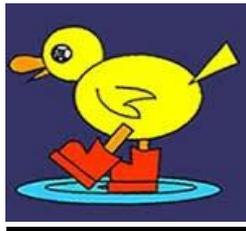


Puddleducks of Liss Ltd



At

**"The Pavilion", Newman Collard Playing
Fields.
Liss, Hants**

**Tel No. 01730 893472(nursery) or
01730 895351(out of hours)
e-mail: carolineam@yahoo.com**

www.puddleducks-nursery.co.uk

Our Vision Statement is:

We strive to be a welcoming, homely setting for your child that encourages their growth, happiness, development and wellbeing during the most important years of their lives.

This all happens within a safe and secure environment with a caring and committed team.

We offer your child:

A specially tailored curriculum within the Early Years Foundation Stage

Individual care and attention made possible by a high ratio of adults to children

Fun and friendship with children and other adults

The support of a personal key person

A Term Time only place or All Year-Round place

Opportunities for you and your family to be directly involved, in the activities of the group and in your child's progress.

The History of Puddleducks

Puddleducks started in April 1992, as a pre-school, due to a need in the area for more quality nursery education.

We were originally based in Rake, a small rural village outside Liss, where The East Hampshire District Council and The George Street Trust, a charitable trust helping projects within the area of benefit in Rake, assisted us.

We relocated to “The Pavilion”, in Newman Collard Playing Fields, Liss in November 1998 to be more centrally located, where the group has gone from strength to strength, offering a broad, social, physical and intellectual preparation for school and bridging a child’s experience between home life and the wider world outside. We are registered with Ofsted No. EY348337 for children within three groups, Little Ducklings our younger members in our Baby Room. “Quackers, aged 2 years to 3 years and Puddleducks our pre-school children. Puddleducks is a company limited by guarantee and is a non-profit making group. Our most recent Ofsted Inspection gave us a ‘Good’ grade in January 2015.

The nursery is a short distance from both the Infant and Junior schools in Liss and is located within the extensive playing fields, where nature observations, walks and sports day are held. This is within safe walking distance from the building.

The building is set well away from the main road and can be reached by a short walk from either the school or car park where there is ample parking. There is a fenced play area attached to

the pavilion and a public play area with swings, climbing equipment with a slide. Close by is a duck pond which children visit regularly with members of staff to feed the ducks.

We allow children the chance to play together, each at their own pace and to relate happily with other adults and children.

We also give them the chance of endless experiments and messy activities, many of which they might not have at home.

Our Nursery meets at the following times:

Monday to Friday 7.45a.m –6p.m

We offer an extended morning session from 9-12.30, which enables children to bring a packed lunch or have a Cooked lunch to eat with their friends. We allow flexible collection times during the day.

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All day sessions are available from 7.45 am until 6 pm with a breakfast club & after-school facility for school-age/nursery children. We may close for a short while over the Christmas and the New Year period and on bank Holidays.

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Children must not be left at the nursery before 9 a.m. until the nursery opens. (**Unless they attend the breakfast club**) Only on special occasions at the discretion of the supervisor will children be admitted early, as insurance will not cover any accidents.

Current price of Fees. April 2017 (For all year-round places)

Each hourly session currently costs £5.50 for Puddleducks and Quackers and **£6.00 for Ducklings (min 3 hours)**

Breakfast Club £5.75 (per child) **£6.25 Ducklings**

After school club (school child) £10 from school pick up to 6pm, this includes a two-course cooked tea.

First hour of After school club to 4.30pm = £5.50

Cooked tea or Lunch (2 courses) costs £3.25

(For term time only places add 50p to each hourly prices)

All children will receive funding from the Local Education Authority from the term after their third birthday. They will be allowed 15 hours' free nursery education each week for 38 weeks of the school year. Stretched funding is also now available to allow children to be funded throughout the year. Each child receives 570 hours each year. This is broken down to three terms each year and you will be informed how many you can use each term. For additional care, you will be charged the normal hourly rate.

On admission, you will be asked if you would like a term time or All Year place for your child (discount for all year place)

You will receive a monthly invoice and fees are still expected if your child is on holiday or unwell. **One half term's notice or 6 weeks is required for all changes.** A Weekly payment scheme is available at the discretion of the supervisor and a deposit is required when registering your child of £25.00 We reserve the right of charging an additional £10.00 for each half hour late when collecting your child unless prior arrangements have been made with the nursery supervisor. This is to cover additional staff costs. If a child is withdrawn from nursery or any out of school clubs, fees for the full half term are expected.

Additional Care

We are registered with Ofsted, allowing the nursery to take children up to eight years of age.

We also stay open during school holidays for 0 months to 4 years and hold holiday play schemes for children aged 4 up to 14 years old, enabling children safe, and affordable care whilst being cared for by experienced staff. These are held at Liss Junior School a short walk from the nursery.

Staff

All staff at Puddleducks hold current childcare certificates and first aid certificates or are working towards receiving them. We occasionally have students from local schools and colleges who

choose to do their work experience with us and are not counted in our staff ratios. All staff are fully police checked.

The staff ratios for children age:

0 months-24 months years is 1:3(Little Ducklings)

24 months-3 years is 1:4 (Quackers)

3-4+ years is 1:8 (Puddleducks)

This is the legal requirement of staff required but quite often the staff ratio to children can be higher.

We at Puddleducks have the motto “Happy staff make happy children”.

Key Person

Our key person system gives each member of staff responsibility for just a few children. Each child in the group has one special adult to relate to, which can make settling into the group very much easier. The key person maintains links with the child's home setting, working with parents through shared record keeping ensuring that all children are supported in reaching their full potential within the Early Years Foundation Stage. Your key person will be allocated to you before you start nursery and we offer you a home visit with the manager and your key person before starting. Completion of an ‘All about me’ book takes place to see each child's starting point at nursery. Your key person will be happy to show you how to contribute towards your child's personal online Tapestry learning journal.

Record Keeping

Because so many adults help in the group, we are able to implement an excellent record keeping system in which observations of the children in the group and at home are used as a basis for drawing up a curriculum for each child.

We use an online tool called, “Tapestry”. Observations are added by your child’s key person and looked at each term to look at their development. Parents can also log on to add “wow” moments and photo too.

This prepares children for the National Curriculum, which begins at year 1 in primary school. All information shared at the nursery is confidential. When your child is ready to move on to primary school, a short parent consultation is offered and information is shared with the primary school teachers of local schools.

Training

We are members of the Pre-school Learning Alliance and the NDNA ensuring we keep constantly in touch with new thinking in the field of child education and care. We receive a monthly magazine offering practical advice and up-to-date information, and have access to a range of professionally produced publications. In addition, on-going training is available through short courses for staff. Informal training is available through staff meetings and conferences.

Special Educational Needs

At Puddleducks we aim to provide equality of opportunity for all members of our group, and this includes children with special educational needs. The number of adults present in the

pre-school enables us to provide individual attention for each child. Each child is able to progress at her/his own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liason with professionals across the range of special needs and we operate in accordance with the government's Code of Practice on special educational needs. If you would like to discuss the group's ability to meet your own child's needs, please talk to the pre-school supervisor or the Special Educational Needs Co-ordinator at nursery. Our full special educational needs policy is available at nursery.

"Little Ducklings and Quackers"

These are the names we give to our younger members. Children can start the nursery when they are three months old in our baby room. You will receive a daily communication book showing snacks they have eaten, when their nappies were changed, the staff who cared for them and what toys/activities they have chosen to play with. Babies under 12 months old can bring food in from home but we stress that once they are ready to eat home prepared lunches and cooked nursery meals they have these. The staff ratio is 1:3

At two years old they become a 'Quacker' and have access to many wide and varied toys and activities suitable for their age group in their own room downstairs. The staff ratio is 1:4

Puddleducks

Within the Puddleducks room a more structured programme of 'Learning through Play' is adopted. A healthy balance of adult led and child initiated learning takes places daily around the seven Early Learning goals for each child using educational programmes and assessment arrangements of 'The Early years Foundation Stage' to ensure your child reaches their full potential.

The seven stages of Development are:

Communication and Language

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening, and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and, when they are ready, to use drawn and written symbols for themselves. Each child has their own online 'Learning Journey book' which, parents can link to, allowing them to add 'wow' moments and observations. This allows each child's unique development and learning to be monitored by their key person.

Literacy

A well-stocked book corner gives the child the opportunity and encouragement to become familiar with books, able to handle them and be aware of their uses, both for reference and as a source of stories and pictures. We visit Petersfield library each fortnight by mini-bus to join in with a session with the librarian.

Personal, social and emotional development.

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have a respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and their personal hygiene and also for the group, its members and its property. We believe 'British values' are an important part of

nursery life. Each fortnight during term time Sarah visits from Pyjama Drama to encourage children to develop skills in this area.

Maths

By means of adult supported practical experience, children become familiar with sorting, matching, ordering, sequencing and counting activities, which form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequences and, when they are ready, to use simple mathematical operations such as adding.

Understanding the world.

A safe and stimulating environment allows children to observe and experiment with a range of natural and manufactured materials. They learn to recognise differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also in the wider community. They learn to respect other people, and expect to be respected for themselves. A range of safe, well maintained equipment enables children to extend their technological understanding including the computer. They can use simple tools and techniques as appropriate to achieve their intentions and to solve problems. Visits to our allotment and walks around the village aid their knowledge. Occasional outings also take place to places of interest.

Physical development:

A range of equipment and opportunities, both indoors and out of doors, allows children to develop confidence and enjoyment in the use and development of their own bodily skills. A very high level of adult supervision enables children safely to create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time, children are helped to develop the fine motor skills they will need to use tools, including pens and pencils, and to handle small objects with increasing control and precision. They are also encouraged to develop awareness of their own bodies and of what keeps them healthy.

Every Tuesday afternoon and Thursday morning we travel in our own mini-bus to Haslemere swimming pool where staff and children enjoy a fun session in the water. A donation is required for this session.

Expressive Art and Design

Children are encouraged to access and use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experience in two and three dimensions. Art and mark-making equipment, including paint, glue, crayons, chalks and pencils as well as natural and discarded resources, provide for open-ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with and respond to music, dance and stories, and there are many opportunities for imaginative role-play, both individually and part of a group.

What to wear?

We like your child to wear the Puddleducks sweatshirt, tee shirt or polo shirt, which can be purchased from the nursery. In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send your child dressed in clothes, which are easily washable or not too new.

Aprons are provided for messy activities and individual paper towels are provided for drying hands. If children are with us for a full day a toothbrush/toothpaste, hair brush and flannel are required to continue their personal hygiene. Wellington Boots and a coat are required for outdoor play/visits to the allotment and a bag with spare clothes and nappies is required.

It is good for children to practise the skills, which will make them independent. Simple clothing, which they can handle themselves, will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other people's help. Please bring a pair of named Wellington boots to be left at nursery for outdoor play. Spare clothes are kept at nursery but if your child is prone to having little accidents, please provide changes of clothing for them to wear.

The first few days:

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and nursery staff to work together to help the child to feel confident and secure in the group. This takes longer for some children than others and parents should not feel worried if their child takes a while to settle. The nursery's policy on settling is available to read.

Policies

The following policies are available at the nursery for parents to read: including;

[Behaviour Management:](#)

[Child Protection:](#)

[Complaints:](#)

[Confidentiality:](#)

[Food and Drink:](#) (We provide healthy snacks during the day and a home-cooked meal in the evening)

[Equal Opportunities:](#)

[Health and Hygiene:](#) (Please do not send your child to nursery if they are unwell or for 48 hours after sickness and tummy upsets)

[Missing Child:](#)

[Parental Involvement:](#) (We welcome parents who can help us)

[Physical Handling Policy:](#)

[Safety:](#)

[Selecting Play Equipment and Toys](#)

[Settling in at Nursery:](#)

[Staffing and Employment:](#)

[Student Placements:](#)

[Volunteers Policy](#)

[Swimming Policy](#)

These policies are reviewed regularly with all staff at staff meetings, annually or when required to change.

In addition to our 'Selecting play equipment and toys policy'; We do not allow children to bring any toys to the nursery which may encourage them to practice violence or use it in their role play, e.g. guns, knives and weapons. Although we encourage role play with super heroes we prefer children do not make weapons from nursery toys and always encourage them to 'make something else!'

For your child's protection, we operate a code word system. Each child can be allocated a code word if they are to be collected from nursery by someone who does not usually collect them. The door at nursery is always bolted.

We have our own mini-bus which is used to transport children on our local planned trips. These trips are all designed to promote

your child's learning and enhance their knowledge and understanding of the world around them.

Seat belts are always worn and some baby seats and booster seats are provided. Drivers are police checked and carry Midas certificates for driving mini-buses.

Extra Curriculum Activities

Monday: Each fortnight we travel by minibus to Petersfield Library to join in with stories, poems, singing and a short activity with the librarian. Each fortnight during term time Sarah from Pyjama Drama holds sessions with the Puddleducks, Quackers and older Ducklings.

Tuesday: Fun swimming session at Haslemere Leisure Centre during the afternoon. Extra cost of £6.50.

Wednesday

Thursday: During the morning a small group of children join in with our morning session at Haslemere Leisure Centre for fun in the water

Friday:



“There is no greater responsibility or more important job than shaping the lives of very young humans”.

“Every child has a right to expect the opportunity to be educated to reach his potential. We lay the foundation blocks for that process”.

We do hope your child’s time at Puddleducks will be a happy and productive one.

Dear Parent/Guardian,

You may be aware that while your child is attending Puddleducks Nursery School, we will need to keep records on his/her development and progress within the Foundation Stage. This will help us provide the best possible start and learning opportunities for your child, and will be shared with you regularly. This is an online learning journal called tapestry and may include some photographs or short videos of your child's time at Puddleducks Nursery School. We may also use some of these on our web site www.puddleducks-nursery.co.uk.

As part of this process we will send this learning journal in pdf form to your child's next setting and/or school.

In accordance with the Data Protection Act 1998, *I do/do not agree to my child being photographed and videos or images used on the web site and these photographs being kept in my child's learning journal. I will not share these photos on social media websites or online. If required nursery can print a copy for me.

Child's name.....

Signed.....

Date.....

(Parent/Guardian)

Print name.....

Quackers/ Little Ducklings Registration Form

Family Name: _____ **Child's Name:** _____

Date of Birth _____ **Parents Names:** _____

Address, postcode and Tel No.-

Someone your child knows well, to contact, in an emergency, if you are not at home, who would be willing to collect your child in case of illness.

Name: _____

Has your child be immunised against the following?

Diphtheria: _____ **Whooping Cough:** _____ **Tetanus** _____

Polio: _____ **Measles:** _____ **Meningitis:** _____

Doctor: _____

Address& Tel

No. _____

Dentist: _____ **Tel No:** _____

Which Sessions to you wish your child to attend Quackers?

Mon **Tues** **Wednesday** **Thursday** **Friday**

(am/ pm or state hours required)

Will your child require a place in Puddleducks /Quackers room

(age 2/ 3 years old) Yes/No?

Does your child need any special care? _____

Does your child have any allergies?

Is your child out of nappies yet? _____

Does your child use any special words we may need to know?

Can we seek medical help in the case of an emergency: yes / no.

Registration Fee of £25.00 enclosed: Yes/No

CODE WORD: _____

Puddleducks Nursery School Registration Form.

Family Name: _____ **Child's Name:** _____

Date of Birth _____ **Parents Names:** _____

Address, postcode and Tel No.-

Someone your child knows well, to contact, in an emergency, if you are not at home, willing to collect your child in case of illness.

Name: _____

Has your child be immunised against the following?

Diphtheria: _____ **Whooping Cough:** _____ **Tetanus** _____

Polio: _____ **Measles:** _____ **Meningitis:** _____

Doctor: _____

Address & Tel No. _____

Dentist: _____ **Tel No.** _____

Which Sessions to you wish your child to attend Puddleducks?

Mon _____ **Tues** _____ **Wed** _____ **Thursday** _____ **Friday** _____

Please state am or pm sessions

Does your child need any special care? _____

Is your child allergic to anything? _____

Is your child out of nappies yet? _____

Does your child use any special words we may need to know? _____

Has your child attended nursery elsewhere? _____

When will your child start school and which one? _____

Can we seek medical help in the case of an emergency: yes / no

CODE WORD: _____

REGISTRATION FEE: £25 _____ **PAID** _____

P D's Breakfast Club/ After School Club
Registration Form.

Childs Name:.....

Home Address:.....

.....

Post Code:.....

Tel no......

Date of Birth:.....

I wish my child to attend the following sessions at the Breakfast Club/After School Club (please delete)

Monday

Tuesday

Wednesday

Thursday

Friday.

My child will/will not require breakfast/ After School Tea. (Please delete) Please note: all children of nursery age will be expected to have a cooked tea if they stay longer than the first hour of after school club(after 4.30 pm)

My child has special dietary needs yes/no (please specify)

My child is allergic to.....

**My child attends Puddleducks Nursery/ Liss Infant School/ Liss Junior School (please circle). My child's class is.....
Six weeks notice is required when reducing sessions or leaving.**

PD'S After School Club/Breakfast Club/Nursery
Emergency Contact Form.

Manager: Caroline Ashton-Milton

Tel: 01730 895351 (Office/ out of hours)

01730 893472 (phone at After School Club/Breakfast Club/nursery)

Childs Name & D.O.B

Address:

Home Tel No.

Mobile Tel No.

Family Doctor:

Tel No.

Alternative Contact if parent/carer not available

Name:

Tel No:

.....

Short Walks /Visits and Outings

Sometimes it may be necessary to go for short walks/Mini bus trips/swimming/library visits etc.

By signing this form you give permission for your child/children to take part in activities away from the premise. If transport is used adequate insurance and seat belts will be used. Permission to seek medical advice or treatment may be sought in an emergency if the parent/carer is not available.

Please state if you have any religious or cultural beliefs.

SIGNED:_____DATE:_____