



Paddy's Place Puddleducks Day Nursery
Park house Court Nursing Home
Narberth Road, Tenby, Pembrokeshire, SA70 8TJ
(01834) 844044 puddleducks@ymail.com



Registered with the Care and Social Services
Inspectorate of Wales

01834 844044 or 01834 843955

Paddy's Place Puddleducks Day Nursery.
Park House Court Nursing Home,
Narberth Road, Tenby, Pembrokeshire,
SA70 8TJ

PADDY'S PLACE PUDDLEDUCKS DAY NURSERY

STATEMENT OF PURPOSE

Name of Nursery: PUDDLEDUCKS

Address of Nursery: PUDDLEDUCKS PARK HOUSE COURT NURSING HOME,
NARBERTH ROAD
PEMBROKESHIRE
TENBY
SA70 8TJ

Name of Registered Provider: PARKER BROTHERS

Address of Registered Provider: AS ABOVE

Name of Registered Supervisor: Kathryn Heywood

Address of Registered Supervisor: AS ABOVE

Opening hours: 8 am-6 pm Monday-Friday.

Our mission: "To provide quality day care for children age 6 weeks-11 years in order to promote their physical, mental and social development by fun learning through fair play"

Our mission

Fun learning through fair play

Hwyl a bysgu trwi

Chware Teg

Our Motto

We care, we share, we work together

PADDY'S PLACE PUDDLEDUCKS DAY NURSERY

CHARTER

We are REGISTERED to care for 26 children who may be: 12 babies from. 6 weeks - 2 years, and 14 toddlers aged 2-11 years, with no more than 8 over 8 year olds, and we give the highest priority to the children's welfare.

We provide a safe, clean, warm and stimulating environment.

We provide a programme scheduled to the physical, mental and social development of the children. Routines and Activities are in keeping with the age and development of the individual child, with regards to any special needs, and with constant communication with parents and their particular requests for their child's care

We provide an equal opportunities/special needs, educational programme of 'learning through play' with reference to the Curriculum for the Under Fives. We treat all children as individuals with the utmost respect for their racial, cultural, religious and/or special needs. We provide a bilingual culture in the nursery (English/Welsh) and respect any other linguistic values by obtaining support from appropriate services.

We acknowledge and respect parents' wishes and responsibilities, by encouraging their input and support, and keeping them fully informed of anything pertaining to their child.

We employ a high percentage of staff who are qualified and experienced in childcare, and some support staff who are working towards a qualification. Our staffing ratios are in compliance with the inspectorate.

We only employ staff that have been cleared by the Criminal Records Bureau process,

We encourage good communication between Staff and Parents in order to quickly resolve any causes for concern but we also have a Complaints Policy for any matters that are difficult to resolve.

We follow a full range of curriculum activities, both in the baby room and toddler group, encompassing planned themes.

"Fun Learning through Fair Play at Puddleducks"

PADDY'S PLACE PUDDLEDUCKS DAY NURSERY

POLICIES and PROCEDURES ADMISSION

POLICY:

To ensure fairness in the allocation of available nursery places.

To ensure all children who are admitted will, benefit from their attendance and/or will integrate harmoniously into the nursery and their behaviour will be in the best interests of the other nursery children.

If places are limited, priority will be given to: a) children of staff at Park House Court and b) siblings of children already attending the nursery

PROCEDURE:

Parents/Representatives to visit nursery and discuss possible admission of child(ren) giving them the opportunity to observe facilities and service on offer.

Parents/Guardian to complete and sign ALL registration forms and discuss child's details/needs with Nursery Supervisor. (Please ask to see-Equal Opportunity *Policy*).

Nursery Supervisor to discuss new child's details/needs with other staff to ensure child's needs are fully met and there is continuity of care,

All forms to be received, duly completed, and signed prior to child attending Nursery.

The Nursery Supervisor/Directors reserve the right to refuse admission/attendance to any child whose behaviour is, in their opinion, not in the best interests of the other children's Health and Safety. (Please ask to see-Behaviour and Discipline *Policy*)

Parents/Guardians are invited to read/receive copies and sign, of any/all Puddleducks Policies and Procedures, which are available at all *times for* perusal.

PADDY'S PLACE PUDDLEDUCKS DAY NURSERY

ILLNESS' AND EXCLUSION PERIODS

ILLNESS/DISEASE	MINIMUM EXCLUSION PERIOD
Prescribed antibiotics	First 2 days at home
Temperature	If sent home ill must be off for 24 hours
Vomiting	48 hours
Diarrhoea	48 hours
Conjunctivitis	Kept at home for 2 days, thereafter until the eyes are no longer weeping.
Chickenpox	7 days from appearance of rash, thereafter until spots have scabbed over..
Gastroenteritis, food poisoning, salmonellosis and dysentery	Until authorised by District Community Physician
Infective hepatitis	7 days from onset of jaundice
Measles	7 days from appearance of the rash
Meningococcal infections	Until recovered from the infection
Mumps	Until the swelling has subsided in no case less than 7 days from onset of illness
Pertussis (Whooping Cough)	21 days from onset of paroxysmal cough
Poliomyelitis	Until declared free from the infection by District Community Physician
Rubella (German Measles)	5 days from appearance of the rash
Scarlet fever and streptococcal infection of the throat	Until appropriate medical treatment has been given and in no case for less than 3 days from the start of treatment
Tuberculosis	Until declared free from the infection by District Community Physician
Typhoid fever	Until declared free from the infection by District Community Physician
Impetigo	Until the skin has cleared
Pediculosis (head lice)	Until appropriate treatment has been given
Planter warts	No exclusion, should be treated and covered
Ring worm of the scalp	Until cured
Ring worm of the body	Seldom necessary to exclude providing treatment is being given

These exclusion periods apply for both children and staff, of course some children when unwell are better off at home with parents. and therefore we will call if we feel your child is better off in your care.

PADDY'S PLACE PUDDLEDUCKS DAY NURSERY

*We Care,
We Share,
We work together.*



Puddleducks

Sessions

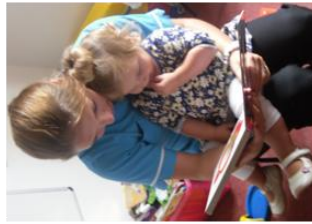
- 8-2
- 8.15-3.15
- 9-1
- 8-5
- 9-6
- 2-8

Opening Time: 8:00-8:00

Opening days: Monday-Friday

For children aged: 6 Weeks—11 years

Fun learning through fair play - Hwyl a Dysgu trwi chwarae Teg



Phase 1, 2 & 3 Pembrokeshire Health

Promoting Pre-School Scheme

We are the first nursery in Wales to reach the standard required to achieve the national level for Nutrition, Oral Health and Environmental elements.

Puddleducks has been part of The Pembrokeshire health

Promoting Pre School Scheme for over three years.

We pride ourselves on providing healthy eating.

We provide the children with healthy and

exciting snacks with milk and water always available for your children to drink.

We carry out exercise sessions, Busy-Feet movement and health and oral hygiene.

Our Aims

We aim to:

- to give advice and guidance to the children and the parents within a safe and secure environment .
- work together with the parents to delivering individual routines, to maintain structure
- ensure that their day is packed full of exciting and interesting activities.



Contact Details

Telephone:

01834 844044 or 01834 843955

Email:

puddleducks@ymail.com

PADDY'S PLACE PUDDLEDUCKS DAY NURSERY

NURSERY FEES

8am-2pm & 2pm-8pm

Nappies £29.40
Toilet trained £27.60

9am-1pm

Nappies £19.60
Toilet trained £27.60

8am-5pm

Nappies £44.10
Toilet trained £41.40

815-315

Nappies £34.30
Toilet trained £32.20

9am-6pm

Nappies £44.10
Toilet trained £41.40

£4.90 an hour in nappies

£4.60 an hour toilet trained

SETTLING IN YOUR CHILD

Please come and visit us as much as you like, this helps children to get to know the other children, the staff and our environment.

When you are happy to leave your child, at first this could just be for an hour or two, it's totally up to you and what you think is best for the child. If you wanted to leave your child and have a coffee in the office then this is fine, but if you wanted to go off site then we will need to know before hand to ensure we have the correct staff on for the time period and a hourly rate will be charged. When you are happy and your children are booked in you and they still may require extra support, this is always available from the fun loving staff.

We have an open door policy where you can come and chat about any issues you may have.

Your child is of the upmost importance to us all and is treated like individuals, with care plans that are designed for their individual needs, outlining sleep patterns, food & drink, any allergies, and other information to follow along with your routine at home.

On your child's first day they will receive a picture poster of how there first day went.

Everyday you will receive a daily record sheet so you know exactly what they have got up to each day.

The previous information was for your personal use, it's handy to keep hold off. The following information is to be filled out and returned to us, before your child is able to start at Puddleducks.

We look forward to welcoming you and your child.

PADDY'S PLACE PUDDLEDUCKS DAY NURSERY

NAME: _____
DOB: _____ GENDER: _____
NATIONALITY: _____
PREFERRED LANGUAGE: _____

Favourite things::	Family:	Toileting:
Dislikes/Fears:		Eating habits (favourite foods, things I don't like, how I feed myself)
Comforters:	Routines:	What I can do:
How I express myself when I'm upset or angry:		What I need help to do:
Any other things you would like for us to know:		

PADDY'S PLACE PUDDLEDUCKS DAY NURSERY

CHILDS REGISTRATION FORM

NAME _____

ADDRESS _____

DRS NAME _____ TELEPHONE _____

DRS SURGERY & ADDRESS _____

VACCINATIONS (NAMES & DATES) _____

HEALTH VISITORS NAME _____ TELEPHONE _____

ADDRESS _____

ALLERGIES (PLEASE WRITE IN RED) AND/OR DIETARY NEEDS _____

SPECIAL NEEDS _____

PAST/CURRENT ILLNESSES/INFECTIONS & AND ANY ONGOING MEDICATION _____

MOTHERS NAME _____ FATHERS NAME _____

ADDRESS _____ ADDRESS _____

TELEPHONE _____ TELEPHONE _____

EMAIL _____ EMAIL _____

ANY OTHER INFORMATION _____

PADDY'S PLACE PUDDLEDUCKS DAY NURSERY

COLLECTION OF YOUR CHILD(REN)

It is important that all children are collected at the pre-arranged booked times to ensure numbers of both staff and children comply with the legislation. This in turn enables us to provide a high standard of childcare.

Failure to do so, without prior notification of a possible delay will incur an extra cost of £5 per half an hour. Unfortunately abuse of our generous patience and forbearance in the past has made this procedure a necessity.

if a child has not been collected an hour later than the agreed booking time and no contact has been made despite trying all the contacts that have been given we have a duty to inform the Social Services in case of an accident or emergency.

CHILD SECURITY & PASSWORD SYSTEM

In the interest of enhanced security please list below the names and telephone numbers of any one you wish for us to contact.

Please also inform them of you doing so.

	NAME	RELATION TO CHILD	CONTACT NUMBER(S)
1			
2			
3			
4			
5			
6			

We also operate a password system so that when a friend or relative does collect your child they can give staff members the password, this is particularly great if any emergencies arise and you need someone that we haven't met previously. So all you need to do is call and let us know who will be collecting the child and then they can give the password. Simple but effective!

Password: _____

PARENTS NAME _____ SIGNATURE _____

DATE _____

PADDY'S PLACE PUDDLEDUCKS DAY NURSERY

POLICIES AND CONSENT FORMS

CONSENT FORM FOR CHILD PHOTOGRAPHS

I give permission for photographs of my child to be taken, when on the nursery premises (including visits to the nursing home and outside play), as part of normal procedure, to illustrate their development while 'learning through play'.

Photographs may also be taken for our webpage, media articles and newsletters.

I understand any such photographs will be displayed either for child identification purposes or as part of a display feature.

I understand that on occasions there may be 'bone fide' Child Photographic Company personnel visiting the premises and my permission for such photography would be sought on each occasion.

PARENTS NAME _____ SIGNATURE _____
CHILDS NAME _____ DATE _____

CONSENT FORM FOR OUTSIDE TRIPS

I give permission for my child to go out of the nursery building for supervised walks around the premises and to the playground, also to visit the nursing home for any entertainment activities that maybe going ahead.

PARENTS NAME _____ SIGNATURE _____
CHILDS NAME _____ DATE _____

CONSENT FOR THE USE OF PLASTERS

I give permission for the use of Boots own brand plasters on my child, if Puddleducks staff feel the need to do so.

PARENTS NAME _____ SIGNATURE _____
CHILDS NAME _____ DATE _____

PERMISSION FOR EMERGENCY/OPERATIVE TREATMENT

Incase of emergency, if and when a parent can not be contacted immediately, it may be necessary to obtain treatment for a child from a Doctor or and Accident & Emergency department of a hospital. As it maybe vitally important to obtain immediate treatment we ask for your consent by signature on the attached form in case such emergency should arise.

In the event of my child.....requiring urgent medical treatment, I authorise Nursery Supervisor/Deputy to contact a Doctor and to give permission for any immediate medical treatment recommended by the Doctor in attendance.

PARENTS NAME _____ SIGNATURE _____
CHILDS NAME _____ DATE _____

SUNSCREEN APPLICATION AUTHORISATION

I authorise Puddleducks staff to apply protective sunscreen to any exposed skin areas of my child during hot/sunny weather.

I will not hold any staff members responsible should my child have and adverse reactions to the BOOTS OWN BRAND sunscreen and will then on supply an alternative.

I will also supply a sun hat for my child on sunny days.

PARENTS NAME _____ SIGNATURE _____
CHILDS NAME _____ DATE _____

PADDY'S PLACE PUDDLEDUCKS DAY NURSERY

CONTRACT DETAILS AND CONDITIONS

OPENING HOURS Monday - Friday 8 am - 6 pm.

SESSION TIMES AND PRICES See previous

PAYMENT Our terms are weekly in advance payments. All payments by CHEQUE to Puddleducks, Park House Court.

REGISTRATION By completion of the enclosed, detailed registration form and discussion with the Supervisor. (See Admissions Policy)

ABSENCE Fees are payable if a child is booked in and does not attend without prior notification. This will ensure the child's place on the register.

COLLECTION Children to be collected by parents or nominated carers, as detailed in the previous details, and are known to Puddleducks Staff. Any deviation to this to be in writing and discussed with the Supervisor.

ILLNESS Children should not attend if they are unwell, or are taking any medication, as staff are unable to take responsibility for administering same. If a child is known to have a contagious infection the Nursery must be notified immediately. Children who are ill or infectious will be excluded from the Nursery until they are well and /or they are free from infection. If a child attends with or develops diarrhoea and/or vomiting, parents will be contacted to collect child within 2 hours.

HOLIDAYS The Nursery will be closed for Christmas and New Year. (Details to be announced annually.)

DRESS Children to be comfortably dressed. New expensive clothing is not recommended, even though protective wear, for messy play, is provided.

PERSONAL All clothing should be named and a bag clearly marked with the child's name should be brought to the Nursery containing a full change of clothes, sunhats for summer and wellies for winter. For babies the bag must contain appropriate footwear for outside and toiletries.

MEALS/SNACKS Parents to supply meals/snacks to cover the Nursery attendance period. We endorse and encourage HEALTHY EATING. For BABIES, feeds and bottles, clearly labelled, to be supplied. Facilities exist for cold storage. Milk & water are always available as are healthy snacks.

WE/I HAVE READ & UNDERSTAND THE CONTRACT MADE BETWEEN PUDDLEDUCKS NURSERY AND MYSELF

Signed _____ Date _____