and Emotional Development -

"Children's personal, social and emotional development is crucial for children to lead healthy and happy lives and is fundamental to their cognitive development. Underpinning their personal development are the important attachments that shape their social world."

We support this through building relationships with adults and peers, independence in self-care, managing feelings and good health care.

Physical development -

"Physical activity is vital in children's all-round development, enabling them to pursue happy, healthy and active lives. Gross and fine motor experiences develop incrementally throughout early childhood, starting with sensory explorations and the development of a child's strength, co-ordination and positional awareness through tummy time, crawling and play movement with both objects and adults."

We support this by providing a wide range of activities and resources both indoors and outdoors to develop large and fine motor development, such as dance, baby gym, ride on toys, balance beams, beanbags, playdough, gloop, threading, zips, pegs.

Literacy

"It is crucial for children to develop a life-long love of reading. Reading consists of two dimensions: language comprehension and word reading. Language comprehension (necessary for both reading and writing) starts from birth. It only develops when adults talk with children about the world around them and the books (stories and non-fiction) they read with them."

We support this through frequent storytelling including the use of story sacks, singing and resources for the children to make their own meaningful marks.

Mathematics

"Developing a strong grounding in number is essential so that all children develop the necessary building blocks to excel mathematically. Children should be able to count confidently, develop a deep understanding of the numbers to 10, the relationships between them and the patterns within those numbers."

We support this by offering a variety of resources to develop and apply understanding of mathematics such as sorting objects, Numicon, games and puzzles.

Understanding the World

"Understanding the world involves guiding children to make sense of their physical world and their community. The frequency and range of children's personal experiences increases their knowledge and sense of the world around them."

We support this through cookery sessions, water play, gardening and celebrations of cultures and festivals to help make sense of their physical and diverse world.

Expressive Arts and Design

"The development of children's artistic and cultural awareness supports their imagination and creativity. It is important that children have regular opportunities to engage with the arts, enabling them to explore and play with a wide range of media and materials."

We support this through craft, paint, messy play and learning about well-known artists this gives the children the opportunity to interpret what they hear and observe.

In addition to this we offer many extra-curricular activities which are inclusive in your fees. These include Spanish with our Spanish Teacher; Gill, dance, percussion, baby gym, sewing, yoga, cookery and music with our pianist; Mr Shepherd.

We value diversity and encourage learning about different cultures by celebrating a wide range of festivals. These are supported with a selection of resources such as books, dolls, puzzles and music. Please share with us any cultural events that you may celebrate at home.

We aim to be inclusive for all children with Special Educational Needs. With parental agreement we access further support from outside professionals for any children with emerging additional needs identified whilst at the setting.

Learning Journeys/Key Person; -

A Learning Journey is a record of a child's learning and development, throughout their time at nursery. Based on the Early Years Foundation Stage (EYFS), this record will be built up during your child's time at nursery. It will include observations and photographs using our Family App.

Your child will be assigned a key person who will monitor their progress and be responsible for their Learning Journey. Each term your child will be given a developmental milestone that can be worked towards. Learning Journeys can be accessed by signing up to the Family App once you have been sent log in details when your child starts. We value parent partnership and welcome contributions from you. This could be things you are working on with your child at home, significant events that have happened at home, things you would like us to work on at nursery or photographs.

Between the ages of 2 - 3 your child will have a developmental check.

Food and drinks; -

We are a nut free nursery

We have a mid-morning and mid-afternoon snack. The children are offered a choice of milk or water to drink alongside fresh fruit, vegetables or cheese to eat.

It is important that you inform us of any dietary needs or dislikes your child may have.

We enjoy celebrating birthdays with the children, so you are welcome to bring in cake for your child to share with their friends.

Drinking water is accessible in every room throughout the day.

A two-course midday meal is provided for all children and supplied from King Edward VI school with specific dietary requirements. The children sit at a table for lunch and are encouraged to use cutlery to eat supported by members of staff.

The cost of nursery meals is not included in our fees. Baby nursery lunches are half the price of the older children's meals. For children in baby nursery parents are welcome to provide their own lunches if they prefer.

For babies who are not yet weaned or require bottles throughout the day, please remember that the nursery does not sterilise bottles, so we ask that you provide enough bottles and formula/breast milk for your child's session/s at nursery.

Health/Medication/Illnesses; -

If your child requires medication when they attend nursery, we ask that parents/carers fill out the relevant forms when needed. Following advice, we no longer administer Calpol or any other over the counter paracetamol medicines. Creams and other medication must be in the original bottle or packaging, clearly labelled and handed to a member of staff.

Some illnesses such as sickness/diarrhoea and chicken pox require exclusion periods from nursery, if unsure please speak to a member of staff for further guidance before bringing your child to nursery. We follow current advice relating to Covid.

If your child becomes unwell whilst at nursery, we will try to contact you and ask you to come and collect them. You will be asked to provide emergency contact information on your enrolment form in case we are unable to contact you.

If your child has an accident whilst in our care an accident/incident form will be completed and sent to you via the Family App. Many accidents are quickly and easily dealt with, however if the accident requires further medical treatment, we will contact you and take the necessary steps until you arrive. If your child has a bump to the head, it is our policy to contact you to inform you of what happened. We will give you the opportunity to come and collect your child if you wish. If your child should stay at nursery they will be closely monitored. If your child has any injury to the head, guidance relating to this sort of injury will be sent to the parent or carer along with the accident form.

In the summer, nursery will not apply sun cream to your child, we ask that this is applied before coming into nursery. The garden is mostly shaded but we will bring the children inside if we feel it is too hot.

Attendance/Collection; -

The Nursery opens Monday - Friday, 7.45 - 5.30. We are closed all Bank Holidays and the days between Christmas and New Year.

Minimum weekly attendance is two days or equivalent.

If your child is going to be absent from nursery due to sickness/holidays etc please email, telephone or add to the Family App to advise us, at the latest by 10am on the day of absence.

If for any reason somebody else needs to collect your child from nursery, i.e. a relative or family friend, please make sure you have notified the nursery and given the person picking up your child your chosen 'safeword'. Please understand that for the safety of your child, staff will not let anyone take your child unless they can provide the 'safeword'.

We ask for contact details to be kept up to date on enrolment forms, especially mobile phone numbers.

For young babies please notify staff or email any changes in routine. When beginning nursery, please include routines in the 'All About Me'.

Parents/carers will be informed by email of any major events or important information via a termly newsletter.

What we ask you to provide; -

Each room has their own garden area. As part of our curriculum, we like to include outdoor play in all weathers. Differing weather conditions provide wonderful learning opportunities for children so please provide suitable seasonal clothing clearly named, i.e., warm winter coat, for baby and middle nursery an all in one coat or long-sleeved tops (covering shoulders) for Summer. We provide winter hats, mittens and sunhats. If your child wears sandals, please make sure toes are covered, no croc sandals/flip flops.

For babies and children not yet toilet training you will need to provide nappies, wipes and nappy sacks. All children are encouraged to sit on the potty/toilet at each nappy change as part of our nappy changing routine, if you require any further information regarding potty training/nappy changes please see a member of staff. If any formula milk or other food/ drink is provided by a parent, this must be supplied in the original unopened container.

Spare clothes for changing, due to toileting accidents, messy play etc. We encourage children to wear aprons, but it helps if children do not wear clothing that might get spoilt. We have nursery t-shirts and jumpers available to purchase.

Comforters for settling and sleeping, make sure these are clearly labelled. We discourage children from bringing toys into nursery, as it can cause a lot of upset if they become lost or broken.

For babies, Grip socks or rubber soled shoes. All children under the age of 1 year must supply an adequate number of sleep suits. All children are encouraged to use an open cup by the age of one.

We ask that parents/carers provide photographs (emailed or printed) of your family, clearly labelled e.g. parents, grandparents, siblings, pets etc for us to place in photo albums in the rooms to share with your child and their friends.

All items from home to be clearly named.

How can I help?

Your child's time at nursery provides them with many opportunities to learn and develop through play, the nursery ethos is 'Learning by Doing'. With praise and encouragement children have a natural desire to learn. Our aim is to extend their knowledge and learning in situations they may be unable to experience at home. As well as building a strong bond with your child it is important to us that we work together with parents to ensure your child has the best start to life possible. With this in mind we encourage children to become independent by doing age-appropriate tasks for themselves. You can help with this by practising some of these things at home:

- Putting toys away after playing with them
- Washing and drying their own hands

- Dressing or changing themselves, jogging bottoms or loose trousers are best, especially when potty training. Vests without the poppers.
- Putting on their coat and possibly doing it up.
- Putting on and fastening their shoes.
- Going to the toilet.
- Sitting at a table for mealtimes and eating with appropriate cutlery.

Our staff recognise that all children develop at different rates. Although we encourage independence, we are always on hand to offer help and support.

Fees/Charges; -

Account sheets are issued monthly via email to all parents/carers, itemising sessions, funding, meals and additional services charge. Fees are required to be paid in advance. If your situation changes and it becomes difficult for you to pay your bill, please contact us as we may be able to arrange a payment plan. If your bills have not been cleared by the end of the billed month your child is likely to lose their place.

Additional Services Charge

Due to the extension of government funding across the nursery and Suffolk County Council only paying us a portion of the true costs of providing early education and childcare there will be an additional services charge of £20.00 applied to each week.

If you wish to reduce your child's attendance time, we require 4 weeks' notice. Please be aware of our minimum attendance, attendance cannot be reduced below the two-day minimum.

Should you require your child to leave the setting we require 4 weeks paid notice in writing. This includes children who have confirmed a place and then do not start.

Fees, including lunches are still due during any periods of absence, i.e. holidays, absences or for any booked extra sessions.

Charges will be added to your invoice for any late collection of your child.

Funding (from September 2025, working families may be entitled to 30 hours from 9 months)

Working families of children from 9 months may be entitled to 15 hours of funding. For families that meet the eligibility criteria, some 2 year olds may receive up to 15 hours of funding each week through the Suffolk County Councils Golden Ticket.

All 3 and 4 year old children are eligible for 15 hours government funding. Working families may be eligible for up to 30 hours government funding.

Funding begins the term **after** your child turns 9 months or 3 years old. You will be given a funding form to complete prior to your child starting funding. Delays in returning completed funding forms may result in funding being unavailable and therefore normal fees will apply for your attended session.

Children from 9 months of working families eligible for 15 or 30 hours funded place will be given a code which you will need to give to us to be verified before a funded place can be offered. These codes need to be reconfirmed by the parent/carer at the end of each term.

Your funded hours can be accessed during our stated term time weeks. Outside term time weeks our nursery fees will apply.

Funded places are offered subject to availability. We have a cap on the number of term time and funded only places available.

Tax free childcare, please ensure that your tax-free childcare account is set up for the 1st of each month.

All parents are recommended to visit <https://www.beststartinlife.gov.uk> to find out what help, if any you are entitled to.

Parent Partnership -

We value any comments or suggestions that you might like to make, to help us improve on the service we provide, where possible. We follow our Zero Tolerance policy, and any abusive, threatening or violent behavior will not be tolerated in the nursery. Any parents/carers behaving in this way will be asked to leave and may be reported to the police.

No electronic devices to be used whilst in nursery.

All our nursery policies are available on request.

We look forward to welcoming you to nursery. If you require any further information or have any other questions, please do not hesitate to contact us.

Useful Links

Nursery website - <https://springfield-nursery.org.uk/>

Ofsted report - <https://files.ofsted.gov.uk/v1/file/50174647>

Funding - <https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/suffolk-family-information-service/>.

Tax Free childcare - <https://www.gov.uk/tax-free-childcare>

Early Years Foundation Stage - <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Early Years Statutory Framework - <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Guidance adopted	February 2024
Revised/reviewed	October 24 February 25 April 25 October 25

Next review	Jan 2026
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