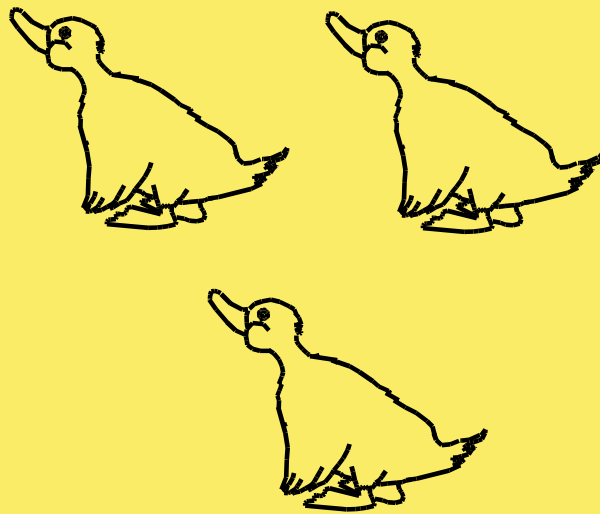


The Duckling Nursery



Prospectus 2020

*The Duckling Nursery Ltd
Writtle Infant School
Lodge Road
Writtle
CM1 3HZ*

Nursery Staff

Mrs. Homer - Owner/Manager

Level 7 N.N.E.B. BA (HONS), SENCO, EYPS, M.A.

Mrs. Park - Deputy Manager

Level 3

Rainbow group key person

Mrs Moore - Assistant Manager

Level 3

Star group key person

Mrs Nicholls - Nursery Practitioner

Level 3

Sun group key person

Miss Mattacks - Nursery Practitioner

Level 2

Moon group key person

Miss Fulker - Nursery Practitioner

Star group assistant

Miss Suckling - Nursery Practitioner

Moon group assistant

Miss Bayes - Nursery Apprentice

Sun group assistant

Miss Briscoe - Nursery Practitioner

Rainbow group assistant

Mrs Hamblin - Nursery Practitioner

Level 3

Assistant and support to all staff and key groups

Our Mission Statement

The Duckling Nursery aims to include all children and their families into a secure, supportive, learning and caring environment.

We welcome and encourage diversity.

The Duckling Nursery Ethos

The Duckling Nursery guarantees that all children irrespective of religion, gender, skin colour or special needs will be welcomed in by all staff. All children will be treated equally and as individuals encouraging autonomy and self-worth.

We provide the best possible quality care and education for the children at all times in a happy, secure and stimulating environment. By exploring, experimenting and learning through their own play and through the motivation from staff acting as role models, all children are encouraged to reach their full potential in their own time.

The children are provided with a variety of resources, equipment and materials appropriate to their levels of learning, encouraging them to make their own choices. The nursery follows the guidelines and statutory requirements for The Early Years Foundation Stage incorporating all areas of learning in the planning and teaching of an appropriate curriculum. This will encourage all children to achieve the early learning goals, and where appropriate to go beyond them by the end of their reception year.

A buddy system when appropriate is in place in the nursery encouraging the children to support and care for each other.

All parents/carers wishes and confidentiality are respected at all times.

The nursery upholds a No-Smoking policy at all times.

Clothing

The Duckling Nursery will sell sweatshirts, polo shirts, fleeces and sun hats featuring the Nursery emblem.

Sweatshirts - £10.00

Polo shirts - £8.50

Fleeces - £12.50

A supply of uniform is kept in the nursery; please ask any member of staff if you wish to purchase any items.

All clothing including shoes must be named. Whenever possible shoes should have velcro or buckle fastenings rather than laces. Joggers, leggings or tights are suggested rather than jeans or belted trousers. This encourages independence skills and ensures the children's safety.

Jewellery is not allowed in the nursery apart from stud earrings when ears are pierced. Inappropriate jewellery will be removed by staff and returned to children at the end of a session.

The nursery provides aprons for water and craft activities.

Coats and wet weather dungarees/trousers are provided for outside play in order to keep the children's coats clean.

Disposable nappies, wipes and nappy sacks are provided.

Soap, paper towels and hand sanitiser are also provided.

Refreshments

The sharing of refreshments plays an important part in the social life of the children; we offer a healthy, multi cultural diet of fresh organic fruit, salad, veg, sandwiches, naan bread, pitta bread, breadsticks, cheese, dried fruit and many other snacks. The children are required to bring their own water bottle to each session. They are encouraged to develop their independence skills during this time, helping cut fruit and share food around their group.

Children are also encouraged to develop their communication and language skills as well as their maths skills during their snack time. Frequent language often heard will be whole, half, quarter, more, less, cut, share, and how many, not forgetting please and thank you.

Staff sit alongside children during snack times.

Children's medical and personal dietary requirements are respected at all times.

The children can bring in their own lunch, drink and a small plastic plate in a named container. A piece of fruit is recommended whenever possible, and sweets are not to be included. Alternatively, the nursery can provide your child with a hot lunch. This is booked in advance from the nursery menu. Example of lunch, beans on toast, pasta, pizza, cheese, fruit, salad, yoghurt, raisins, dried fruit and water to drink. The cost of a hot lunch is £2.00.

The children have their lunch in the school hall alongside the school children. This is a great experience for all and an excellent transition for when nursery children move onto school.

Due to children with both egg and nut allergies, these must not be included in packed lunch. Therefore, the nursery and Writtle infant School are both a nut free zone.

A drinking water fountain is available for the children to use throughout the day. The staff will encourage its use and assist when needed to ensure children can access the fountain with fresh water as and when required. Also, their water bottles are accessible throughout the day.

Miss Mattacks is the designated member of staff responsible for food hygiene.

Health, Hygiene and Safety

The nursery promotes a healthy lifestyle and a high standard of hygiene. Parents are asked to advise us if their children suffer from any illness i.e. asthma or allergies which may require special care or treatment in the nursery. We welcome all children whatever their circumstances or differences. If your child is absent for any reason, please inform us. The nursery must be notified of any communicable diseases i.e. German measles or chicken pox.

In order to minimise infection, children who contract sickness/diarrhoea need to be free from all symptoms for 48 hours before returning to the nursery.

Illness

If a child becomes ill during a session the parents or designated person will be contacted immediately. If necessary, the child will be cleaned and washed and changed into fresh clothing. A quiet comfortable place is provided for children under the supervision of their key person until they are collected by parents/carers.

Accidents

In the event of an accident or illness requiring medical treatment, the nursery will be responsible for obtaining immediate, appropriate help. Parents will be informed immediately and if necessary, the child's doctor. The child's key person will ensure the child is safe, comfortable and reassured. If parents cannot be contacted staff will continue to seek medical attention as the child's health and safety is paramount.

Medicines

Nursery staff will administer medication with the relevant written permission from parents/carers, i.e. nebulisers, anti-

biotics or adrenaline. Any staff administering medicines will be observed and witnessed by another member of staff. In the case of a course of treatment such as antibiotics written permission is only required at the start of the course. All medicines will be stored appropriately.

First aid box

The nursery holds a fully stocked first aid box which is kept in the bathroom area and accessible to all staff. A smaller fully stocked container for nursery outings is also stored in the nursery and a small well-stocked bag is available for short visits such as, to the library, the duck pond or the local shops.

Staff will always wear disposable gloves when dealing with body fluids.

No child will ever be excluded as a result of HIV AIDS or any other condition.

Head Lice

If children are found with head lice whilst in the nursery parents/carers will be contacted and they will be excluded until they have been appropriately treated. As soon as the appropriate treatment has been undertaken the children can then return to nursery.

We request that all telephone contact numbers are regularly updated.

All nursery staff hold a relevant 12 hour paediatric first aid certificate, including the completion of training to enable the correct administration of an epipen.

Fire Drill

The procedure for a fire drill is known by all staff and can be located by the front and back door of the nursery. We hold regular termly fire drills alongside the school. When completed these are logged in the register and evaluated.

Resources

All equipment is safe and secure, routinely checked and cleaned. Broken equipment and resources are discarded and replaced.

Miss Fulker is the designated member of staff responsible for equipment and resources.

Risk Assessment

Daily risk assessments in the nursery, garden, playground and school field are carried out first thing in the morning and then recorded. Regular half termly risk assessments are undertaken, however, common sense prevails and any thing that is discovered to be a risk to the children or staff will be dealt with immediately. All newly purchased resources are assessed for any risks.

Nursery visits and outings are always preceded by a thorough risk assessment. This will be undertaken by a member of staff.

Mrs Nicholls is the designated member of staff responsible for health and safety/risk assessment issues.

The safety of the children is of paramount importance.
Contingency Plan for Emergencies

If in the event of an emergency requiring the staff and children to vacate the building the following action would be taken.

If possible, the children's confidential records would be collected by the manager.

The staff would lead the children into The Writtle Infant School via the front door.

If this were not possible, staff would lead the children into The Writtle Junior School via the front door.

If either of these options were not appropriate or possible, staff would lead children to the school field at the back of the nursery or to the public footpath at the front.

Children would be gathered safely and supervised by staff until an alternative place could be found.

Parents/carers would be contacted in order to collect their children.

If parents/carers or other contacts could not be contacted staff would keep the children safe until their usual collection time.

Special Educational Needs and Disabilities Policy

The nursery aims to have regard for the DfEE code of practice on the identification and assessment of special educational needs. Mrs Homer is responsible for the children with special needs, taking on the role as special educational needs coordinator (SENCO) however, all staff work very closely alongside Mrs Homer.

Sharing this role involves both Mrs Homer and nursery staff to liaise with children, other professionals and parents/carers to take any appropriate actions when needed. These may include accessing and implementing one planning and/or referring children and families to specialist agencies. This enables us to work together when looking at children's individual needs.

The nursery will work towards gaining an Education Health Care Plan for a child if this is thought to be the correct and appropriate action.

All new initiatives and procedures are put into place promptly. We welcome and provide learning opportunities and inclusive experiences for all children including those with special educational needs.

Our key person system aims to ensure positive partnerships with parents/carers. Weekly planning meetings ensure that all children are provided with a broad and balanced curriculum accommodating individual needs. The system of observations and learning journeys, which is in place in the nursery, alongside all staff working with parents/carers valuing their knowledge and understanding of their children, enables us to monitor each child's needs and development on an individual basis. A

confidential file for children with special educational needs is kept in the nursery.

If it is felt that a child would benefit from more support within the nursery, for example, a one to one assistant, funding will be sought in order to employ a suitable person.

Reasonable adjustments to the nursery would be considered to meet the individual needs of a child.

Resources and equipment would also be considered and purchased if it was felt appropriate and beneficial to children and families. We aim to be flexible with the individual special needs and requirements of all children.

The nursery staff work in liaison with external agencies including health visitors, therapists, psychologists, paediatricians, social services and the LEA to help meet children's specific requirements. All staff attend training on special needs whenever possible.

Any information and developments regarding children requiring further support will always be discussed and agreed with parents/carers before contacting other professionals or outside agencies.

Working together in partnership ensures that all needs are being met and children will reach their full potential.

Terms and Conditions

1. A non-returnable voluntary registration fee of £25.00 is payable at the time of registration.
2. Fees are due half-termly in advance. Once your child receives government funding fees are due termly in advance. Alternative arrangements can be made if this causes concern.
3. Fees can be paid in cash, by cheque or directly into the nursery account. The manager will provide the details if required.
4. The nursery accepts childcare vouchers and is registered with many different companies. The manager is very happy to register with further companies if a request is put forward.
5. Fees must be paid by the last session of the half-term. If at anytime fees are more than two weeks overdue, this may result in your child losing their nursery place.
6. Sickness and holidays must be paid for.
7. Voluntary contributions are requested for the nursery Christmas party and the nursery summer outing. Support would be offered and the nursery would cover the costs for any child unable to pay.
8. In the event of a few snow days, nursery fees rebates would not be given.

9. In the event of a closure due to accident or natural causes for a long period, other arrangements would be discussed.
10. Specific sessions can be reserved before a child starts at the nursery, but a retainer fee will be required to hold and confirm this place.
11. A child unable to start at the beginning of a term due to their age, will be required to pay full term fees or a retainer fee depending on the amount of weeks the sessions are held.
12. There are no rebates once fees are paid.
13. A half terms written notice is required should you wish to withdraw your child from the nursery.
14. The nursery reserves the right to ask parents to withdraw their child should the Principal consider it necessary.

Nursery Sessions

Breakfast 7.30 a.m. - 8.45 a.m. £4.00

Morning session 8.45 a.m. - Midday (lunch 12.00-12.45)
£25.00

Morning session (funded-15 hours) fee for additional services -
£12.05

Morning session (funded-30 hours) fee for additional services -
£5.80

Nursery hot lunch 12.00 midday - 12.45 p.m. £2.00

Afternoon session 1.20 p.m. - 4.35 p.m. £20.30

Afternoon session (funded-15 hours) fee for additional services
- £7.35

Afternoon session (funded-30 hours) fee for additional
services - £4.70

Afternoon session 1.20p.m. - 5.30p.m. £26.55

Afternoon session (funded-15 hours) fee for additional services
- £13.60

Afternoon session (funded-30 hours) fee for additional
services - £6.15

Full day session 8.45 a.m. -3p.m. £36.25

Full day session (funded-15 hours) fee for additional services -
£10.35

Full day session (funded-30 hours) fee for additional services -
£9.00

Full day session 8.45 a.m. - 4.35 p.m. £44.95

Full day session (funded-15 hours) fee for additional services -
£19.00

Full day session (funded-30 hours) fee for additional services -
£11.20

Full day session 8.45 a.m. - 5.30p.m. £50.75

Full day session (funded-15 hours) fee for additional services -
£24.85

Full day session (funded-30 hours) fee for additional services
- £13.60

The 30 hour government funding for eligible 3 & 4 year olds is currently offered at the nursery. The nursery aims to continue this service. However, it is always under review. Please don't hesitate in contacting Mrs. Homer (nursery manager) for further information.

After school club	3.15 - 4.35 p.m.	£6.00
	3.15 - 5.30 p.m.	£12.00

The Manager reserves the right to alter the information, terms and conditions contained herein without prior notice.

Prospectus updated September 2020