



Welcome to



A place of possibility



This booklet has been written to provide you with key information about the Baby Room at Brookhill Nursery School prior to your baby's start date.

We understand that starting nursery is a significant step. Our aim is to work in close partnership with you so that your baby feels safe, secure and happy as they begin their journey with us. We look forward to welcoming you and your baby.

Brookhill Nursery School: 0208 449 5466
Email: office@brookhillnursery.barnetmail.net



Welcome

Our BEYA Nursery Schools are places of possibility; living spaces where children and childhood are honoured, their ideas and abilities valued. A place where children and adults are learning from each other. Where children are seen as individuals and achievements are celebrated.

In the Baby Room, we believe that babies learn through relationships, touch, movement, and sensory exploration, and that care and learning are deeply connected.

We recognise that every baby is unique and develops at their own pace. Through careful observation and sensitive responses, we create an environment where babies feel secure and confident enough to explore the world around them.

Our Key Person Approach

Our Key Person Approach is built on the belief that strong relationships help babies feel safe, develop a sense of belonging, and support their emotional wellbeing. A baby who feels they belong is a baby who can thrive. Each baby is supported by a dedicated key person who builds a warm, trusting bond, nurturing their care, learning and development while supporting their growing sense of self - helping them feel valued, loved and wonderfully unique.

Through consistent, loving interactions and a calm, enabling environment, we tune into each baby's emotional state, co-regulating with warmth and care throughout the day.

Settling In

Beginning nursery is one of the biggest transitions a baby and family will experience. We approach settling with patience, respect and deep understanding of attachment.

Their first day is for one hour only and you stay with them. We will follow your baby's lead and gradually increase the time they are happy to be left without you.

We offer home visits, where families are invited to share detailed "All About Me" information so we can understand each baby's routines, preferences and needs. We also welcome and value transition objects from home, recognising the comfort and reassurance they can provide.

We listen to families as the experts on their child. Settling is collaborative - we share observations with parents, remain flexible and take our cues from the baby, always prioritising emotional readiness above all else.

What to Bring

Please provide the following (labelling items clearly):

- Plenty of labelled spare clothes, including vests, bibs
- Bottles and milk (if needed)
- Comforter (if used), eg. dummy with dummy case
- Nappies, wipes and nappy cream (no pull-ups please)
- Weather-appropriate clothing and suncream in summer
- Sleeping bag, if used (no teddies/soft toys please)

Care, Routines and Daily Practice

Nappy Changing and Personal Care

Nappy changing is a calm and respectful part of the day. We see care routines as important relationship-building moments, supporting communication and independence. To support good health and hygiene, staff will

- Use gloves and aprons for each change
- Clean changing mats after each use
- Dispose of nappies hygienically
- Respect privacy, dignity and respond sensitively

Safe sleep

We follow the EYFS and safer sleep guidance to ensure a safe sleeping environment. We follow home routines where possible to help babies settle, such as cuddling, singing or gentle soothing.

**Babies will:**

- Sleep on their back in their own cot, pod or mattress
- Use a clear, flat and firm sleep space
- Have no pillows, toys, loose bedding or bumpers in cots
- Be placed “feet to foot” in their sleep space
- Use their own sleeping bag

For babies under 12 months:

- Cots are used at all times
- Head coverings, bibs, hats and dummy clips are not used during sleep

To support safety:

- Babies are checked at least every 10 minutes
- Sleep rooms are well ventilated and kept between 16–20°C
- Staff ensure babies are appropriately dressed (lighter clothing in hot weather)
- We do not accept sleeping babies in buggies at drop off.

Feeding and Mealtimes

We support babies to develop independence at their own pace while ensuring safety and care. Staff always remain with babies during feeding and mealtimes and water is available throughout the day. Cups are provided by nursery.

Parents provide a packed lunch (feel free to use a thermos as we are not able to heat food). Nursery will provide breakfast and tea. We ask for weekly donations of fruit for snack time. We will:

- Hold babies in a semi-upright position during bottle feeds
- Always test milk temperature before feeding
- Label and store breast milk safely (used within 24 hours)
- Sterilise bottles and dummies daily for babies under 12m

Babies are:

- Offered small portions and given time to explore food
- Encouraged to use hands and fingers to explore textures
- Supported to develop early self-feeding skills

Hygiene and Health

To support good health, we follow NHS and Public Health guidance to reduce infection risk. Children should stay at home if unwell eg. temperature, rash, not eating/drinking, including 48 hours after sickness or diarrhoea:

- Hands and faces are cleaned before meals and sleep
- Tables, chairs and eating areas cleaned before/after use
- Cups are washed and refilled daily
- Fridge and food storage areas are cleaned regularly
- Adults do not wear outdoor shoes in Pearl room

Important information

- We are a NUT FREE ZONE, please respect this as some children and adults have serious allergies that can be life threatening and we all need to keep them safe
- We ask for a voluntary contribution of £1 a week to cover activities such as cooking, play dough etc.
- If your child is unable to attend nursery for any reason, you must inform the and each day thereafter.

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- Holidays should be taken outside of term time if you are accessing a free entitlement for your child. Requests for leave may be authorised in exceptional circumstances.
- As we do not allow children to go with an unknown adult, please help us by informing us in advance of any alternative collection arrangements.
- If your child is suffering from sickness/diarrhoea they must stay at home for **48** hours after the last episode
- Please ensure you label all coats, hats, gloves etc to prevent items being lost. It is impossible for staff to keep track of individual items
- Please bring some fruit each week for the children to share during the session.
- If at any point you wish to change your child's hours, please email admissions@beya.org.uk
- Please make sure you do not park on yellow lines or across driveways for the safety of our children and courtesy to the local residents.
- Please make sure you close all doors and gates as you arrive and leave the nursery.
- Please ensure you have signed up to the **Arbor** app to receive nursery communication.



Nursery timings

The nursery times are:

For morning places: 8.30am - 11.30am

For afternoon places: 12.30pm - 3.30pm

For core day places: 8.30am – 3.30pm or 9am -3pm
(depending on your agreement)

If you have been allocated a place in our extended day provision, times are as follows;

Breakfast: 8.00 - 8.30am / After school: 3.30 – 6.00pm

If your child will be arriving or collected late or in unforeseen circumstances, please phone the nursery to let us know.

We look forward to working in partnership with you and value the knowledge you have of your child as their first educators.

If you have any concerns or queries, please don't hesitate to speak to a member of the staff team.