

# Welcome to the Baby Unit



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# at Wells House Kindergarten

# Wells House Kindergarten

## Baby unit (birth –15 months)

Welcome to the baby unit. This booklet is designed to help parents have a greater understanding about the routines and activities in the baby unit. It is intended to give parents more information about the staff and room to enable parents to feel confident and secure when leaving their baby in our care. We like to ensure that parents can attend work with as little worry as possible about the care their baby is receiving and that parents have as much information about their baby each and every day. We feel it is of great importance in a young baby's life to provide a loving, friendly and secure atmosphere where every baby's needs are met on an individual basis by the continuity of care from the same staff members. We carefully select the staff and aim to provide the highest quality of care for your baby.

### Baby unit staff:

Miss Lyndsey Rainford NVQ2 is the Baby Unit Officer  
Miss Emma Booth NVQ2& 3 is the baby unit officer  
Mrs Kelly Newlove is the under two co-ordinator.

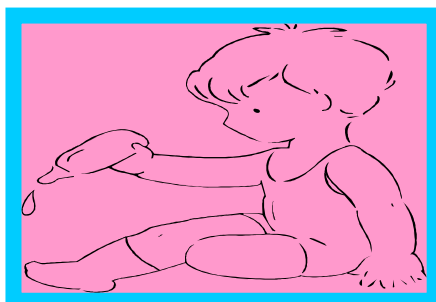
### Baby Unit Routine.

Every baby has a settling in period where they are invited to spend short periods of time in the room to meet staff and their peers. This also enables parents to spend time with staff and build up relations with staff.

The settling in periods can be anything from two weeks up to 4 weeks depending on each individual baby and parent. We try to ensure that all parents are fully confident with the nursery setting before they start work and leave their baby in our care. Settling in periods take place at both parents and the nursery convenience. They usually start at 1 hour and build up to half a day. The Baby unit staff will arrange the visits with each parent.

We are limited in the unit to 12 babies in the room at any one time, with the ratio being 1 staff member to 3 babies.

Parents are asked to document their baby's daily routine so that staff can follow the same routine that parents follow at home. Should the routine change we advise parents to write it down so we can document it in each child's daily diary.



### **Mealtimes.**

With very young babies their own personal mealtimes will be followed. However as the babies develop and become older weaning foods are introduced. We encourage the children to try finger foods at each mealtime, thus developing their motor skills; this will be discussed with parents when the time arises. Meals are carried out in the baby unit; highchairs and a table with chairs is provided to ensure that it meets each individual child's development needs

### **Milk feeds and weaning.**

For the younger babies who require milk feeds during the day, we ask parents to bring in ready-made feeds to the nursery each day. There is a fridge in the baby unit where each bottle will be labelled and stored until used. Children also have their own basket in the fridge where milk can be kept. Bottles will be warmed up appropriately. For babies under 7 months who are still becoming accustomed to a little taste of weaning foods, parents are asked to provide appropriate jars, which again can be kept in a marked basket. Once your baby has become accustomed to weaning foods we will then offer foods prepared in the nursery by our cook. Each stage of weaning is always approached on an individual basis and to meet each individual child's requirements.



### **Toys and activities.**

Play plans are displayed in the unit for all parents to access. These have specific times where toys and activities are carried out. The toys are changed approximately every half hour depending on each individual child. Toys are all checked to ensure they meet the correct standard and also to ensure they are age appropriate. Activities are planned each month to link into the month's themes, and all planning is displayed on the planning board in the hall for all parents to access. All children are given the opportunity to participate in activities to stimulate their tactile skills. Finger painting & hand and foot printing is carried out from an early age.

As each child develops activities such as water play, cornflour play, jelly play and water play are carried out under close supervision. All activities have a main aim and also cover a variety of other learning skills such as language, personal and social or physical development.

### **Sleep times.**

Within the baby unit the rooms can be split into two separate rooms, one of which can be closed into a sleep room where cots or low chairs are available for sleeps. We use an intercom system to enable staff to hear immediately of any stirrings, although the babies are checked every 10 minutes when asleep. Outside we have prams available for babies to sleep. This area is situated at the back of the baby unit and is monitored by CCTV, which can be seen in the baby unit on their own monitor and in the office where it is monitored on a quad screen. A risk assessment is carried out before any child goes for a sleep and each child is checked whilst sleeping every 10 minutes. Parents have a choice for where they feel it is suitable for their child to sleep. Children have their own bedding and headslip and all sleep times are recorded.



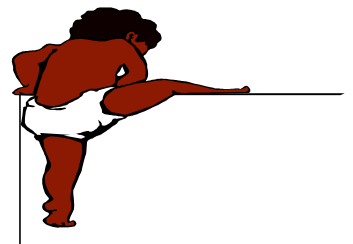
### **Parents to provide.**

In the baby unit we asked that parents provide the following items to ensure that all your baby's needs are met at all times:

- 🍷 Nappies
- 🍷 Wipes
- 🍷 Ready made milk in sterilised bottles.
- 🍷 Weaning food
- 🍷 Spare clothes
- 🍷 Bottom cream if necessary
- 🍷 Sunhat
- 🍷 Sun cream
- 🍷 Gloves and hat for winter.

### **Moving up:**

Once your baby starts to walk confidently they may be ready to move onto the next stage of their development and move up to the toddler unit. The staff will approach each parent when this time arises. Children are integrated very gradually into the toddler unit. We do usually try to ensure that a few babies move up together to ensure relationships with peers can still be maintained.



### **Development files**

Staff have development files for each child. This enables staff to assess the level of each child's development. It records the main areas of learning such as language, physical, emotional, and play. It has activities your baby has carried out along with dates and records of their achievements such as crawling, cutting their first tooth and walking. These are available for parents to read at any time.

**Special Educational needs.**

All activities carried out in Wells House will always be adapted for any child that needs extra support. We have a special educational needs policy, which we follow. This is displayed on the parent's notice board and in the parent's handbook. Parents will always be involved if any child needed any additional support and special equipment can be accessed.

**Equal opportunities.**

As in all rooms the baby unit works under the equal opportunities. We encourage all children to participate in all areas of play. No child will be excluded from an activity because it is deemed "not right". We believe it is the child's own right to decide what they wish to play with.

During your baby's time in the baby unit we hope that you will find everything to the highest standard that you would expect. We hope that you will feel able to discuss any problems or worries you may have concerning your baby's progress or any aspect of their care with the staff within the baby unit or a member of management. We are all available and are always happy to discuss any issues you may have to ensure that it meets each individual child's development needs.