



\*Brighter thinking  
for early years

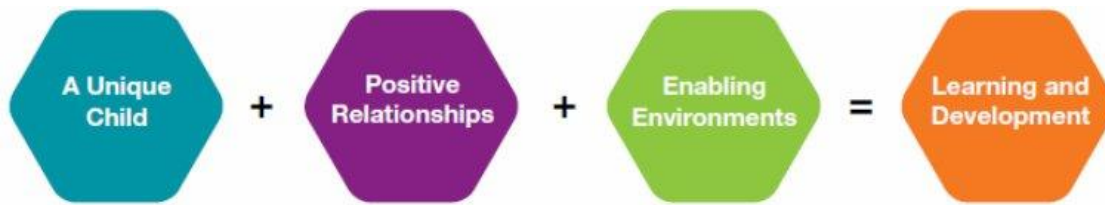


At Puddleducks our aim is to provide a friendly, safe and stimulating environment where children can develop their mental, physical, social and creative skills through a wide range of activities.



## 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-Tots Room** – Cares for up to 12 children aged 24 months to 33 months old. Our Tiny-Tots will be cared for by fully qualified nursery practitioners with a ratio of three children to one nursery practitioner. Each day being full of exciting and fun activities for the children.





**Little Learners Room** – Cares for up to 14 children who are cared for by fully qualified nursery practitioners with a ratio of four children to one nursery practitioner for children between the ages of 33 months to 42 months. In this room your children will progress through play whilst learning.



**Jeremy's Room** - Holds up to twenty-eight children aged from 3 years 6 months 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:

<b>Breakfast</b>	7:30am to 9:00am – Corn flakes or Weetabix with sliced kiwi
<b>Lunch</b>	11:30am – Shepherd's pie with mixed vegetables
<b>Snack</b>	1.30 pm - Melba toast with beetroot dip
<b>Tea</b>	3:00pm – Egg mayonnaise salad wholemeal wrap
<b>Snack</b>	5:00pm - Watermelon chunks or cherry tomatoes

Our cook will willingly accommodate any special dietary requirements

## 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 take into account Public and Christmas holidays and will remain the same for the whole year. An annual review will take place in June each year.
- Non-Payment of Fees:** If fees are not received there will be an administration 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 make contact with 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.
- Absence:** 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 local residents.
<b>Clothes:</b>	Please name your child's shoes and clothing so as 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>	For the period 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.
<b>E-Learning:</b>	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 of 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: .....

# Puddleducks Day Nursery Registration Form

Child's name .....

Name known as .....

Date of Birth ..... Gender .....

Birth Certificate Number\* ..... Date of issue .....

(\*Certificate to be seen by a member of management for verification)

Disability Yes/No\* Access requirements.....

Parents/Guardian

Name .....

Name .....

D.O.B .....

D.O.B .....

Address .....

Address .....

.....

.....

.....

.....

Postcode .....

Postcode .....

Does the child live at this address?  
**Yes/No\***

Does the child live at this address?  
**Yes/No\***

Does this person have parental responsibility?  
**Yes/No\***

Does this person have parental responsibility?  
**Yes/No\***

Does this person have legal access to the child?  
**Yes/No\***

Does this person have legal access to the child?  
**Yes/No\***

**\*Delete as appropriate** (Evidence documents may be needed as clarification)

Parents names as they appear on the child's birth certificate .....

.....

Parent's Occupation .....

Parent's Occupation .....

Employer .....

Employer .....

Business Address .....

Business Address .....

.....

.....

Home number .....

Home number .....

Work Number .....

Work Number .....

Mobile number .....

Mobile number .....

**If you are going to be claiming tax credits, please log your National Insurance number here:**

Name of Claimant ..... N.I. number .....

E-mail address (for nursery correspondence and invoices) .....

**Please supply two emergency contacts who are authorised to collect your child in your absence**

(Must be over the age of 16 years old)

Name .....  
Relationship .....  
Address .....

Name .....  
Relationship .....  
Address .....

Contact Numbers .....  
.....

Contact Numbers .....  
.....

Can collect without prior notification **Yes/No\***

Can collect without prior notification **Yes/No\***

**Other contacts for collection of child**

Name .....  
Relationship .....

Name .....  
Relationship .....

Contact Number .....

Contact Number .....

Can collect without prior notification **Yes/No\***

Can collect without prior notification **Yes/No\***

**\*Delete as appropriate**

**For added security, please provide a password that all authorised collectors will be aware of**

.....

**Child's Health**

Doctor's Name .....

Health Visitor .....

Surgery address .....

Based at .....

Contact Number .....

Contact Number .....

Are you registered with a Children's Centre? If so which one .....

Any known allergies?  
.....  
.....

Any current health issues?  
.....  
.....

Any medication taken regularly?  
.....  
.....

Any special Dietary requirements at present?  
.....  
.....

Family (brothers sisters etc.)  
.....  
.....



**Culture**

Ethnicity ..... Religion .....

If English is not the main language spoken at home, please state what language is

.....

Are there any celebrations within your culture that you would like us to acknowledge whilst your child is in the setting?.....

.....

**Attending additional setting?**

Please let us know if your child has attended or is attending another setting and the reason for leaving

.....

.....

**Any other outside agencies?**

Are you working with, previously worked with or known to other agencies/professionals?

- Family Outreach Team
- Home Start
- Social Worker
- Speech and Language
- Warrington Safeguarding Team
- Other\*

\*Please state .....

Please indicate below the days you wish your child to attend:

**Full days**

**Half days**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Monday AM
- Tuesday AM
- Wednesday AM
- Thursday AM
- Friday AM
- Monday PM
- Tuesday PM
- Wednesday PM
- Thursday PM
- Friday PM

Start date .....

Signed by Parent/Guardian: .....

Date : .....

Please print name .....

*For Office use only:*

Registration form complete		Terms and conditions signed	
Deposit paid		Privacy notice sent	
Inputted on Family		GA Letter & SOM sent	
PIP emailed/sent		Part Month Invoice sent	
Email inputted on email contact list		Birth certificate seen & checked with application	