



Puddle-Ducks



Puddleducks playgroup offers childcare to children aged 2 years up to starting school. We are part of Kimbolton Primary Academy and provide a safe and welcoming environment. Our aim is to provide high quality care and education for children under 5 years of age and work in partnership with parents to help children to learn and develop. We aim to add to the life and well-being of the local community and offer children and parents a service that promotes equality and values diversity.

At Puddleducks we welcome the opportunity to meet with parents. Staff are available at drop off and collection times to discuss your child, alternatively, a meeting can be arranged to be held privately in a separate meeting room. Parents are regarded as members of our setting and have full participatory rights, these include the right to be valued, respected, kept informed, consulted, and involved at all levels.

Puddleducks aim to ensure that each child is provided with a safe, stimulating environment, they are given generous care and attention. We want to give them the chance to join in with other children and adults to live, play, work and learn together. We help to take forward children's learning and development by taking what they already know and building on it. All children have a key worker, they are the person who will work with you to make sure we are providing the right care for your child's interests and needs and to make sure they are making satisfying progress.

Learning Journeys

We use Tapestry which is an online learning journal. We will now, with the use of iPads/tablets, be able to instantly produce the information we require to support each child. Each observation we make will be done directly onto the mobile app and linked into your child's personal profile. These observations can include notes, photographs and EYFS assessments, characteristics of learning and videos. They can be enhanced by comments from other staff and parents, and each page appears in a pleasing and coherent way. You will be able to view the complete set of observations as a learning journey, flipping through your single child's observation pages, in time-order, or filtering in flexible ways to access your favourite records. Bookmark your favourites for quick access.

Each child's journey can have individual accounts set up for parents and relatives to access. Parents can comment on new entries and even add their own. We thought that this part of the program was particularly good, especially for any parent working away or in the services etc. You would always be able to access what your child had been doing at nursery. You will receive a password and PIN to enable you to access your account and I will activate you. These records will also help us make



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assessments of your children to ensure their learning and development is being met correctly.

Then finally, when your child is ready to leave or move to their next journey, we will convert to PDF and give to parents as CD or print hardcopies as appropriate.

Home Diaries

We also provide a home nursery diary upon request for you to write comments in about your child, and for staff to inform you of your child's day. This is particularly useful for us to keep in contact with you if you are not the collecting your child on a regular basis. Also, it is very helpful to us if you can write about your child's weekend/achievements so we can talk about it with your child at group time.

Ratios

Puddleducks maintain the ratio of adults to children in the setting that is set through the Welfare Requirements. This helps us to give time and attention to each child, talk to the children about their interests and activities, to help the children to experience and benefit from the activities we provide, and allow the children to explore and be adventurous in safety.

Policies

Copies of policies and procedures are available in the school office for you to read. Our policies help us to make sure that the service provided by us is high quality and that being a member of the setting is an enjoyable and beneficial experience for all children and parents.

Safeguarding Children

Puddleducks have a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Puddleducks employment practises ensure children against the likelihood of abuse in our setting, all staff or volunteers are DBS checked before they are able to work with the children and there is always at least two staff present when children are on the premises. We have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.



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Special Needs

As part of Puddleducks policy to make sure the provision meets the individual needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2001).

Our Special Educational Needs Co-ordinator is *Mrs Suzi Whiting*.

Starting at Puddleducks

Puddleducks staff want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child settle into the setting. When your child starts at the setting your child's key worker will help to settle your child in, offering support to both the child and parents for as long as it's needed. Your Key worker will also help your child to benefit from the setting's activities.

Clothing

We provide protective clothing for the children when they play with messy activities, such as paint, mud and foam. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on outdoor clothes. Clothing that is easy for them to manage will help them to do this. We also recommend clothing that is OK to get a little messy at times.

Puddleducks timetable and routine

Puddleducks believe that care and education are equally important in the experience which we offer children. The routine and activities that make up the day in the setting are provided in ways that, help each child to feel that he/she is a valued member of the setting. We ensure the safety of each child, help children to gain from the social experience of being part of a group and provide them with opportunities to learn and help them to value learning.

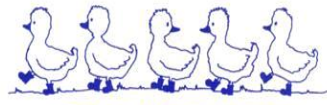
We organise our session so that the children can choose from, and work at, a range of activities. In doing so they build up their ability to select and work through a task to its completion.

The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences. It helps them gain new skills as well as helping them to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity and



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are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

Intimate Care

Puddleducks welcome children in nappies, we do ask parents to provide a changing bag with nappies, wet wipes and nappy sacks. All staff providing intimate care are fully aware of best practise and the children's welfare and dignity are of paramount importance.

We are happy to assist with potty training and we ask parents to provide plenty of spare clothes in case of accidents.

Children are accompanied to the cloakroom and staff encourage them to do as much as possible by themselves. A member of staff is always on hand to offer assistance if required.

We do ask all children to bring a complete change of clothes with them as accidents do happen, such as a spilt drink, mud, puddles etc.

Allergies

Allergies and intolerances are always taken into account. The school has a no nuts policy and this includes peanut butter. Please make sure that your child does not have anything in his/her packed lunch that contains nuts. If your child suffers from any allergies please make sure the health section of the admission form is filled in so staff can be made aware. If your child suffers from severe allergy or anaphylactic shock please speak to the manager before your child is due to start Puddleducks so that procedures can be put in place. A list of food allergies and intolerance is kept on the fridge door at all times.

Inhalers

If your child uses an inhaler and will be bringing it along, Puddleducks staff will need to be made fully aware, so please make sure it is on the health form and speak to the manager to make sure procedures are in place.

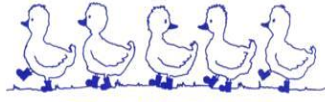
Illness

If your child becomes ill during a session every attempt will be made to contact you and you will be expected to collect your child as soon as possible. If your child has vomiting/ diarrhoea there is a list of the exclusion periods in this pack please refer.

If you notice a difference in your child's behaviour that could be the onset of illness, but there are no other symptoms and the child is well enough to attend and participate then he/she is welcome to attend the session. If your child is ill and will not be attending please could you phone and let us know.



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Collection

If you are unable to collect your child from Puddleducks the staff must have prior permission from you to release the child to another adult. We have a strict policy for the collection of children and cannot let your child go without your permission.

If you cannot collect your child due to unforeseen circumstances you should contact us as soon as possible and discuss alternative arrangements.

Fees

Your child's fees are payable monthly. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, talk to our nursery manager or the school office to discuss options. For your child to keep his/her place at the setting you must pay your fees.

We accept NEF (Nursery Education Funding) for children over 3 years as well as funded 2's, please talk to staff for eligibility details and forms.

We are now offering the 30 hours free childcare.

First Aid and Health and Safety Issues

Sickness

If your child has vomited or had an upset stomach please keep them away from Puddleducks for a minimum of 24 hours, after the last episode.

Chicken Pox

If your child has chicken pox please keep them away from Puddleducks until all the spots have scabbed over and dried up. Please inform Puddleducks so we can inform other parents to check their children.

Head Lice

It is helpful if you check your child's hair on a regular basis and if you find live lice, please inform Puddleducks and treat appropriately.

No Nuts

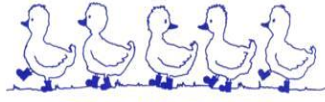
Please do not put peanuts or peanut butter in your child's packed lunch as due to nut allergies they are banned from the school. We are a nut free school.

Jewellery

If your child wears any jewellery to Puddleducks please be aware that Puddleducks will not be held responsible for any loss or damage that may occur.



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Weather

During the summer please apply sun-screen to your child before Puddleducks. Please also ensure that they bring a sun-hat with them. If your child is staying all day at Puddleducks, please provide sunscreen in a named bottle and complete the form in this pack to confirm you are happy for staff to apply sun screen to your child.

In the colder and wetter months, please ensure your child brings a warm coat and welly boots as we will go out in all weather where possible.

Toys

We ask that children do not bring toys from home to Puddleducks as they are easily lost. If your child has a comforter such as a dummy, blanket or teddy they are welcome to bring these in with them.

How Parents Take Part in the Setting

Puddleducks recognises that parents are the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents can take part in making the setting a welcoming and stimulating place for children and parents, such as:

- Talking to staff about their children's needs, activities, interests and progress.
- Helping at sessions of the setting.
- Sharing their own special interests with children.
- Building friendships with other parents in the setting.

We also have our Facebook page, the best way to receive updates is to visit: <https://www.facebook.com/groups/738023336309396/> and ask to become a member. This action will allow you to comment and 'like' our posts. Please make sure you read our Facebook Code of Conduct; we believe it is important you understand how we believe the facility can be used best.



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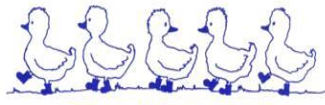


Daily Timetable

- 08:45 – Door opens. Children come in to free choice activities supported by the nursery staff. Time to meet/talk to parents. Registration to be done as they come in.
- 09:00 – 1 adult to lead focused activity during this time. 1 adult to support play. Free flow inside and outside.
- 10:00 – Snack time.
- 10:15 – Phonics
- 11.30 – Tidy up time
- 11:40 – Carpet session, story, rhymes and group time.
- 11:55 – Toilet and handwashing prior to lunch.
- 12:30 – Looking at books, arrival and departure time/talk with parents.
- 12:40 – Free flow inside and outside. 1 adult inside for focused activity and 1 adult outside to support the children's play, extra staff in/out as appropriate to do focused activity.
- 14:10 – Snack time.
- 14:25 – Outdoor learning all children, field/playground.
In bad weather educational group games, Inside.
- 14:40 – Story time, singing, group games/activities.
- 15:00 – Departure time, staff available to talk to parents.



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Opening Times and Charges

Open 09:00 – 15:00 weekdays, term time only.

(Children able to arrive from 8:45)

Weekdays only.

Morning Session	09:00 – 11:30
Lunch Hour	11:30 – 12:30
Afternoon Session	12:30 – 15:00
Full Day with lunch	09:00 – 15:00

Charges are £4.00 per hour.

School Dinners £2.35 per meal

Lunch

Children are able to have school meal (menu available) which costs £2.35 per meal or they can bring a packed lunch. You are able to choose if your child has school meal or packed lunch on a daily basis. Puddleducks make snack and meal times a social time at which staff and children eat together. Meals are made through the school, who provide the children with healthy and nutritious food. A menu is available for parents.

When your child joins, you will be given a link to our parent pay portal so you can pay for your child's meals online. You can also pay by cash or cheque daily/weekly or monthly.

If your child is bringing a packed lunch, please don't send them with too much food! A sandwich with a healthy filling, a yogurt/crème fraiche and a piece of fruit is fine, water is available at lunch time, and we advise putting an ice pack in to keep the lunch fresh and chilled. **No nuts or fizzy drinks please.**

Please inform us of any dietary needs your child has and we will make sure they are met.

Water and Snacks

The children each have their own named water bottle at Puddleducks, which are filled with fresh water daily. The children can access them at all times and are encouraged to drink more in the warmer weather.

We have two daily snack times. Snacks are provided free of charge.



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Children's learning and development at Puddleducks

The provision for children's learning and development is guided by the Early Years Foundation Stage, this sets out what and how your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should first develop the 3 prime areas, these are;

- Communication and language,
- Physical Development, and
- Personal, Social and Emotional development.

These prime areas are most essential to your child's healthy development and future learning. As your child grows, the prime areas will help them develop skills in four specific areas. These are;

- Literacy,
- Mathematics,
- Understanding of the world,
- Expressive Arts and Design.

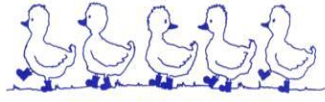
These 7 areas are used to plan your child's learning and activities. The staff at Puddleducks makes sure the activities are suited to your child's unique needs. This is similar to the curriculum in schools, but is designed to be suitable to very young children. It is also designed to be very flexible so that staff can follow your child's unique needs and interests.

Puddleducks staff understand that play helps young children to learn and develop through doing and talking, research has shown to be the means by which children learn to think. Puddleducks uses the practical guidance from the Early Years Foundation Stage to plan and provide a range of play activities, which help children to make progress in each area of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the practice guidance to the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs and recordings of the children to document their progress and where it



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may be leading them. We believe that parents know their child the best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

We take periodic assessment summaries of children's achievement based on our ongoing development records of achievement. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child moves to a different group or when they go to school.

For further information please talk to staff and they will provide you with a guide to the Early Years Foundation Stage.

For more information and a look at the types of activities we do in the setting, take a look at the Kimbolton Primary Academy website and click on Puddleducks.

Or call and arrange a visit.

Tel: 01480 860743

Email: puddleducks.kimbolton@gmail.com

Email: office@kimboltonprimaryacademy.cambs.sch.uk

Website: www.kimboltonprimaryacademy.cambs.sch.uk



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We accept 30 hours funding so here is some information issued by the Department for Education.

Will I qualify for 30 hours free childcare?

Parents of three and four year olds will need to meet the following criteria in order to be eligible for the 30 hours free funding:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old and £56 a week for apprentices in their first year.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parents (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where parent is in a 'start up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If one or both parents is a non-EEA national, the parents applying must have resources to public funds.

A parent will not meet the criteria when:

- Either parents has an income of more than £100,000.
- If one or both parents are non-EEA national and the parent applying does not have resources.

What happens if a parent loses eligibility?

- They will receive a 'grace period' – this means they will be able to keep their childcare for a short period.
- Once the 'grace period' has lapsed, the parent should be entitled to universal 15-hour entitlement.

To see if you are eligible for the extended entitlement, log on to;
www.childcarechoices.gov.uk



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Term Dates Academic Year 2022/2023

2022

Autumn Term

Training Day	Thursday 1 st September
Training Day	Friday 2 nd September
Term Starts	Monday 5 th September
Half Term	Monday 24 th - Friday 28 th October
Training Day	Monday 31 st October
Term Continues	Tuesday 1 st November
Term Ends	Wednesday 21 st December

2023

Spring Term

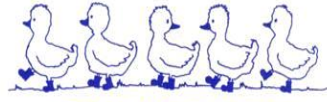
Term Starts	Wednesday 4 th January
Half Term	Monday 13 th - Friday 17 th February
Term Continues	Monday 20 th February
Term Ends	Friday 31 st March

Summer Term

Training Day	Monday 17 th April
Term Starts	Tuesday 18 th April
May Day	Monday 1 st May
Additional Bank Holiday due to His Majesty's Coronation	Monday 8 th May
Half Term	Monday 29 th May - Friday 2 nd June
Training Day	Monday 5 th June
Term Continues	Tuesday 6 th June
Term Ends	Wednesday 19 th July



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Tapestry



Across our Early Years Foundation Stage we use an online learning journal system called Tapestry. This system allows staff to record observations, photos and videos of the children and builds a picture of their life and learning.

This is an online system hosted in the UK on secure servers which is proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques.

Each child's account can have individual accounts set up for parents, carers or relatives to access. Parents can comment on new entries and even add their own. We thought that this part of the program was particularly good, especially for parents who work away or who are in the services. We actively encourage you to contribute to your child's account and would love for you to share your child's successes from home!

As a team we are able to add observations to support your child's learning and can make links to the Early Years Curriculum, Characteristics of Effective Learning and well-being and involvement scales. These observations can be enhanced by comments from staff, parents and carers. You will be able to view the complete set of your child's observations in time order, or filter in flexible ways to access your favourite records.

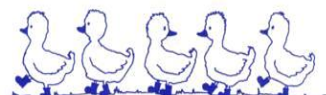
You will receive a password and PIN to enable you to access your account and with your permission we will activate your account for you. Please sign the attached consent form.

We look forward to sharing your child's learning journey with you. If you have any questions please do not hesitate to ask.

Miss Bleakley
Early Years Foundation Stage Leader
Ash Class Teacher
Assistant Head Teacher



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Registration Form

Childs Name.....

Known as

Gender Male/ Female

Childs Date of Birth.....

Home/Main address.....

.....

Home telephone number.....

Who has parental responsibility for your child?.....

.....

Mothers Name.....

Mothers address.....

.....

Home telephone number.....

Place of Work.....

Work Telephone Number.....

Mobile Number.....

Email

Fathers Name.....

Fathers address.....

Home telephone number.....

Place of Work.....

Work Telephone Number.....

Mobile Number.....

Email

Alternative Emergency Contact Number.....

Name and relationship to child.....

Is there anyone else who supports your child that we will regularly come into contact with?.....

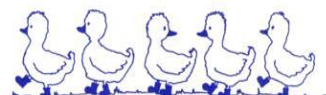
Telephone number.....

Days to attend:

Monday	9:00 – 11:30/12:30	12:30 – 15:00
Tuesday	9:00 – 11:30/12:30	12:30 – 15:00
Wednesday	9:00 – 11:30/12:30	12:30 – 15:00
Thursday	9:00 – 11:30/12:30	12:30 – 15:00
Friday	9:00 – 11:30/12:30	12:30 – 15:00



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Consent Form

Childs Name.....

First Aid

Should your child need emergency first aid, please sign to give permission for us to seek this. **I hereby give/do not give consent for the above named child to receive emergency first aid.** Please sign:

Please sign your permission for us to apply sun cream/ plasters (please delete as appropriate) to your child if needed.

Please sign:.....

Nature Walks and Large Play Equipment

Occasionally the children are taken out during the Puddleducks session. This may be a nature walk. However, this would not be done without prior notice and that there are enough adult helpers (ratio no more than 3 children per adult). **I hereby give/do not give permission for my child to be taken out during a Puddleducks session.**

Please sign:

Permission must also be given that your child may use large play equipment i.e. climbing frames, slides and swings etc. **I hereby give/do not give permission for my child to use large play equipment.**

Please sign:

Photographs and Videos

Please give your permission to take photographs of your child to use in the children's record books or display work. Also to support your child's learning by the use of photographs. Some Photos may be put onto our website/facebook please state if you agree to this yes/no (delete as appropriate). **I hereby give/do not give permission for photographs to be taken of my child to use within Puddleducks.**

Please sign:

Do you have any cultural or religious beliefs that the staff should be aware of?

.....

Does your child have any special Dietary requirements that we should be aware of?.....

Signed..... Print Name.....

Relationship to child.....Date.....

(PLEASE ENSURE YOU CIRCLE I GIVE OR DO NOT ON THE ABOVE STATEMENTS)



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Tapestry Consent Form

I give permission for the EYFS team to set up a Tapestry account for my child

..... (name of child)

The email address I would like to link with the account is:

.....

Signing this form means you agree to the following guidelines:

As a parent I,

- Will not publish any of my child's observations, photographs or videos on any social media site.
- Understand that my child's image may be used in another child's profile if they are engaged in the same activity. This image will not be shared by other parents (please see point above)
- Will keep the login details within my trusted family
- Will speak to a member of staff if I experience any difficulties accessing my child's learning journey.

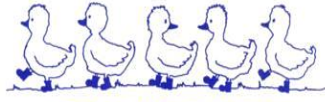
I agree to the guidelines above.

Parent name:

Signature:



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Childs Name

Collection Password.....

(Please supply a password for use in emergency when an unlisted person may need to collect your child)

These people have permission to collect my child from Puddleducks (must be over the age of 16):

Name..... Relationship to child.....

Phone Number.....

Legal Contact/parental responsibility

Name..... Relationship to child.....

Phone Number.....

Legal Contact/parental responsibility

Name..... Relationship to child.....

Phone Number.....

Legal Contact/parental responsibility

Name..... Relationship to child.....

Phone Number.....

Legal Contact/parental responsibility

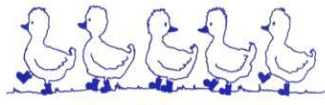
Signed.....

Relationship to child.....

Date.....



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How would you describe your child's ethnicity or cultural background?

What is the main religion in your family?

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting? -----

What language(s) is/are spoken at home? -----

If English is not the main language spoken at home, will this be your child's first experience of being in an English speaking environment? Yes/No (delete)

Does your child have any special needs or disabilities? Yes/No (delete)

Details -----

Are any of the following in place for your child?

Early Years Action	Yes/No (delete)
Early Years Action Plus	Yes/No (delete)
Statement of Special Educational Needs	Yes/No (delete)

What special support will he/she require in the setting? -----

What other information is important for us to know about your child? For example, what they like, what fears they may have, any special words they use, or what comforter they may need and when. -----

Please give details of any professionals involved with your child.

Name: ----- Role: -----

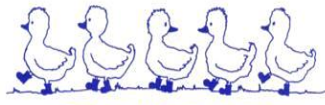
Agency: ----- Tel: -----

Name: ----- Role: -----

Agency: ----- Tel: -----



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Do you have a health visitor? Yes/No (delete)

Name: ----- Based at:-----

Tel: -----

Does your family have a social care worker for any reason? Yes/No (delete)

Name: ----- Based at:-----

Tel: -----

What is the reason for the involvement of the social care department with your family?

Has your child been vaccinated against:

Tetanus Yes/No

Whooping Cough Yes/No

MMR Yes/No

Meningitis Yes/No

Polio Yes/No

Does your child suffer from:

Asthma Yes/No

Eczema Yes/No

Hay Fever Yes/No

Any allergies Yes/No

If yes to any of the above please give

details.....

Has a health care plan and agreement to administer medicine been completed (if required) Yes/No (delete)

Has your child had or have any communicable diseases Yes/No

If yes, please give further details.....

Name of Family Doctor.....

Address of Doctors Surgery.....

Telephone Number of Surgery.....

Please sign to give permission to speak to the surgery if required.....

Please give any further information that might be

relevant.....



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I/we also understand, that if required, my/our child will be taken by staff to the nearest accident and emergency unit to be examined, treated or admitted as necessary, on the understanding that I/we have been informed and are on our way to the hospital.

I/we have been provided with details of the settings policies and procedures, including the Information Sharing procedure and understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

I hereby declare that this information given above is to the best of my knowledge

Signed..... Print Name.....

Relationship to Child..... Date.....

All information given on this form will be treated in the strictest of confidence

Signed (Manager).....Date.....

Please indicate your child's ethnic group.

White British	WBR	White/Black Caribbean	MWBC	Indian	AIND	
White Irish	WIRI	White/Black African	MWBA	Pakistani	APKN	
Traveller or Irish Heritage	WRIT	White and Asian.	MWAS	Bangladeshi	ABAN	
Gypsy/Roma	WROM	Any other mixed background.	MOTH	Any other Asian background	AOTH	
Any other white background	WOTH	Black Caribbean	BCRB	Chinese	CHNE	
Refuse to provide	REFU	Black African	BAFR	Any other background	OOTH	
		Any other Black background	BOTH			

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