



## Ducklings Information

Our aim for the babies and their parent & carers is initially to help settle into their new environment, forge a bond with key-person and gradually, once child is settled and ready to explore their new environment we will provide a balanced day with a variety of activities suitable for their age and personal development.

We welcome parents to stay and play and to spend time in the room getting to know the staff and the environment, you will feel more confident when leaving your child and if your child has had some visits they will settle more quickly. Ideally we like to have at least three visits before they start with us, if you feel your child needs more then we can arrange this.

All children are unique and will have different needs to help them settle. We will do our best to support you and your child with this important transition into the Nursery environment.

Duckling's room has a staff ratio of 1 to 3 children, and on occasions we have additional help with students, extra staff also covers over the lunch period while staff are off duty to ensure staff/child ratios are always met.

The room is set out so that babies have easy access to all areas to allow for continuous play in the room.

On occasions we will enhance the area by providing additional play activities, for example foam/sand/water play. (adult oversees play)

We provide larger apparatus like the climbing frame to help develop large motor skills to aid with crawling and walking.

Some activities are adult led which include, arts and crafts, music and singing sessions and treasure basket / heuristic play.

As the child's main carer and educator any comments you share with us will be very helpful, please share your child's achievements with us and feel free to comment and look at your child's personal learning journey file. You can comment using individual comments sheet or by adding comments into your child's learning journey file.

Observations are carried out by the key-person; this is to make sure we are meeting children's individual needs; they will work closely with you to ensure your happy with the care we provide acting as point of contact with parents.

Parents/carers are free to read any observations taken of their own child, please speak to your child's key-person and they will be happy to share their findings with you.

The room is managed by two part-time senior members of staff and by three full time staff, all of who will be happy to speak to you about any concerns you may have or please speak to office staff who will be more than happy to help.

We have access to two garden areas and buggies to take the babies out for walks in the local area and parks or to feed the ducks.

Weather permitting we aim to take each child outside for some fresh air on daily basis.

#### **Basic routine:**

The children are greeted on arrival and are offered breakfast or morning snack depending on their needs at approx 8.30

The routine's of individual children are met whenever possible to enable continuity of care.

Nappies are changed as and when needed or as part of daily routine usually three times a day.

Cooked lunch is served at 12am; however we will try and accommodate individual routines as much as possible.

Mid afternoon snack, supplied by nursery or if child has tea supplied by parents  
Please provide tea if needed suitable for your baby.

Please remember no sweets or chocolate.

This will be served at approx 4.00 pm.

However we will do our best to accommodate where we can.

Children under two years join together in the Ducklings room at the end of the day from 5.30 until they are collected.

### Things to remember to bring in for your child's first day:

- Provide a written basic routine of your child's day or you can write on 'All About Me' sheet
- Note book so that we can exchange written details of your child's day at nursery. (optional)
- Cup/beaker/bottle for water that can stay here. These will be sterilised each day.
- If your baby is on formula milk please provide cartons or ready made up first bottles, these should be transferred into an insulation/cool bag. If additional bottles are required please measure up powdered formula into an individual container clearly saying how much water needs to be added.
  - Lunch if not eating nursery dinner and tea if needed
- Nappies - Wipes - Nappy cream -Change of clothes - Comforters if needed.
  - Sun-cream and Sunhat in warmer weather
- Photo of child and parents/carers, these are used to display in the room so that the child can see them.
  - Medications (paracetamol/ibuprofen/calpol)

Please label all items clearly; this saves lots of confusion at the end of the day.

Please feel free to talk to staff within the room whenever you have any questions or queries, or if you have any suggestions/ideas you may wish to pass on to us.

#### Additional Information

A peg and bag area will be provided for you to place your child's personal belongings on.

Please make sure all forms are completed by your child's first day ~ and keep us up dated on new contact details as they change.

On arrival you are more than welcome to settle your child in or pop in for a play and catch up with staff before you leave ~ we just ask you to remove shoes or pop on covers before you enter the room. Covers are kept by door entrance. We hold parental meetings so you can discuss your child's development and share information this is normally done in the evening out of nursery hours, however if this is difficult we can make alternative arrangements.

When it is time for your baby to move up into the next room, the key-person will help them to settle by taking them for visits, usually for about a month prior to their move but if necessary they can be arranged over a longer period depending on individual needs.

You will be informed when this happens and will be introduced to new staff.

# Ducklings Staff



Karen Hards Senior Nursery Practitioner  
Diploma in Child Care



Leanne Chapple Senior Nursery Practitioner  
NVQ Level 4 Child Care & Education



Kate Casey Nursery Practitioner ~  
Cache Level 3



Johanna Care Nursery Practitioner  
NVQ Level 3



Yasmin Harrison  
Nursery Practitioner  
NVQ 3