



## Nursery Prospectus 2023

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.



### Prices from April 2023

- Full Day (7.30am to 6pm) - £58
- Half Day (7.30am to 12.30pm / 1pm to 6pm) - £34

Please note we pro-rata our fees across 12 equal monthly payments and 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 April each year.

We offer 2-, 3- and 4-year-old funded places and also accept Tax-Free Childcare vouchers as payment.

### Early Years Foundation Stage

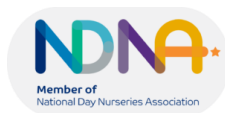
The Early Years Foundation Stage (EYFS) statutory framework is a government document that all Ofsted-registered early years providers in England must follow. It sets standards for the learning, development, and care of your child from birth to 5 years old. The standards ensure your child will learn and develop well and are kept healthy and safe.

We use Birth to 5 Matters to support our implementation of the EYFS. At Puddleducks our aim is to provide your child with the foundations for them to grow to become confident, capable & self-assured individuals.

### 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



Epping Drive, Woolston,  
Warrington, WA1 4QL  
Company No. 06848191  
Ofsted Ref. EY538333  
Tel. 01925 838967  
[info@puddleducksdaynursery.co.uk](mailto:info@puddleducksdaynursery.co.uk)  
[www.puddleducksdaynursery.co.uk](http://www.puddleducksdaynursery.co.uk)

### Cottontails Room



Cares for up to twelve babies from 3 months to 18 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 18 to 27 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 learning through play.

### Little Learners Room



Cares for up to 12 children aged 27 months to 3 years old. Our Little Learners will be cared for by fully qualified nursery practitioners with a ratio of four children to one nursery practitioner. Our Little Learners follow a more structured routine where they have keyworker time and prepare to move into Pre-School.



## Pre-School Room



Cares for 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.

## Outdoor 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 water play, a climbing area and construction area 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. Our cook is able to accommodate any special dietary requirements. A typical menu will be as below:

Week 1	Breakfast	Dinner	Tea
Autumn	7.30 to 9am	10.50am	3pm

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

### Gradual Admission

Our optional gradual admission policy is detailed below, and we would like to point out that it is flexible but will 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.

*If you have any questions regarding the above information or would like to view our setting, please get in touch on 01925 838967 or [info@puddleducksdaynursery.co.uk](mailto:info@puddleducksdaynursery.co.uk)*



# Registration Forms

**Child's Name:**

**Start Date:**

## **Nursery Terms and Conditions**

<b>Age of Admittance:</b>	3 months to 5 years.
<b>Opening Times:</b>	7:30am to 6pm Monday to Friday
<b>Holidays:</b>	We are open throughout the year except for public holidays and approximately one week at Christmas.
<b>Payment:</b>	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.
<b>Holidays:</b>	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.
<b>Non-Payment of Fees:</b>	If fees are not received there will be an administration fee of £10.00 for each reminder sent.
<b>Sickness:</b>	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.
<b>Treatment</b>	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.
<b>Medication:</b>	The parent of any child who requires medicine should provide written permission and clearly labelled instructions on dosage to a senior member of staff.
<b>Notice:</b>	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: .....



## Personal Details

<b>Name of child</b>	
Date of birth	
Gender	
Home address	
Postcode	
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	
Address	

Telephone Number		
Mobile		
Email		
Work tel. number		
Responsibilities (Tick all that apply)	<input type="checkbox"/> Parental responsibility	<input type="checkbox"/> Collect child from nursery
	<input type="checkbox"/> Payment of fees	<input type="checkbox"/> Contact in emergency

<b>Father/carers</b>		
First name		
Surname		
Address		
Telephone Number		
Mobile		
Email		
Work tel. number		
Responsibilities (Tick all that apply)	<input type="checkbox"/> Parental responsibility	<input type="checkbox"/> Collect child from nursery
	<input type="checkbox"/> Payment of fees	<input type="checkbox"/> Contact in emergency

### Other contacts

<b>Contact one</b>	
First name	
Surname	
Relationship to the child	

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

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

<p>Has your child had any of the following immunisations?</p> <p>Please tick</p>	BCG	
	Diphtheria	
	HIB	
	MMR	
	Meningitis C	
	Poliomyelitis	
	Tetanus	
	Whooping cough	
Any other immunisations		
Name of GP		
Name of surgery		
Address		
Postcode		
Telephone number		
<b>Health visitor details</b>		
Name		
Address		
Telephone number		
<b>Other agency details</b>		
Name		
Address		
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)					

**Office use only**

Input into Famly system (tick when complete) ☐

Input by .....

Login for Famly sent to .....

Gradual Admission arranged as below

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

Actual start date .....

Room .....

Key person .....

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