

## Holidays and sickness

In the event of your child having a holiday or being ill full fees are due to cover the cost of your child's space.

We follow the Health Protection Agencies advice regarding re admittance to nursery, please see our policy and HPA guidance in nursery.

## Early Years Entitlement (EYE)

Children who are attending nursery the term after their third birthday are entitled to up to 15 hours funding per week in term time, or 12 hours for 47.5 weeks per year. The EYE funding can be taken in a variety of ways, please speak to Sheona or Karen to find an option that suits you and your child. No charge is made to any parent carer whose child attends for EYE funded sessions only. 'Wrap around' care is available to purchase should you choose to leave your child for longer periods of time with prior arrangement.

## Complaints

If you become unhappy with any aspect of our service please in the first instance speak to Karen or Sheona. If you feel that we have not managed to solve your concern or the complaint is of a more serious nature, you may make a complaint to :

OFSTED,  
National Business Unit,  
Picadilly Gate,  
Store Street,  
Manchester,  
M1 2WD.  
Telephone no :0300 123 1231



Hello and a warm welcome to Puddleducks Day Nursery, established in 1995 as Spalding's first Day Nursery, owned by Sheona Smith, mother to three children, NNEB and level 4 practitioner in Childcare. The nursery is managed by Mrs Karen Brooks, NNEB and also level 4 practitioner who has worked alongside Sheona since 1997 providing a caring, safe and educational environment in which children feel valued and can reach their potential in all areas of their development.

The highly qualified team, help Karen and Sheona to provide a stimulating but homely environment. Children are in small groups with a high staff ratio ensuring that their every need is met. Working closely with parents and carers we aim to ensure that every child who attends our nursery enjoys their day, with active learning being the centre of our ethos.

Our 28 place Day Nursery is registered with Ofsted. Set in a an old Victorian 4 bedroomed detached house with a large garden that is accessed continually through out each day by our children. Many Years ago the House was known as Miss Culpin's School, with the downstairs used as the school rooms and the upstairs were the living quarters, now the nursery uses the whole house to provide our unique environment, a real home from home.

Through out the next few pages of this brochure you will have a small insight into our nursery and how we deliver our aims, for further information, or arrange a visit please speak to Sheona or Karen who will be happy to help you and answer any questions you may have.

Sheona Smith Nursery Proprietor  
Karen Brooks Nursery Manager  
Puddleducks Day Nursery,

Escallonia, No. 3 Holland Road, Spalding, Lincolnshire, PE11 1UL  
Telephone no. 01775 769798  
E-mail : [enquiries@puddleduckschildcare.co.uk](mailto:enquiries@puddleduckschildcare.co.uk)  
Website: [www.puddleduckschildcare.co.uk](http://www.puddleduckschildcare.co.uk)



## Opening times 7.30 am to 6 pm Monday to Friday

Morning sessions are available between 7.30 am and 1pm

Afternoon sessions between 1pm - 6pm

Short days are also available between 9am and 3pm to fit in around the school day for those parents/carers who have others to drop off and collect from school. These days can be used as a 'one off' if we have availability or a permanent booking if desired.

All session or day rates include food and nappies.

Families with 2 children attending nursery will receive a 10% discount on the older child's fees.

We do not stipulate a minimum booking, we are here for your convenience, you choose what you need!

We are closed for Bank Holidays and one week over the Christmas/ New Year Period. No charge is made for the days that we are closed.

Fees: Monthly payments are due at the beginning of the month. We accept payments in the following ways: BAC's, cheque, childcare vouchers and cash.

Non payment, or late payment of fees will jeopardise your child's space.

## Securing a space for your child

If you would like to secure a space for your child please contact us for a registration and induction information pack. We will be happy to register your child once we have received your completed forms. To further secure a space for your child we require one days or sessions fees as a deposit. This is non returnable if you cancel your child's space before attending but will be reduced from your child's last months fees if one months written notice is given.



## Equality

We work with appropriate agencies in promoting equality for all. Our highly trained staff recognise that some children will need additional help to progress and reach their potential, with your permission we will engage with other professionals to provide an individual learning plan for children who may have additional needs or disabilities. We aim to ensure every child who attends our nursery becomes a confident learner, ready for life's journey!

For our full equal opportunity's policy please see our policy folder.

## Collecting Your Child

Only adults known to the nursery will be permitted to collect your child. If you are not able to collect your child for any reason you must complete a collection form and provide nursery with details regarding this person. If anyone arrives to collect your child with out permission you will be contacted to ensure the safe release of your child.



## Mission Statement

To encourage all children to become caring, independent, considerate people in charge of their own learning.

To provide the basic foundations for life through our curriculum planning and the unseen curriculum (the way people behave towards each other).

We want to show children how to respect all living things and their environment and teach them to love and care for them and each other.



## Settling in...

At Puddleducks Day nursery we realise that leaving your child for the first time in Day Care can be a daunting experience for both Parent and child. This is why we have developed a 'settling in policy' that helps you, your child and our staff.

We encourage parents/ carers to spend time with their child in the nursery prior to their starting date. Your child will need to develop a relationship with their special person (key worker) who will be responsible for your child's care and happiness through out their time with us. They will liaise with you to provide the very best for your child to ensure your child feels safe and secure.

All settling in sessions are completely free and you can take as much time as you feel you and your child needs. For our Full settling in policy please ask to see our policy book when you visit our nursery.



## Staff

All of our staff are qualified in childcare to Level 3 or 4, many staff have been with us for a long time. We have dedicated, enthusiastic staff who continually update their training in every aspect of Childcare encompassing every aspect of the Early Years Foundation Stage ,Paediatric 1st Aid, Safeguarding, Special Educational Needs and Parent Carer Relations.

## Parent, Carer Involvement

We encourage parents to be involved in their child's nursery life, we have parent play days, parents evenings termly, invites to attend for special events such as Summer BBQ, Halloween Party, Children's Christmas Party , Open Days and various events through out the year. We are always willing to discuss your child's day with you, and share any observations we have made. You are very welcome to spend time with us when ever you would like. If you would like to book in for a session or spend a meal time with us please let us know and we will be happy to see you.



## Active Learning (Continued)

Mathematics skills are developed through number rhymes, matching games, using marks and symbols, role play, counting objects, exploring shapes, space and measures, picture drawings and early addition and subtraction activities

Understanding the World. Children's knowledge increases as they investigate similarities, differences and patterns, celebrate festivals and cultures from around the world, find out about the local environment through trips and visits by local people.



Physical skills are developed by using small and large equipment, exploring and manipulating tools and materials safely, rolling, throwing and kick a ball, develop writing and drawing skills, dancing and running, music and movement activities.

Expressive arts and design skills are developed by activities such as dance, role play, model making, art, mark making, exploring media, songs, rhymes and rhythm.



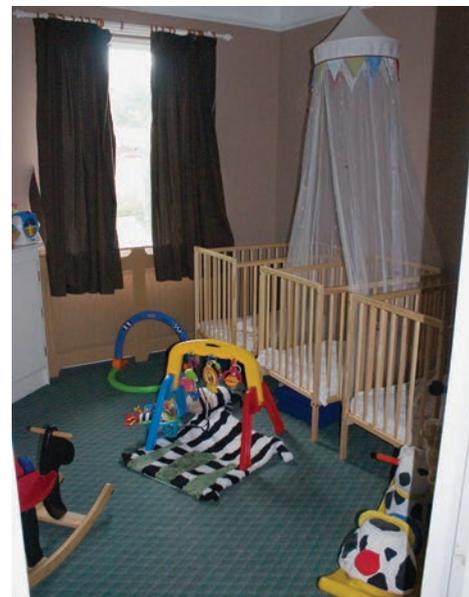
## Babies and Toddlers

Our nursery has been designed to provide a very homely environment for our younger children, with the upstairs rooms being used as a living room, dining room, bathroom and bedroom. We can only accommodate 6 babies and 6 toddlers at any one time, ensuring they receive all the love, attention and care they need to support their emotional and social development. Each child's sleep pattern will be discussed while on children's pre-visits, children and babies can sleep in our bedroom in their own cots or sleep mats, which ever they prefer. The children in this age group learn through their senses. Our equipment and environment promote safe exploration, engaging even our youngest child in 'active' learning.



## Nappies:

We will provide your child with environmentally friendly nappies. We aim to reduce our impact on the environment, the nappies we use are fully biodegradable, reducing the time they take to decompose at land fill sites.



## Weaning and food

When weaning your baby onto solid foods we will provide freshly cooked, seasonal, nutritious food. Our menus have been analysed by Trading Standards and we work towards the Caroline Walker Guidelines for food for under Fives. We have taken part in the Nutrition for Nippers Survey and our food has been analysed for its nutritional content. Our food is locally sourced, seasonal and organic where possible, with fresh organic food being delivered by 'Riverford Foods' from Sacrewell Farm in Peterborough. We actively promote Baby Led Weaning and will be happy to discuss your child's dietary needs with you. Babies will need their bottles clearly marked with their names. Staff will discuss feeding patterns with you during your child's settling in period. Our cook will always observe any dietary requirements your child has and will prepare meals that your child will enjoy.

The meals we provide are as follows:

Breakfast consists of sugar free cereals, toast and fruit.

Mid morning snack: a range of foods including fruit, yoghurt, mini sandwiches, pitta's, hummus, vegetable croutons etc.

Lunch: two course cooked lunch ranging from roast dinners, pasta dishes, mild curries and stir fry's Desserts are usually fruit or milk based to provide your child with the nutritional requirements they need to grow and play

Mid afternoon snack again with a variety of foods

Afternoon tea ;two course cooked meal such as macaroni cheese, jacket potatoes, sardines or baked beans on toast or a selection of sandwiches and dessert.

Children are offered water or milk to drink.



## Active Learning

Our staff are trained to promote active learning. Our environment is planned to engage your child in activities that will stimulate their senses, encourage exploration, expand their knowledge and represent real life experiences. You will not find plastic fruit in our nursery-only real fruit and vegetables allowed ! We will endeavour to give each child individual attention to ensure they progress and develop in all areas of the Early Years Foundation Stage. Your child's progress will be regularly reviewed with you, through daily discussions, diaries and each child's learning journey is recorded by their key worker, sharing with you, your child's development in photographs and written word. The nursery has a free flow environment for the children to be able to access the outdoors as much as they desire.

We very much believe the outside environment is as important as the indoor environment. Our garden offers a vegetable patch for the children to learn about growing, climbing apparatus, den building, water play, sand play, toys to pedal, balls, hoops, painting etc. The garden is a wonderful rich environment, ever changing and always exciting.

We aim to deliver the Early Years Foundation Stage in the following ways:

Personal, Social and Emotional skills are developed through close relationships with the children in our care, learning to share, engaging with others and caring for each other.

Communication and Language skills are developed through stories, mark making activities, role play, music, rhyme and rhythm activities

Literacy skills are developed through stories, games and activities including phonic recognition.

