



CROSFIELDS
SCHOOL



Nursery Handbook

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Welcome to Little Acorns

Mrs Janey McDowell

Head of Pre-Prep

 janeymcdowell@crofields.com

Welcome to Little Acorns Nursery, a happy and welcoming place where every child and family is valued and cared for. We understand that starting nursery is a very special milestone, and our aim is to nurture that initial excitement while ensuring each child feels safe, supported, and settled from their very first day.


As children journey through Pre-Prep, from Nursery to Year 2, they are encouraged to explore the world around them, develop confidence, and discover a genuine love of learning. Our small class sizes allow our key workers to build strong, trusting relationships with each child and their family, ensuring every child is known, understood, and celebrated as an individual.

We pride ourselves on our flexible, friendly approach and our open communication with parents. We want you and your child to feel comfortable and confident, knowing that our staff are always available to listen, support, and share in your child's development. Our bright, stimulating rooms provide a nurturing environment for learning, and with outstanding facilities and over 40 acres of beautiful grounds to explore, children enjoy rich opportunities for play, discovery, and adventure every day.



Miss Hannah Saunders

Head of EYFS

 hannah2saunders@crofields.com

I am delighted to welcome you and your child to our Early Years department. We offer a calm, caring, and nurturing environment where your child can feel safe and happy as they begin their Early Years journey at Crosfields. We understand how important these first experiences away from home are, and our key workers are dedicated to supporting each child with warmth, kindness, and reassurance every step of the way.

Through a play-based approach, carefully guided by our key workers, children are encouraged to explore, investigate, and learn at their own pace. Daily routines, familiar faces, and gentle adult support help children develop confidence, independence, and a positive sense of themselves, while discovering more about the world around them.

We work closely together as a team to ensure that every child is known and valued as an individual. These precious early years are filled with opportunities for fun, curiosity, and wonder and, most importantly, for your child to create happy memories that will form the foundations for a lifelong love of learning.





Settling in and pastoral care

Our main priority is to help your child feel happy, safe, and settled in Nursery as quickly as possible. We understand that this can be a big step for both children and parents, and we are here to support you every step of the way. Your child will be supported by a familiar and caring key worker, who will get to know your child really well and help them feel confident and secure in their new routine. Your child's key worker will also be your first point of contact and will be happy to chat with you about any questions or concerns.



Caring for each child's wellbeing is at the heart of everything we do. From the very beginning, children are gently encouraged to be kind to one another, to take turns, and to begin learning how to play and work alongside their friends in a positive and supportive way. We help children develop confidence and a sense of belonging, while also learning to respect themselves and others.

We greatly value our strong partnership with parents and believe that working closely together helps every child thrive. Please feel free to talk to us at any time. No question or worry is ever too small. The Head of Pre-Prep, Mrs Janey McDowell, or the Head of Early Years, Miss Hannah Saunders, is always available for an informal chat or a planned meeting should you wish. If you have any general questions for your child's key worker, you're very welcome to email the Nursery at Nursery@crossfields.com We're always happy to help.



Arrival and drop off

Children should be taken directly to the Nursery in the morning, where they will be welcomed by a member of staff. The Nursery gates are opened at 08:15 and the children can be dropped off at any time between then and 08:30.

Absence

If your child will be absent, please let us know by 8:00am. You can notify us easily through the Crosfields App, by phoning the School Office, or by emailing the Nursery team at Nursery@crossfields.com



After school care

Short Stay (15:15 – 16:15)

Children who are not collected by 15:15 remain in the Nursery and can be collected at any time up until 16:15.

Long Stay (15:15 – 17:50)

Long Stay is based in the Nursery, where the children can choose from a range of play activities. They are given a light tea consisting of sandwiches, fruit, and an additional item, such as a breadstick or a rice cake, but will still need an evening meal once they get home. The children should be collected by 17:50. Any child not collected by this time will be taken across to the school office to await collection. Bookings for Long Stay should be made by the end of Friday the week before, if possible, via SOCS. The cost per day is £11.



Timetable

08:15	Children arrive
08:30	Nursery day begins - Explore time/Adult-led teaching
09:00	Explore time / Specialist activity
10:15	Morning Snack
10:30	Morning break
11:00	Explore time/Adult led teaching
11:45	Lunch
12:15	End of morning sessions. Break time.
12:30	Nap / Explore time
14:00	Wake up / Sensory Room
14:40	Snack time
15:15	End of Nursery day
16:15	End of Short Stay
17:50	End of Late Stay



Collection

If your child is being collected by someone other than you, we must be notified via phone or email. We kindly ask that you share a simple collection password with the adult collecting. This helps us keep everyone safe and ensures a smooth, reassuring handover for your child.





Toileting and nappy changing

Our Nursery staff support children with toileting and nappy changing in a calm, gentle and respectful way, following our intimate care procedures and working closely with parents to meet each child's individual needs. We create a simple toileting plan for each child who is beginning their toileting journey, ensuring consistency between home and nursery. During settling-in sessions, staff and parents chat together about nappy sizes, routines, and any comfort items or preferences, so we can make your child feel safe, secure and supported.

Our Nursery provides nappies, wipes and nappy cream for all children throughout the day. We use Mama Bear nappies, Water Wipes, and Sudocrem nappy cream, chosen for their suitability for young children's sensitive skin. However, if you would prefer your child to use their own products, you are very welcome to send these in. If your child has any allergies, sensitivities or specific requirements, please let us know and provide alternative products where appropriate. We are always happy to work with families to ensure each child's comfort and wellbeing.



Food including breakfast club

All food is freshly made on site at the school. Food includes a hot nutritional lunch, with vegetarian and Halal options.

Breakfast Club runs between 07:30 and 08:15 and is based in the Pre-School (next door to the Nursery). Children are looked after by the Nursery staff. Bookings can be made for the term, or ad-hoc, as required. If you would like your child to attend Breakfast Club, please book on SOCS or email the Nursery to book a place at least 24 hours in advance. Breakfast is charged at £5.15 per day and will be added to fee invoices at the end of the term. Breakfast Club will commence on the first day of term.

Snack

During the morning and afternoon, children are given a drink of milk or water and a portion of fresh fruit. An additional item, such as a rice cake or breadstick, is also offered in the morning. Water is available throughout the day, but children should also bring their own, named, filled, water bottle to school. At lunchtime, children will be provided with a Tommee Tippee free flow trainer cup with handles to support their developing drinking skills. As children grow and become more confident, we will gently encourage and support them to learn how to drink independently from an open cup, helping to build their confidence and independence in a calm and nurturing way.

Lunch

Children eat in the Prep-Prep and Junior Dining Hall and are encouraged to eat the hot lunch provided which consists of a main meal, pudding or fruit. They are sensitively encouraged to try new foods. All children are encouraged to use a spoon or fork, although help is given with cutting food. Children have water to drink. Lunch is included in the school fees, and we can accommodate most dietary requirements including a daily halal option.



Tapestry

Tapestry is an online learning platform that allows us to share photographs and videos of some of what your child has been doing at school. Tapestry will also be used to record meals, intimate care and sleep entries. It also allows you to make comments and add your own photos to show what your child has been doing at home to support their learning. The children all have their own Tapestry profile, and your child will be given their secure login on their first settling in session. Once you have your child's log in details, you will be able to access their account. You will need to:



- Download the Tapestry app (Available for iOS and Android) or visit the Tapestry website. Enter your username and password provided by the Nursery
- Once logged in, you'll be able to view photos, videos, observations of your child's learning, as well as add your own comments and upload pictures from home to share with the Nursery team. If you have any questions, or cannot access your child's account, please contact your child's key worker or Hannah Saunders, Head of Early Years for assistance.



Curriculum

In Nursery, learning happens through play every day. We follow the Early Years Foundation Stage (EYFS) framework, but everything is designed to be age-appropriate and fun. Children explore, play, and join in simple teacher-led activities that help them grow and learn at their own pace. We focus on building confidence, independence, and social skills, such as sharing, taking turns, and using kind words. Good manners are encouraged in a gentle way, and children start to feel part of our happy school community.

Forest School

Forest School activities complement and extend the academic curriculum, helping to further develop independence and enrich language, mathematical and communication skills. They provide wonderful opportunities for children to learn practical skills and to use their own initiative to solve problems, to co-operate with others and to manage risks under close supervision. Forest School sessions, with our specialist teachers, take place all year, regardless of the weather.

Music

The Nursery children receive one music lessons each week, taught by a specialist music teacher.

PE

Children enjoy a weekly session with our specialist PE staff. These fun sessions help little ones develop their movement skills, build coordination, and learn lots of important early physical skills through play.



What to bring to Nursery

Black Crosfields book bag

Please bring this bag to school every day so we can pop in any letters or the wonderful masterpieces your child creates, ready for you to enjoy at home!

Water bottles

Children should bring a named, filled water bottle to school each day. The bottles are sent home at the end of each day.

Backpack - change of clothes

A bag with a change of clothes should remain in school. Please ensure you have put some spare black joggers and spare T-shirt (this can be a generic plain, pale blue or white t-shirt), socks and pants in the front pocket of your child's bag.

Forest School clothes

These should remain in school along with your child's welly boots. If they get particularly wet or dirty, following an outdoor session, we will send them home. Please return them to school as soon as possible.

Toys and special possessions

We understand that starting Nursery is a big step for little ones, and having something familiar can make the transition easier. Children are welcome to bring a small comforter, such as a soft toy or blanket, to help them feel secure during the day. These items can be kept in their bag or used when needed, especially at rest times or if they need a little extra reassurance. We do ask that comforters are clearly named and small enough to fit in your child's bag, so they don't get lost.



Sleep and rest

We recognise that rest and sleep play an important role in supporting the wellbeing, development and emotional regulation of children aged 2–3. After lunch, children who need a sleep are offered the opportunity to rest in a calm, quiet and comfortable environment. Each child has their own individual sleep basket, clearly labelled with their photo, containing a fitted sheet, blanket and their personal comforter from home. We work closely with families to understand and follow each child's usual sleep routines and needs. Children who do not sleep are supported with quiet, restful activities instead.

Personal Items and Washing:

Sheets and blankets provided by the nursery are washed regularly on site. Personal comforters are sent home periodically for washing, or sooner if required. Parents will be informed when items need to be taken home to ensure they remain clean and familiar for their child.

Safe Sleeping

All sleep is carefully supervised by our trained staff at all times. Children sleep on appropriate mattresses and are positioned in line with current safe sleeping guidance. The sleep area is regularly checked throughout rest times to ensure children are comfortable, safe and well. We do not use pillows, loose bedding or sleep aids unless specifically agreed with parents and supported by appropriate guidance.



Skills for starting Nursery

We are often asked by parents how they can help their child prepare for starting Nursery. Here are some things you can work on at home to help them develop the skills they need.

Independence

- I am happy to be away from my mummy, daddy or main carer

Social Skills

- I can play alongside other children
- I am learning to take turns with help
- I know when to say 'please' and 'thank you'

Self-care

- I am learning to tell an adult when I need the toilet or a nappy change
- I can try feed myself using a spoon or fork
- I am beginning to drink from an open cup without spilling too much

Speaking and Listening

- I can use words or gestures to let adults know what I need
- I enjoy listening to short stories and songs

Early Learning

- I like exploring books and looking at pictures
- I am interested in counting small groups of objects

Interest in the world

- I am interested in new activities
- I enjoy playing and exploring outdoors
- I am interested in the world around me





Uniform

Some of our school uniform is supplied by [Stevenson's](#). You can find the specific uniform you need using their new search feature. You can also set up an account by creating a profile and adding your child's information.

We also have a school shop on site, which is open each week during term time. The shop coordinator can be contacted by telephoning the main school office. The on site school shop stocks the Nursery polo shirt and jumper, as well as second-hand items, and is open each Wednesday during term time between 15:30 and 16:30. However, if you are looking for a specific item and cannot attend during this time, please email shop@crossfields.com and one of the dedicated team will have a look for you.

For all items purchased through the school shop, the proceeds go directly to the bursary fund and we ask for donations for any selected items.

Families will be given a polo shirt and jumper during one of their settling in sessions.

For full uniform information, please contact admissions@crossfields.com



Nursery polo shirt
(available from
School Shop)



Nursery round
neck jumper
(available
from School
Shop)



*Coat



Plain white
socks



Black joggers



Predominantly
white velcro
trainers with
non-marking
sole



*Knitted hat
(optional)



*Legionnaire
hat (optional)



Wellington boots, any colour permitted



Black, PU Elka rain set, must be purchased from muddyfaces.co.uk



Plain black or navy wristees



Plain black or navy necker



Pre-Prep backpack (optional)

- Available to purchase from Stevensons: [Stevensons](#).

FIND US ON...



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