

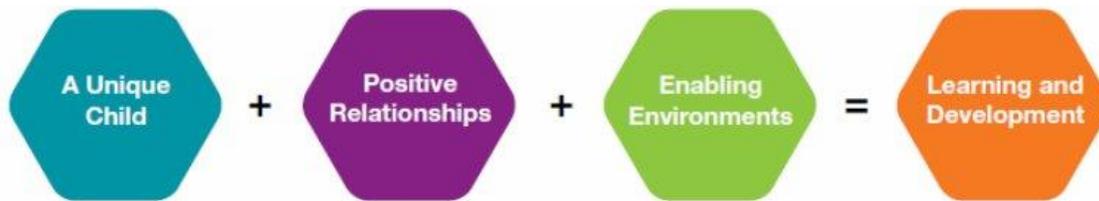


At Puddleducks our aim is to provide a friendly, safe and stimulating environment where children can develop their mental, physical, social and creative skills through a wide range of activities.



## Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage (EYFS) was introduced in 2008 and is a framework which supports children from birth to the end of the reception year in Primary School. It is based on the principle that children are born ready, able and eager to learn. Development is not an automatic process it depends on each unique child having opportunities to interact in positive relationships & enabling environments. At Puddleducks our aim is to provide your child with the foundations for them to grow to become confident, capable & self-assured individuals.



## EYFS Themes and Principles

About the Themes and Principles

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.	Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.	The environment plays a key role in supporting and extending children's development and learning.	Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.
Effective practice, research and resources	Effective practice, research and resources	Effective practice, research and resources	Effective practice, research and resources

## Child Development

During your child's time at the nursery they will be periodically monitored for their development. Their Family profile contains evidence to show their progress that supports the EYFS framework. You will be able to view this at any time and will be given a login to access your child's profile from home. You will also be able to provide your own input and upload photographs to Family.

## The Nursery Rooms

**Cottontails Room** – Cares for up to twelve babies from 3 months to 24 months old approximately. Our babies will be cared for by fully qualified and experienced nursery practitioners with a ratio of three babies to one nursery practitioner. We have a comfortable armchair, and floor cushions to promote the home environment, cots for each baby, a separate changing area, an area for play and lots of space for those all important first steps. We also have a garden area just for the babies to play in which is a soft play area that is safe and secure for the babies to play on.



**Tiny Learners Room** – Cares for up to 24 children aged 2 to 3 years old. Our Tiny Learners will be cared for by fully qualified nursery practitioners with a ratio of four children to one nursery practitioner. Each day being full of exciting and fun activities for the children learning through play.



**Jeremy's Room** - Holds up to twenty-eight children aged from 3 years to school age. The children will be cared for by fully qualified nursery practitioners with a ratio of eight children to one nursery practitioner. All children have access to our outdoor area at all times whatever the weather.



**Freeflow/ outside play area-** All children will have access to outdoor play whatever the weather. We have a varied range of outdoor resources appropriate for your child's age and needs ranging from soft play for the babies to den making, water play and construction for the older children. Outdoor play offers a perfect companion to provision indoors - it is a complementary environment which significantly enhances and extends the provision we are able to give children inside.



## Healthy eating, Diet & Nutrition

We provide a varied and healthy diet and one which children will enjoy. A typical daily menu will be:

**Breakfast** 7:30am to 9:00am – Corn flakes or Weetabix with sliced kiwi

**Lunch** 11:30am – Shepherd’s pie with mixed vegetables

**Tea** 3:00pm – Egg mayonnaise salad wholemeal wrap

Our cook will willingly accommodate any special dietary requirements. Here is an example of our menu

<b>Week 1 Autumn</b>	<b>Breakfast 7.30 to 9am</b>	<b>Dinner 10.50am</b>	<b>Tea 3pm</b>
<b>Monday</b>	Corn flakes or rice crispies with chopped apple  Fresh water to drink	Quorn chicken and lentil hotpot with mixed vegetables  Yoghurt and raisins  Fresh water to drink	Beans on seeded wholemeal toast  Fresh fruit platter  Fresh water to drink
<b>Tuesday</b>	Buttery white toast with tinned pineapple  Fresh whole milk to drink	Gammon, new potatoes and green beans and gravy  Banana and custard  Fresh water to drink	Chicken/cheese sandwiches  Yoghurt pot  Fresh water to drink
<b>Wednesday</b>	Weetabix or Shreddies with strawberries  Fresh water to drink	Turkey chilli con carne with white rice and sugar snap peas  Melon and raisins  Fresh water to drink	Cheese and crackers with cherry tomatoes  Slice of apple  Fresh water to drink
<b>Thursday</b>	Seeded wholemeal toast with chopped pear  Fresh whole milk to drink	Salmon, sweet potato mash and mushy peas  Rice pudding  Fresh water to drink	Potato wedges with Dips  Fresh slice of orange  Fresh water to drink
<b>Friday</b>	Porridge or shreddies with sultanas  Fresh water to drink	Chicken casserole with carrots and onions  Raspberry cake  Fresh water to drink	Ham and cucumber sandwiches  Yoghurt pot  Fresh water to drink

## Gradual Admission

Our optional gradual admission policy is detailed below and we would like to point out that it is flexible but will be depend on the number of days your child will be attending and will be tailored to your child's individual requirements.

- **Day 1:** You and your child will spend one hour together in their room and play and chat to the nursery practitioners.
- **Day 2:** You and your child will spend approximately one hour and fifteen minutes at nursery and play and chat to the nursery practitioners. Fifteen minutes of which we suggest you leave the room for a coffee.
- **Day 3:** If your child is settling in then we would advise you to leave them in the room after approximately fifteen minutes and return one hour later to play and reassure them that you will return.
- **Day 4:** If your child is happy then we would advise you to leave them in the room after approximately ten minutes and return to be with them for lunch.
- **Day 5:** This will be your child's first full day at the nursery getting familiar with the daily activities and we suggest you collect them at what will be their usual collection time.

We offer full or part time places in all rooms. We are open from 7.30am until 6pm for full days.

### Our Half Day Sessions are as follows:-

Morning Session 7.30am - 12.30pm/ Afternoon Session 1.00pm - 6.00pm

Please note we only accept payment for nursery fees by standing order on the 1st of each calendar month in advance. An annual tariff review will take place in June each year. Please note that state funding is available for three and four year olds and the Working Families Tax Credit is also available for those families who qualify, if you require further information please don't hesitate to ask.



# Registration Forms

**Child's Name:**

**Start Date:**

## **Nursery Terms and Conditions**

- Age of Admittance:** 3 months to 5 years.
- Opening Times:** 7:30am to 6pm Monday to Friday
- Holidays:** We are open throughout the year except for public holidays and approximately one week at Christmas.
- Payment:** Fees are paid monthly in advance on the first of each calendar month by standing order. The fee is calculated to consider Public and Christmas holidays and will remain the same for the whole year. An annual review will take place in April each year.
- Holidays:** If your child does not attend nursery on the days they are booked in for, we will not be able to credit you for this. This is because we have reserved that space for your child and will be unlikely to fill it at short notice, we must also still pay our staff wages.
- Non-Payment of Fees:** If fees are not received there will be an administration fee of £10.00 for each reminder sent.
- Sickness:** Any child suffering from a temperature, doubtful rash, sore throat or discharge from the eyes or ears should be kept at home until the symptoms have disappeared. We also ask parents to ask if attending a consultation with a doctor if the child is well enough to attend nursery. If antibiotics are prescribed it is nursery policy not to admit the child until they have been taking antibiotics for a minimum of 48 hours.
- Treatment** In the event of your child falling ill at nursery you or the nominated persons will be contacted. The nursery will endeavour to contact the above, but in the unlikely event that contact cannot be made, will use judgement in assessing whether the child requires their doctor or hospital treatment. In respect of this we ask parents to sign a consent form allowing treatment at the doctors or hospital to commence without parents being present.
- Medication:** The parent of any child who requires medicine should provide written permission and clearly labelled instructions on dosage to a senior member of staff.
- Notice:** If you no longer wish to maintain your place at the nursery you will be required to give one calendar months' notice in writing and full fees will be charged for the notice period. The final month's payment will have the deposit, of one week's fee paid on joining the nursery, deducted.

<b>Absence:</b>	It is important that we are notified if your child is to be absent from nursery. Please contact the nursery before 9:00am.
<b>Collection:</b>	We must insist that we are notified in advance if any other person, than the one specified on the registration form, is collecting a child from nursery. This is for the safety of the child. If we have not been notified, then we will not allow the child to leave without first telephoning for your consent.
<b>Late collection Fee</b>	Please be advised that in the event of your child being collected after 12:30pm or 6pm, a late collection fee of £3.00 will be charged for every five minutes that you are late.
<b>Car Park:</b>	Please drive carefully when parking and have consideration for children and residents.
<b>Clothes:</b>	Please name your child's shoes and clothing to avoid any confusion. We ask you to provide a complete change of clothing, a named bag will be provided by the nursery.
<b>Baby Feeds:</b>	Whilst your child is receiving bottle feeds, we ask you to provide made up bottles in a clearly labelled cool bag.
<b>Baby Change:</b>	The nursery asks for sufficient nappies and nappy sacks to be provided. The nursery will provide baby wipes and sudocrem, if you choose to you may supply a preferred alternative.
<b>Complaints:</b>	If you have a complaint or concern, we ask you to report it to the Nursery Manager. All matters will be dealt with swiftly, investigated, and appropriate action taken. The outcome will be reported back to you as soon as possible.
<b>Behaviour:</b>	We do not under any circumstances carry out physical punishment. If the need arises for a child to be disciplined, they will have the wrong explained to them, asked to apologise, and have a quiet calming period sat at the table work area.
<b>GDPR</b>	We collect and use personal information about employees of the nursery, children attending the nursery and parents of the children in accordance with the General Data Protection Regulation (GDPR). Parents will receive a copy of this policy to read and sign when joining the nursery.

**E-Learning:** During your child's time at nursery, they will be observed and photographed to record their development. The use for this data is strictly for nursery purpose only. Only you as parents/carers, staff members, Warrington early years team and Ofsted will view the contents of the journals.

**Safeguarding:** The nursery has a duty of care to notify Social Services directly if they have concerns regarding any child's welfare.

**Famly:** Famly is a GDPR-compliant digital platform that offers nurseries an all-in-one solution for communicating, learning journals, and invoicing. Parents and carers are allocated an individual login to the Famly system allowing access to your child's online profile.

Your child will be input onto the Famly system upon registration and all their details will be stored there along with their photographs and development progress.

**Registration:** In order to reserve a place for your child at the nursery, please complete and return the attached registration form along with a deposit for the sum of one week's fee. The deposit will be deducted from your last months fees if one months' notice has been given. Unfortunately, we are unable to refund your deposit if you decide not to take up your place at the Nursery.

I have read, understand, and fully accept the terms and conditions of Puddleducks Day Nursery.

Signed ..... (parent/guardian)

Date: .....

## Child Registration Forms

### Personal Details

<b>Name of child</b>	
Date of birth	
Gender	
Home address	
Postcode	
Position in family	
Religion	
Ethnic origin	
Nationality	
Language(s) spoken at home	
Details of any special educational needs/disabilities	
How did you hear about Puddleducks Day Nursery?	
Preferred start date	

### About your family

<b>Mother/carers</b>									
First name									
Surname									
Home address									
Postcode									
Home tel. number									
Mobile									
Home email									
Work address									
Postcode									
Work tel. number									
Responsibilities (Tick all that apply)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Parental responsibility</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%;">Payment of fees</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Collect child from nursery</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Contact in emergency</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Parental responsibility	<input type="checkbox"/>	Payment of fees	<input type="checkbox"/>	Collect child from nursery	<input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>
Parental responsibility	<input type="checkbox"/>	Payment of fees	<input type="checkbox"/>						
Collect child from nursery	<input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>						

<b>Father/carer</b>	
First name	
Surname	
Home address	
Postcode	
Home tel. number	
Mobile	
Home email	
Work address	
Postcode	
Work tel. number	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Contact in emergency <input type="checkbox"/>

**Other contacts**

<b>Contact one</b>			
First name			
Surname			
Relationship to the child			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>	
<b>Contact two</b>			
First name			
Surname			
Relationship to the child			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>	

Please provide a password that all authorised collectors will be aware of	
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**Medical details**

Does your child have any allergies?	Yes / No (please circle)
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If yes, please give details of the cause and reaction.

Does your child have any special dietary requirements?	Yes / No (please circle)
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If yes, please give details.

Has your child had any of the following immunisations?  Please tick	BCG	
	Diphtheria	
	HIB	
	MMR	
	Meningitis C	
	Poliomyelitis	
	Tetanus	
	Whooping cough	

Any other immunisations	
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Name of GP	
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Name of surgery	
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Address	
Postcode	

Telephone number	
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**Health visitor details**

Name	
------	--

Address	
---------	--

Postcode	
----------	--

Telephone number	
------------------	--

Other agency details	
----------------------	--

Name	
Address	
Postcode	
Telephone number	
Any other details that we should know about?	

### Sessions

Please indicate your preferred sessions.

Session	Mon	Tues	Wed	Thurs	Fri
Full day					
Morning only (7.30 to 12.30)					
Afternoon only (1 to 6)					

Do you require a place for term-time only? (Please circle) Yes / No

**Office use only**

Input into Famly system (tick when complete)

Input by .....

Login for Famly sent to .....

Gradual Admission arranged as below

.....  
.....  
.....  
.....  
.....

Actual start date .....

Room .....

Key person .....

Booking Confirmation sent	Yes/No	Free polo-shirt ordered	Yes/No
PiP emailed	Yes/No	Part-Month invoice sent	Yes/No
T&Cs signed	Yes/No	Deposit Invoiced	Yes/No