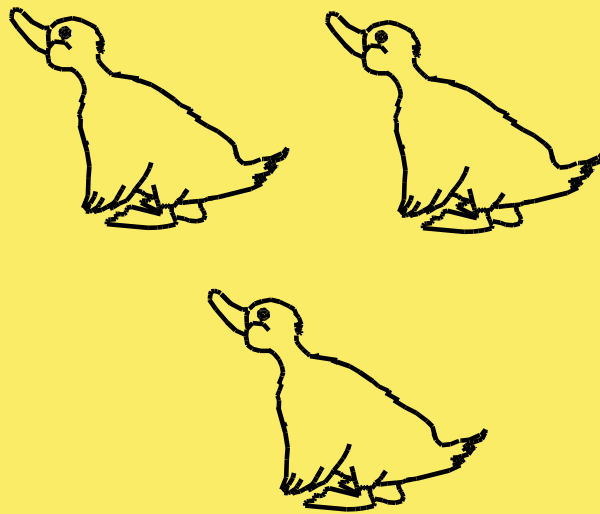


The Duckling Nursery



Prospectus 2021

*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

Sun group key person

Mrs Nicholls - Nursery Practitioner

Level 3

Sun group key person

Miss Mattacks - Nursery Practitioner

Level 2

Moon group key person

Miss Suckling - Nursery Practitioner

Moon 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.

About the Nursery

The Duckling Nursery School offers sessional and full day care (term time only) for children aged rising 2 to 5. Each session has up to twenty-eight children. The nursery operates in a demountable classroom on the Writtle Infant School grounds.

We have our own fenced garden and use of the playground, school field and the school hall. A large part of the garden has an all-weather surface with a sensory roadway. There is also a large shingle pit, a wooden climbing wall, a wooden tree house, climbing area and tumble bar. The garden offers natural shade with well-established trees. A great variety of equipment and resources are available for both indoor and outdoor play.

The nursery runs a key person system with three groups, rainbows, suns and moons. Each group has a key person and an assistant. Key persons observe, monitor and assess their children and plan their own group curriculums. These are recorded and shared at weekly meetings and enable staff to decide what children are learning and how to develop and extend their learning. All curriculums and activities are designed to stimulate, motivate and challenge the children in exciting, fun and interesting ways.

All staff are happy to answer any questions or offer advice either at the beginning or end of a session. We aim to build strong and caring relationships with all children and families.

The nursery is OFSTED inspected and receives government funding. We work along the government guidelines and statutory requirements for The Early Years Foundation Stage, which runs from birth to the end of the reception year.

The Early Years Foundation Stage has four guiding principles, which help shape practice in early years settings:

- **A unique Child:** observing what a child is learning.
- **Positive Relationships:** what adults could do.
- **Enabling Environment:** what adults could provide.
- **Learning and Development:** all areas of learning and development are equally as important and inter-connected.

The early Years Foundation Stage has seven areas of learning and development that must shape educational programmes in early years settings.

The seven areas of learning and development consist of:

Three prime areas:

- Communication and Language
- Physical Development
- Personal, social and Emotional Development

Four specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

All children's progress will be reviewed shortly after their second birthday. Parents will be provided with a short, written summary identifying strengths and any areas of concern. The nursery suggests that these are shared with your child's health visitor to ensure the appropriate support, care and guidance is provided to your family.

It is hoped that children will reach the Early Learning Goals by the end of their reception year.

These guidelines are linked and delivered within a broad and balanced curriculum. We aim to organise our activities so that all children play and develop at their own pace and level.

All children are given a named nursery backpack. Children can also use these to bring in items of interest and special comforters if needed. All information for parents/carers, such as, newsletters will be sent home in the children's bags.

From September 2021 the nursery will be using Tapestry. This is an online method of sharing your child's activities and observations with you. All parents will have access to their own secure login where information can be shared.

All children are required to have a pair of wellies and a pair of slippers at the nursery. These will be kept at nursery at all times.

The latest OFSTED inspection held in September 2018 graded the nursery as *Good* in all areas.

This can be viewed on the nursery website:

www.ducklingnursery.co.uk or on the OFSTED website.

Hard copies are also available in the nursery.

We are all very proud of this achievement and continue to develop and improve the nursery and reflect on our practice in order to maintain or better this grade.

Admission Policy

Once a completed registration form and a voluntary fee of £25.00p has been received, your child will then join our waiting list.

The nursery has close links and an excellent relationship with our main feeder school Writtle Infant School. The children are given the opportunity to play in the school playground every day, enjoy large group sessions in the school hall, and engage in outdoor learning sessions on the school field.

With the introduction of government funding for three and four year olds, it is hoped that all children wishing to attend Writtle Infant School will start at The Duckling Nursery. This continuity we feel will help your child adapt more easily to school life.

We have also developed good, sound relationships with many schools in the area, as Duckling children also go on to many other schools.

When a place has become available for your child, the nursery manager will contact parents/carers. An information pack will be sent and an induction session will be arranged.

A home visit from your child's key person is also offered to everyone. This is not compulsory but the nursery staff feel it is a very worthwhile experience to be able to meet with children and families in their own surroundings.

Government Nursery Funding

The nursery is a member of the government scheme that offers funded places for all children the term after their third birthday, until they move onto school. The government funding is for up to 15 hours each week, for 38 weeks per year. The nursery delivers this free entitlement in 2 ways, 3 hours are claimed in either a morning or afternoon session and 6 hours are claimed for a full day session. There is a fee for additional services such as:

- High quality resources
- Highly qualified staff
- Very large, exciting, fun outside area
- Healthy snacks
- Personal hygiene resources
- Additional time

The manager is very happy to discuss this with parents/carers.

The nursery is also registered for the government 2 year old funding. However, this is not available for everyone and there is a strict criteria for obtaining this funding. The manager will be very happy to offer more information on this scheme if it is thought to be appropriate.

The nursery currently offers the 30 hours funding for all eligible 3/4 year olds. We hope to continue this, however it is always under review. This can be discussed further should you require more information.

Starting the Nursery

All children along with parents, families and carers will join us for an induction session before the first day of admission. This session allows the parents and families to meet other parents and the nursery staff, and for the children to become a little familiar with their new surroundings.

During this session you will be introduced to your child's key person and discuss the role and relationship they will develop with your child whilst he/she is at the Ducklings. All staff will be available and happy to discuss any worries or concerns that you may have, and to offer advice and support with the settling in period.

We want the children to feel happy and secure in the nursery and enjoy their time with us. It is also of the greatest importance that parents/carers and families feel confident and happy about leaving their children in our safe, secure and supportive environment. Home visits prior to starting nursery are encouraged and welcomed by staff.

Nursery uniform is not compulsory but does offer a sense of group identity and is recommended. It will be on sale during the induction session and throughout your child's time spent at the nursery.

Any information regarding curriculum, planning, routines, staff, resources, fees and government funding will be made available during the induction, however, please don't hesitate in asking for any other information that you may require.

Staff will be happy to support you in whichever way you wish to settle your child.

Clothing

The Duckling Nursery will sell sweatshirts, polo shirts and fleeces 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.

Wet weather dungarees/trousers are provided for outside play in order to keep the children 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 who attend a morning session or a full day session must 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.

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

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 Suckling 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 was 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.

Delivery and Collection of Children

Parents are requested to deliver and collect their children punctually. The children must be brought into the nursery by an adult at the start of each session. Nursery staff will be at the garden gate and at the nursery door to meet and greet all children and families. The nursery staff will bring the children to the garden gate for collection at the end of a session. Children going home after lunch will be taken by to the main school gate for collection.

Access to the nursery is across the school playground, and through the nursery garden. There is no access through the school. If at any time the playground is occupied by the school children adults/visitors will need to be escorted to the nursery by a member of staff. This can be obtained either by pressing the buzzer on the wall by the large red gates or telephoning the nursery contact number.

At no time are parents/carers allowed to park in the school car park either at delivery or collection times. If parents are unable to collect their child at any time, written evidence must be received in advance notifying the nursery staff of a designated adult substitute. A white board is made available for this information. We are aware that unavoidable incidents may occur whilst your child is at nursery preventing the usual collection procedure, but please ensure that the nursery has been alerted to these changes.

If a child is not collected within one hour of the nursery ending and we have not been able to make contact with either the parents/carers or other designated contact telephone numbers, we will telephone Social Services for further advice and possible collection of the child.

Procedure for a Lost Child

In the event of a child becoming lost during a nursery session or whilst out on a visit or outing the following course of action will be taken:

- Staff and other adults will begin a search of the immediate area.
- All other children will be supervised safely by staff and adults.
- Without causing any alarm the children and adults will be asked about the missing child.
- The police will be informed.
- Parents/carers will be informed.
- Social Services will be informed.
- The Insurance Manager at National Centre will be called (0171 8330991)
- A sequence of the events leading up to the incident, during it and immediately following it will be recorded accurately.

The correct and appropriate staff/child ratios will always be adhered to whilst supervising and caring for the children. This includes supervision in the nursery, in the garden, in the playground and on the school field. Depending on the number of children inside or outside the nursery staff will be deployed appropriately. The nursery staff have access to walkie talkies when activities are taking place on the field, playground or garden area.

There will only ever be 2 children to each member of staff on nursery outings and visits.

The care and safety of the children is always paramount.

Intruder policy

We make every effort in the nursery to keep it secure from outside intruders. We are all aware of our priority to maintain the safety of all children in our care as well as our own safety and to protect the nursery environment.

CCTV cameras are installed at the school and the nursery.

If an individual is observed in the setting, the garden, the playground or the field, who appears to be suspicious or out of place, they will be approached by a member of staff (being observed by another staff member) if it is felt safe to do so. Where possible the person will be identified and their reason for being there will be determined.

Every effort will be made to escort the person calmly from the area and the incident will be logged and reported to the police. The school will be informed immediately of the intruder and his/her location.

If the person appears agitated, is armed or otherwise poses a safety hazard, the police will be called immediately. The operator will be given as much information as possible regarding the location and physical description of the person.

The situation will be monitored and the staff will attempt to direct the person away from the building and the children. If the intruder refuses to cooperate the staff will back away. If at all possible the children will remain in the nursery/garden with other members of staff. They will be given reassurances regarding their own safety and the safety of everyone around them, ensuring they feel safe and secure.

Wherever possible they will continue to be engaged in their current activities supervised and monitored by staff.

On the arrival of the police as much information will be given to them as possible allowing them to take charge of the situation. All staff will endeavour to remain calm and controlled throughout the incident, remembering that the safety of the children and themselves is paramount.

Following the event a report will be written and all parents/carers and OFSTED will be informed of the incident, giving due regard to confidentiality.

The security of the nursery will be reviewed in order to ascertain how the intruder had gained entry onto the premises.

Equal Opportunities Policy

The nursery is open and welcoming to all children and their families. The staff recognise and value the contributions and experiences of every child and family in the nursery. We aim to show respectful awareness of all major events in the lives of children and families in the nursery and in our society as a whole.

We welcome the diversity of all backgrounds and aim to acknowledge all festivals that are celebrated in our area and/or by families involved in the nursery.

Families and children are encouraged to share customs, cultures and festivals with us all.

All staff have attended a sign language course and basic signing is undertaken with the children. The nursery snack time rhyme, lunch time rhyme and home time rhyme are all accompanied with signing.

The children and staff learn to say good morning and good afternoon in any language used by families in the nursery. Goodbye is to be introduced alongside colours, numbers and other simple appropriate words.

Special weeks are held in the nursery to encourage parents/carers to come in and share their time, skills and fun with the children. These include, Dad's week, gardening week, cooking week, sewing week and Grandparents week.

The nursery endeavours to provide resources and equipment that encourage children to be aware of and accept differences within their local community and world- wide.

Events such as Sport Relief, Comic Relief, Jeans for Genes and Harvest are supported in the nursery, as we feel it is important for children to be aware of how other people live in our society. It is never too early for children to learn about difference and then encourage them to develop empathy and care for all.

Self-esteem is always encouraged and the children are praised appropriately. Any inappropriate practices and attitudes will be challenged.

Parents have the right to ask for their child to be excluded from any activities if they feel that they are inappropriate.

The nursery will offer children the opportunity to develop and learn in a safe, happy environment free from prejudice and discrimination.

All staff are committed 100% to promoting equal opportunities for all.

Mrs Park is the designated member of staff with responsibility for equal opportunity issues.

Behaviour Management Policy

Children very quickly learn the guidelines and boundaries of behaviour within the nursery. We encourage a safe and caring environment and all rules of conduct are consistent with all staff.

The children contribute to developing and setting the nursery rules and rules for their own key groups.

The staff will act as role models setting good examples, encouraging the children to care, share and show respect for themselves, their peers and adults. Staff will continually praise and reinforce good behaviour.

Individual reward stickers/charts will be used when it is felt appropriate.

A short time out period may be used when staff feel it is appropriate. Our cloakroom is perfect for a chill out area.

A safe, calm, secure sensory area can be set up and accessed with a member of staff it is felt that this is appropriate.

The children and families are also encouraged to share nursery/home stars with their peers and adults during registration time. Blank stars are sent home and any achievement, fun, exciting activity or moment can be written on the star and then returned to Ducklings. Once shared the stars are then displayed.

Bullying of any kind will not be tolerated or accepted.

Physical punishment will never be used or threatened and staff will endeavour never to shout.

All problems or incidents will be dealt with on a one-to-one basis allowing the children and adults to discuss what has happened and why.

Parents/carers will always be informed if a problem occurs and the introduction of appropriate and individual behaviour programmes will always be discussed with parents/carers before being put in place.

Staff will liaise with other settings that children may attend if this is felt to be appropriate and beneficial to the child. This will be discussed with parents/carers before any action is taken.

When appropriate, staff will refer children and families to other agencies or professionals. This will be discussed with parents/carers before any action is taken.

Mrs Moore is the designated member of staff with responsibility for behaviour management issues.

Safeguarding Children and Child Protection Policy

We aim to create an environment in which children are safe from abuse. Any suspicion of abuse will be promptly and appropriately responded to. In order to achieve this we will:

- Exclude all known abusers. Appropriate checks will be carried out on all staff. All appointments are only confirmed after a probationary period.
- Ensure all staff are given training opportunities in order to recognise symptoms of abuse.
- Ensure all staff and student's mobile phones are kept in a cupboard and only used during the lunchtime period or in the case of an emergency.
- Ensure parent/carer helpers will not be left alone with individuals or small groups of children.
- Ensure work experience students are never left alone with children or involved in any personal hygiene with the children.
- Ensure doors of the bathroom area are kept open when personal hygiene routines are being undertaken with the children.
- Ensure the layout of the nursery will permit constant supervision of all children.
- Ensure contingency plans in case of staff absences are in place in order for correct, legal staff/child ratios to always remain.

- Ensure no physical punishment is ever carried out in the nursery.
- Ensure children are encouraged to develop a sense of autonomy. Adult support and guidance will encourage them to make choices, discover ways to express themselves and their feelings confidently and appropriately in a secure environment.
- Investigate changes in children's behaviour and appearance. Any worrying changes observed will be noted on a specific and confidential record. Parents are normally the first point of reference and where appropriate the Local Authority and OFSTED will be informed.
- Operate in accordance with the local authority guidelines. Confidential records kept on children about whom the nursery is anxious and concerned will be shared with Social Services.
- Inform parents/carers of a report being made at the same time as informing the local authority.
- Endeavour to build a trusting and supportive relationship between families and staff. Any suspicions and investigations will be treated confidentially and shared with only those who need to know.
- Continue to welcome the child into the nursery while investigations proceed. Support and work with the family, always remembering that the care, wellbeing and safety of the child are paramount.

All concerns will be clearly recorded as soon as possible to ensure the details are correct and appropriate action is taken.

We will ensure all staff immediately report any concerns regarding individual children to Mrs Homer (Mrs Park if Mrs Homer is not available).

Early help and advice is available from the hub:

Initial response team (08456037627) will be contacted during working hours

Emergency duty team (08456061212 or 03001230779) will be contacted out of working hours

As of July 2015, The Counter-Terrorism Act (HMG, 2015) placed a new duty on schools and other education providers (PREVENT DUTY). Under S. 26 of the act schools are now required in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".

PREVENT DUTY GUIDANCE - 2015 states that schools (educational establishments) should:

- Teach a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development of children.
- Be a safe space for children to enable them to understand and discuss sensitive subjects.
- Be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues.

Mrs Homer has attended a Workshop to Raise Awareness of PREVENT-WRAP training.

Accreditation reference number: 9744917

The current information and procedures have been shared with all staff in the nursery.

Any concerns regarding this would be referred to The Family Operations Hub - 03456037627 and the correct recommended procedures would be followed.

Please don't hesitate in contacting Mrs homer should you require further information regarding this issue.

Mrs Homer is the designated member of staff responsible for dealing with safeguarding and child protection matters.

**Current information has been reviewed and downloaded from
www.escb.co.uk**

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 observing children 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.

Mrs Nicholls is starting her level three SEND training in October 2021.

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

Parental Involvement

The nursery encourages and believes in a two-way partnership between parents/carers and staff. We believe that parents are children's first and most enduring educators, however by working together we will have a positive impact on all children's learning and development. Parents are always welcomed into the nursery to participate, observe or for a chat.

Parents are encouraged to share their sewing, cooking and gardening skills with the children on a regular basis. Reading weeks take place throughout the academic year to enable parents to come into the nursery to share books and stories with the children. We also hold grandparents week and dads and uncles week.

Regular newsletters will keep parents informed about nursery events, topics and all other information.

Long term plans are displayed on the wall in the cloakroom. Also displayed are nursery holiday dates, weekly snack list, fire drill procedure and any other relevant or updated information.

Weekly bullet pointed planning sheets for all key groups are displayed on the planning window. Each key worker has a designated week for planning and leading the nursery activities. The cooking folder is kept in the nursery.

This information is for all parents/carers to view and share. We hope this encourages and develops a strong partnership between nursery staff and families.

From September 2021 the nursery will be using Tapestry. This is an online method of sharing your child's activities and

observations with you. All parents will have access to their own secure login where information can be shared.

There are two parent/key person consultation sessions throughout the school year to discuss the children's progress, development and happiness.

Key persons will also send home 'ways in which you can help your children at home' forms if and when they feel these are appropriate.

Information evenings have been held in the past and these have included subjects such as, E.Y.F.S, first aid and basic signing with children. We are always prepared to offer these evenings and encourage any suggestions from parents/carers.

Friends of Duckling Nursery

A core group of interested parents formed 'Friends of Duckling Nursery' some years ago to raise funds and organise social events. During these years families have moved on but we have always continued to have new parents or returning families ready to take over. Mrs. Homer always attends these meetings.

The AGM is held during an evening in September/October at the nursery. We welcome new faces and new ideas. Subsequent meetings throughout the year are usually held in the evenings at a local pub. These are very informal and always great fun

If you are interested in coming to meetings, joining us for a chat and helping with fund raising, please let us know when you join the nursery.

Money raised in previous years has been spent on the following items plus much more:

- Wooden tree house and tumble bar
- Window blinds
- Outside play-house
- Balance bikes
- Interactive smart board
- Laptop
- Pea shingle area
- Nursery fencing
- Wooden skip and bricks
- Wooden gazebos
- All weather surface with sensory roadway
- Wooden climbing wall
- Duckling mural on outside wall

**The support for the nursery from
'The Friends of Ducklings'
is very much appreciated and we hope will always
continue.**

Complaints Procedure

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the nursery and the parents/carers that complaints be taken seriously and dealt with fairly and in a way which respects confidentiality. We encourage you to approach the nursery manager or your child's key person if you have any concerns, and we hope these can be resolved as quickly as possible.

Where a complaint has been made by a parent of a child attending the nursery a complaints record will be completed.

This will be done within 28 days from the date the complaint was made. Appropriate confidentiality will be maintained when filling in this record. The person making the complaint or any persons (adults and children) that relate to the complaint will not be named.

The record will be shared with any parent who asks to see it as well as with OFSTED. We sincerely hope and believe that the above procedure will not need to be used at any time.

As a member of the Pre-School Learning Alliance, we aim to provide the highest quality education and care for all our children. We welcome all families and provide a warm, caring and stimulating environment where all children can learn and develop as they play.

Staff endeavour to act as positive role models at all times.

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 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. £5.00

Morning session 8.45 a.m. - Midday (lunch 12.00-12.45)
£25.60

Morning session (funded-15 hours) fee for additional services -
£12.46

Morning session (funded-30 hours) fee for additional services -
£6.40

Afternoon session 1.00 p.m. - 4.30 p.m. £22.40

Afternoon session (funded-15 hours) fee for additional services
- £9.26

Afternoon session (funded-30 hours) fee for additional
services - £5.60

Afternoon session 1.00p.m. - 5.30p.m. £28.80

Afternoon session (funded-15 hours) fee for additional services
- £15.66

Afternoon session (funded-30 hours) fee for additional services - £7.20

Full day session 8.45 a.m. - 3p.m. £37.50

Full day session (funded-15 hours) fee for additional services - £11.22

Full day session (funded-30 hours) fee for additional services - £10.00

Full day session 8.45 a.m. - 4.30 p.m. £46.50

Full day session (funded-15 hours) fee for additional services - £20.22

Full day session (funded-30 hours) fee for additional services - £12.40

Full day session 8.45 a.m. - 5.30p.m. £52.50

Full day session (funded-15 hours) fee for additional services - £26.22

Full day session (funded-30 hours) fee for additional services
- £14.00

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 - 4.30p.m.	£6.00
	3.15 - 5.30p.m.	£12.00

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

Prospectus updated September 2021