



Let's Be Kids
Cinnamon Brow

Family Guide

2025/26

Welcome to our Nursery

Welcome to Let's Be Kids (Cinnamon Brow), we are delighted to welcome you all into our nursery family. We look forward to supporting you on your new and exciting journey and are here to help support you along every step of the way.

Within this booklet we hope we will provide you with a helpful guide and create a vision on what to expect within Let's Be Kids (Cinnamon Brow).





Your sessions with us

Let's Be Kids is open 7:30-6pm for 51 weeks per year.

We accept all government Early Years Funding. In September, working parents funding has increased to 30 hours per week, term time only, for children from the term following their age being 9 months. This funding can be stretched to 22 hours per week, all year round.

Any additional hours must be paid for privately. We encourage families to use the governments Tax free childcare scheme, saving you 20% on your fees. Payment can also be made by cash. Bacs, childcare vouchers, and card. All details are on your invoice or family app.

You can choose an all year round or a term time only option. We are closed between Christmas and New Year. We close for Christmas on 23rd December or 24th December at 4pm and reopen on the 2nd January.

If you choose a term time only agreement, the term dates are as follows.

Term	Opens	Closes
Autumn Half Term 1	Wednesday 3 rd September 2025	Friday 24 th October 2025
Autumn Half Term 2	Monday 3 rd November 2025	Friday 19 th December 2025
Spring Half Term 1	Tuesday 6 th January 2026	Friday 13 th February 2026
Spring Half Term 2	Monday 23 rd February 2026	Thursday 2 nd April 2026
Summer Half Term 1	Thursday 16 th April 2026	Friday 22 nd May 2026
Summer Half Term 2	Monday 8 th June 2026	Wednesday 22 nd July 2026

We will be closed on Monday 4th May for the May day bank holiday.

Our Nursery day



Our routine is flexible and will meet the children's individual needs. As the children mature, we will aim to have a loose routine like the one below.

7:30	Nursery Opens
7:30-8:30	Breakfast is available
10	Snack
11.30	Lunchtime
12.00	Nap time
2pm	Snack
4pm	Light Evening Meal

Menus will be shared at the start of each term. It is important to note that the early years funding is not intended for food costs and they will be charged extra each month. Our fee policy is available upon request. Please speak to the manager if you have any questions.

Attendance

We believe that regular attendance at Nursery helps support your child to get the best possible start in life and to fully benefit from our curriculum. Good attendance is essential to build relationships with adults and friends, and to get into a good routine to continue through their childhood.

If you are unable to attend for any reason, please let us know as soon as possible or on the first day of non-attendance and to keep us regularly informed in the case of ongoing absence.

You can inform us by marking your child as absent on the family app, including a reason why.

As part of our safeguarding procedures, we will message or call you if you fail to provide a reason for absence.

Failure to regularly attend may impact your entitlement to your government funding and a place at nursery.



Family



Here at Let's Be Kids (Cinnamon Brow) we value the importance of communication for parents. To help ensure this we use an online management system called Family. Once you have been enrolled onto our system you will receive a link to join Family. You will then need to create an account by following the link.

To help the staff get the best knowledge and understanding of your child please fill in all the required sections under the **about** heading including basic information, health and permissions. We also require a minimum of 2 contacts adding with a home address for the child under the **contact** heading.

We use family to share everything with you about nursery.

- A news feed for important messages about nursery events and children's planned learning
- A message function for private messages
- A record of your child's experiences and learning
- Finance information – invoices and payments
- All your child's contact details
- Health information
- Permissions from you about your child
- Accidents that have happened throughout the day
- Medication if required
- Any nappy changes or toileting changes
- Sleep times and checks
- Meals
- All invoices will be sent through the app directly to your email.

During our settling in process, we will update you with pictures so you can experience this exciting time with your child, and we find this helps you as a parent feel reassured that they are settled and happy. We will also post about what your child is learning and ideas to help you support this at home. Once settled we will keep you updated with wow moments of your child and progress, they make.

If you have any difficulty setting up family, please contact us and we can help you.

Our staff hierarchy



This is our wonderful team who will take care of your babies and children, and help to give them wonderful experiences at nursery.

When your child starts, they will be allocated with a key worker, who will form a greater connection with both you and your child, learning all about your routines and values, and really get to know your child so they can feel happy and secure at nursery.

You can contact the team via messages on family.

You can email cinnamonbrow@letsbekids.co.uk.

Your nursery manager is Lisa. She will deal with all of your queries regarding plans and sessions.

The director is Jenna Welsby. You are welcome to contact Jenna at any time – her email address is jennawelsby@letsbekids.co.uk.

Our Curriculum and Learning



We offer every child an ambitious and inclusive curriculum which not only prepares the children for the next stage of their learning journey, but celebrates all the wonderful stages that babies and young children go through during their first two years.

We screen all children on Welcomm – a fantastic speech and language assessment tool. This helps us identify if children are meeting expected milestones and swiftly puts interventions in to place for nursery and home to help children make rapid progress and close gaps in development.

We will have lots of play, both indoors and outside. We will have lots of time to sing and talk, and improve our communication. We will have lots of opportunities to develop our physical skills – both gross motor and fine motor skills. We will also learn to enjoy the company of special adults and other children – observing, playing alongside and then making our first special friendships at nursery.

We offer a literacy-based curriculum to foster a love of books and reading. This helps build vocabulary too and we would love for your support in building this love at home too.

We have set books each term which link to an overall theme. Staff plan exciting activities linked to our texts in order to give children opportunities to develop knowledge and practise skills as set out in our curriculum

As a setting we understand that children learn best through play and have invested in high quality early years resources both within our indoor and outside environments to support this. We are play advocates, and regard play as an entitlement to children. We are also very proud of our staff team who model and support play and offer quality interactions with all our children, promoting learning and development across all areas of our curriculum.

Special Educational Needs

We are an inclusive setting and believe that all children deserve an equal opportunity to fulfil their potential and have full access to our curriculum. We have a whole team approach to identifying any areas that a child may need some support in and a shared responsibility across the setting to ensure children's individual needs are being met. Staff, children and families are supported by our SENCO, Lisa. Lisa will support staff to develop plans to ensure the children receive the additional support that they may require. Lisa will also liaise with parents alongside key workers and will make any referrals needed to outside agencies in order to support the children. We recognise that early intervention is essential to improve the children's outcomes. Lisa will be available to speak to you if you have any concerns about your child's learning or development.

Behaviour

At Let's Be Kids we aim to create an atmosphere of positivity in which the children can thrive and learn in a calm, organised manner. As the children grow and develop understanding, we have a few simple rules and these are set out in a positive way, these include that we are to respect each other and our environment. We keep each other safe with our kind hands and listening ears but most of all that we have lots of fun in the safest way possible.

The children are reminded of our simple rules during group times and throughout the day. Our staff use positive reinforcement to support this. We encourage the children to make positive choices and praise these actions as this helps children to recognise good behaviour. Children sometimes need support to make good choices and staff are all on hand to support the children and to model positive behaviour.

We use strategies such as talking about our emotions using the 'Colour Monster' book and giving the children calm spaces and support to explore how they are feeling with a member of staff.

If you are concerned about any aspect of your child's learning and development including behaviour please speak to your child's key person in the first instance and we can support you and your child.

Outdoor Play

We are committed to providing varied learning opportunities for the children and part of this is ensuring the children get to spend time outdoors every day. The children benefit so much from the time spent outside, it helps to develop resilience, confidence and independence in addition to fostering a sense of connection with nature.



You will need to come dressed in clothing suitable for the weather. Some of the items you may need are:

- An all in one warm and waterproof snowsuit
- Wellies (when walking steadily in wellies)
- A spare change of clothes

Food

If your child is on formula milk, please provide a sealed tin and we will date and label this and let you know when it needs replenishing.

Please make sure your key worker understands what stage your child is at with regards to weaning and textures they are able to competently eat. This can change rapidly with young babies and children so communication is very important between parents and key workers.

Breakfast is a choice of cereal or toast and is charged at £0.60.

A hot lunch is provided and charged at £2.80. Unfortunately, the funding does not cover the price of food.

We also offer an afternoon snack to all the children, this is a snack in line with our healthy eating policy. The cost of the snack is just £0.60 per session. Please ensure all dietary requirements including allergies are added onto Family as well as included on your registration form.





Parents as partners

Here at Let's Be Kids (Cinnamon Brow) we love having our families involved in their child's development and time at nursery. We firmly believe that it is essential that parents are involved as much as possible in their child's learning and believe that communication is the key to achieving this.

We really enjoy getting to know our families as we find face to face interaction very important. We hold parent's evenings and stay and plays regularly to provide you a chance to come into nursery and have a one on one chat with your child's keyworker regarding development or see your child explore and learn in the nursery environment; It is a chance to show off their nursery skills and friends. We also use the family app as a big form of communication, sending out posts, private messaging and general updates.

We are always available to chat if you do have any concerns about your child or would like to discuss any aspect of their development. If you ever feel the need to arrange a meeting with a member of the team, please phone or message the office so we can arrange and facilitate this request.

What to bring to Nursery

Please bring a bag with two spare outfits, nappies, wipes and cream. (These can be provided by nursery at a cost to you if you would prefer). We will not wear shoes inside so you are welcome to bring slippers / slipper socks for indoor play. Slippers can be left at nursery.

Please bring outdoor clothing appropriate for the weather, this includes coat, hat, gloves, wellies, sunhat etc.

We will have cups and jugs available for the children to access fresh water. If you do wish to send a water bottle with your child, please ensure it is filled only with water and help work alongside our healthy eating and oral health policies. No juice is permitted at nursery.

Please ensure that all personal items are clearly labelled with your child's name.

The children should not bring any toys in from home as they may get lost or broken and Nursery is not responsible for any damage or loss. Children may also get upset if someone else takes their toy. We accept that some children may need a comforter in the form of a soft toy or blanket, and this is ok to send in whilst the children are settling in or as part of sleep routines etc.

Nappies/ toilet training

Children in nappies will need to provide their own nappies and wipes, alternatively you can purchase from nursery. When considering starting to toilet train, we ask that you look out for signs of readiness like using language around toileting, that your child can communicate needs, that they are aware of their bodies, and can pull their pants up and down themselves. We are happy to support you when you think they are ready. It is great if you are having some success at home too. Whilst toilet training, please make sure there are plenty of spare pants and bottoms so we can make sure your child is comfortable. Please speak to your child's keyworker for support during this phase so we can work in partnership together.

Getting prepared for Nursery

- Please label all clothing including bags, coats, shoes etc.
- Please engage with pre visits for your child to benefit from the settling in process and start to build relationships with nursery staff.
- Please share photos of your baby / child and their family with nursery so we can foster that sense of belonging from the start.

As you child becomes more aware,

- Start to show your child how to recognise their belongings and start to recognise their name
- Talk to the children about starting Nursery and share story books about going to Nursery.
- Practise self-help skills such as putting own coat on, taking coat off, pouring from a jug, drinking from an open top cup.
- Share the staff's names and pictures with the children so they become familiar with them.

Support for families

We know raising young children can be a hard and difficult task. Please reach out to us if you are struggling in any way or need extra support. We can offer ideas and support that can help you, and we can access support from health visitors and other agencies too. There is help, please reach out if you are ever feeling alone or unsure.



Things to do now

- Complete your registration form on our family app. When you register for family – add, your child's photo, fill in all of your own contact information and add at least one other for emergencies. Please also add anyone else who may be collecting your child. You need to complete all of the 'about' info for your child, including health and permissions. This is where you will find a brief description of our policies and procedures.
- Send in your funding code and complete your funding declaration making sure all areas are signed and complete. You will need to show your child's birth certificate or passport to a member of staff. (If you are unsure about your code please contact the office)
- Please send photos of your child, family and home to us which will be used as part of our displays to help the children develop a sense of belonging from the start. These can be sent electronically via Family or e-mail.
- Please make sure your child has a bag for spare clothes and nappies and wipes if appropriate.
- Please make sure you have some wellies and a warm waterproof all in one. We may have spares if you are struggling. The best dressed children have the most fun!



Contact us

If you have any questions or concerns, please don't hesitate to contact us via the following methods:

Family – Please send a message to your child's room or the office

E-mail cinnamonbrow@letsbekids.co.uk

Telephone – 07593 139 645

We look forward to welcoming you and your family into our setting!