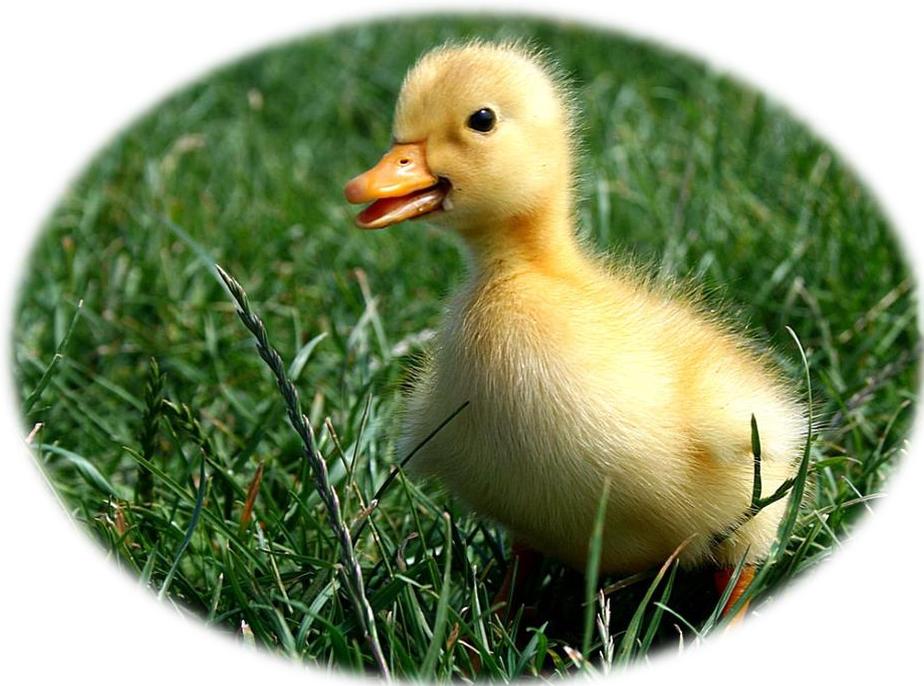


*Welcome to the Duckling
Room*



*Base Room for Babies aged
6 weeks - 15 months.*

Welcome to the Ducklings Room

The Ducklings Room is situated upstairs in the nursery and is the base room for up to 9 babies. It is registered to take babies aged from 6 weeks. Transitions from the Ducklings Room to the Caterpillar Room begin between the age of 12 and 15 months, **dependent on the individual child.**

Staffing



Claire Window (Foundation Degree in the Early Years - Full time Senior Nursery Nurse) Claire joined us in 2014 as our newly appointed full time Senior Nursery Nurse within the Caterpillar room. As Senior Claire is directly responsible for all the children and staff who work within the room. Claire is an experienced room leader; she joins us from another well respected local nursery, where she was the room leader within a large baby and toddler room. Claire has recently completed her Foundation Degree in the Early Years with the Open University. In July 2016 Claire made the transition to the Duckling room, continuing as full time Senior.

Carla Hunt (Level 3 qualified - Full time Nursery Nurse)

Carla joined the nursery in March 2012 as a Level 3 qualified Nursery Nurse. Carla worked as part of the Ducklings room team for two years before transitioning to the Caterpillar room at the end of August where she worked full time in the room. In July 2016 Carla returned to Ducklings.



Sacha Mears (Level 3 qualified - part time Nursery Nurse Mon, Wed-Fri am all day Tues.

Joined at the end of September 2014 and was a member of the Caterpillar room. Sacha joins us from a local foundation preparatory setting. Sacha has over nine years' experience of working with young children of all ages and has a fully grown son of her own. Sacha joined the Duckling room in March 2015 as morning Nursery Nurse.

Bobbie Claxton (Level 3 qualified - part time Nursery Nurse Mon, Wed-Fri am)

Bobbie joined the Nursery in 2010. Bobbie volunteered through most of her breaks from school where she covered in all rooms and gained valuable knowledge and experience. Before starting the nursery Bobbie gained her Level 3 in health, social care and early years. Bobbie gained her CACHE Level 3 Diploma in Children and Young People's Workforce in April 2014. Bobbie successfully applied for the position of part time Nursery Assistant in the Pelican room in 2012 and in October 2015 moved to the Duckling room, to cover a maternity post.



The Room

The Duckling room has two sides. A wet area side and a carpet side. This has now been divided in two by a new wooden gate and toy unit. This allows us to open up the room as one so babies can crawl, walk and bottom shuffle between sides, or we are able to separate it into two halves. Allowing us to use one side for messy activities and meal times whilst the other side can still be used by children. We aim to make our room as homely as possible, by using soft blankets and cushions. We have a free choice unit on the carpet side where staff rotate the toys that are at the Babies level. This allows the babies to have free access to sufficient toys at all times. The Duckling room also has its own kitchen role play area, soft play area, reading corner, activity centre, etc. These toys are moved around the room throughout the year to keep the room fresh and fun for the babies, and to follow their needs and interests.

There is an intercom system throughout the whole nursery, this is so all rooms can contact one another. By using this system we are able to have outside calls transferred to the room, if you wish to speak to someone in the duckling room about your baby.

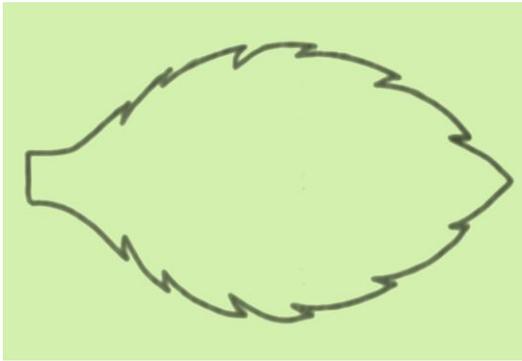
The babies' changing room is connected to the Ducklings Room it has a bath, wash basin, changing unit and changing mat. The babies' nappies are changed on the changing mat. The changing mat is sterilised with Anti-bac wipes or anti-bac spray and blue towel between each nappy change and staff wear gloves whilst changing nappies. Nappies are changed three times a day (after snack, after lunch and after tea) and extra changes will be given if needed.

All babies are individuals and all have their own routine we which will follow as closely as possible. Then as they grow and develop we adapt their routines and encourage them to move on to the nursery routine.

Ducklings Daily Report Sheet

At the end of each day parents/carers receive a daily report sheet. This is in addition to a verbal handover and gives further information regarding how babies have been throughout the day. The information on this sheet will inform you of what food and drink your baby has been given and the amount they had. What nappies they had through out the day, activities and toys and the times that they slept throughout the day.

Sharing leaves



As much as possible we would like to get parents involved in their child's learning and development. Therefore we have introduced this 'sharing leaf' where you can fill in what your child is learning, enjoying playing with, recent holidays or developmental milestones.

They will then be displayed in the corridor before being placed in their folder with photo evidence of how we have equally supported them or extended their learning at nursery.

Please feel free to pick one up anytime.

8.30 a.m.	One Nursery Nurse set up for the babies and try to two Nursery Nurses set up the prams for sleep times.
8.45 am.	Nursery opens. Staff greet baby's and parents/carers and talk to them about how baby has been since the day before. Staff then take baby from parent/carer cuddle them and interact before starting an activity.
9.10-9.30 am	Snack
9.50-10.30 am	Nappies changed.
9.50-11.30 a.m.	Sleep time Older babies that don't sleep will continue to play or have time in the garden.
11.30-12.30	Lunch time.
12.30-1.45 p.m.	Babies play in Duckling room.
	Milk time
	Nappies changed.
1.30-3.45p.m.	Sleep time
4. 00 p.m.	Tea time.
5.00 p.m.	Play in Ducklings Room.
	Nappies changed.
	Carers start arriving to collect babies.

5.45 p.m. (5.15p.m. Fridays).	Nursery closes.
-------------------------------------	-----------------

Hints and helpful tips help the transition period

Once you have been informed of your space in the nursery, one of the Duckling Seniors will ring and offer a home visit. A home visit is where the Senior and a Nursery Nurse, usually a key worker will arrange to visit you and your baby at home. So you can meet staff in your home environment and we can get to know you and your baby. (These are not compulsory and you don't have to have one.)

Once you have had a home visit we arrange a first visit at nursery, on the first visit we then book four other visits over one or two weeks for your baby to settle onto the duckling room before starting. Visits are always arranged around your child's needs and according to how they settle in.

Either during the home visit or your first nursery visit we will go through some basic forms, so that we know your baby's needs and preferences. We also give you a booklet, that says "All About Me" we ask you fill this in allowing us to get to know your child better.

Sleeping

The babies sleep in prams outside in the nursery garden, in the pavilion. This is an outdoor wooden shelter that has been In cases of extreme weather the prams are situated inside the reception area. The prams are provided by the Nursery and each baby has his/her own individual bedding and mattress. The bedding is kept in a named draw string bag and laundered on a weekly basis. An insect net is always used.



When babies are sleeping in their prams, a staff is outside at all times. They check on the babies every ten minutes. The checks are recorded in individual note books - one for each child. A monitor is used so that staff can communicate with each other and can ask for assistance when needed. The babies wear safety reins and are always placed to sleep on their backs unless you wish for them to sleep on their front - in which case you will be requested to sign a consent form indicating your choice.



Eating / Drinking

Drinks: The babies are offered tap water regularly during the day. They have water or milk at snack and meal times. We do offer boiled water for babies under 6 months or if requested by parents.

Milk

Babies are given their milk when they are hungry. With the majority of babies this tends to be morning, lunchtime and afternoon, but we will adapt to your babies needs and your wishes. The options for milk are as follows:

Option one

- You provide clearly labelled, sterilised bottles with the correct amount of powdered milk formula measured out into a plastic container, (These containers can be purchased from Tesco's, Boots, Jojo monbebe) indicating the amount of boiling water required and the staff will freshly make up each feed. Or you can provide cartons of formula milk on a daily basis.



Option two (if breast feeding or expressing)



- You are more than welcome to come in and breast feed your child. You can arrange times to come in or we will call when your baby needs feeding. As babies get older breast feeding mothers tend to come in at lunchtime to feed.
- You can bring in clearly labelled sterilised bottles with breast milk in separate containers that we can store in our fridge or freezer and warm up when they are needed. This will need to be supplied daily.

A good website for bottle labels is: www.mynametags.com

Weaning / Eating

Nursery provides your child with all the meals for the day. All food is prepared and cooked on the premises by our cook.

In the morning the babies have a snack between 9.10 - 10.00. We have a rolling snack where we feed the younger babies and early sleepers first. Whilst the older children continue to play, as babies finish we rotate them. Babies are offered a combination

of foods to allow their own choice. Lunch time is from 11.30 - 12.30 and again we do a rolling lunch allowing the babies that don't sleep to eat first, so the younger babies who have slept can wake up and eat when they are ready. Tea is at 4 p.m. in the Pre School room. The babies sit in high chairs around the bigger children's tables this is to bring the nursery together a whole.

When your child is ready to be weaned please let the Nursery Nurses know and they will try to accommodate your routine, method and types of food you are using at home.

The Nursery Nurses offers different menus for the babies.

- Liquidised vegetables
- Liquidised meat and vegetables
- Baby Lead Weaning (soft cooked sticks of veg and meat for babies to feed themselves.)
- Duck menu cooked meat and vegetables
- Nursery menu

Both before and after meals the babies have their hands and faces cleaned with disposable face wipes

Clothing

Please dress your baby in comfortable, easily removable, clothing. You will need to provide at least three complete changes of clothes in case of leakages or spills. **ALL CLOTHING MUST BE CLEARLY NAMED** and the best way to do this is with name tags, and we advise you don't send your baby to nursery in their best clothing.

In the winter your baby will need an "all-in-one" coat/suit, hat, gloves and an extra thick pair of socks/padders for outdoor wear. In the summer your baby will need light cotton clothing, a sun hat and a named bottle/tube of sun block. We do offer a nursery sun block in the summer months which you can sign for. There is a small charge for this. Each child has their own peg to hang their belongings on.

Nappies



You will need to bring a supply of nappies. If your baby uses disposable nappies you can bring in a large pack to leave at nursery and staff will inform you when they are running low.

If your child is in terry towelling or cotton nappies you will need to bring in a daily supply, with a bag to store dirty nappies a zipped one is recommended. we will dispose of nappy liners and then put them in the bag ready for you to take home and wash.'

Staff wear gloves when changing nappies and use baby wipes or cotton wool and water to clean babies' bottoms. You will need to supply a **clearly named** pot/tube of cream which can be applied when required. However, please inform the nursery if you do NOT wish for any creams to be applied.

Comforts

If your baby has a special comfort, i.e. cuddly toy, blanket or dummy please bring it to nursery. If your baby does have a dummy please provide a dummy clip and a protective cover.

Teething

Babies suffer with teething in different ways, but they usually always dribble! Please can you provide two named "dribble bibs" when teething starts. If you wish you may leave some teething gel or powder for the staff to administer.

Illness

If your baby is not well enough not be able to cope with the normal Nursery day, then please keep them at home. If your child has an infectious disease then it is very important that you inform the nursery and that the baby is excluded according to Babraham Nursery policy. Which follows guidelines from Public Health England. If your baby becomes unwell during the day, one of the Parents/Carers will be contacted to arrange collection of the child as soon as possible. Gastroenteritis (sickness and/or diarrhoea) requires a **full 48 hours clear of either sickness or diarrhoea before being accepted back into the nursery.**

Medication

Nursery is willing to administer medicine when necessary.

You will be required to fill in a medicine authorisation form for each day your baby needs to be given medicine. These are available from the Duckling room.

Parents/carers must hand the medicine **directly** to a staff member so that they can store it safely and securely either in the medicine cupboard or the fridge. All medicines must be clearly **named**.

Accidents

Nursery records all accidents on an accident form, you will be asked to sign this form as a parent/carer acknowledging that you have been told about the accident, and will be given a slip to take home recording all information about the accident.

If your baby has an accident at home we ask that you let the Nursery Nurses know. They will ask you to complete a home accident/injury form.

All staff are first aid trained.

General information

Throughout the year the nursery, supported by the Parents sub-committee, organises various social events and fundraising activities for all the children & their families to attend and participate in. These include a Christmas play, sports day, barbecue, trips/outings and information evenings.

You will be kept informed of any forthcoming events in the nursery newsletter. If you would like to join the Parents sub-committee and help organise these events please see the Nursery Manager, or one of the Deputies.

A photographer takes individual and group photographs every year. The individual photos are taken in September/October time ready to give to relatives as Christmas presents! The group photos are taken in March. *There is no obligation to order these photos.*

All fundraising monies go towards purchasing extra toys & equipment for the children.

EYFS

Babraham Nursery promotes learning and development through the statutory requirements of the Early Years Foundation Stage (EYFS). Practitioners throughout

nursery follow the Development Matters Early Years Foundation Stage to assess children's learning, development and progress. The Early years Foundation stage has seven areas of learning. These are split into two sections; these are prime areas and specific. The prime areas are: Personal, Social and Emotional Development, Communication and Language and Physical Development. The specific areas are: Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

Using the Development Matters staff observe children in play and link the observations according to the Early Years Foundation Stage, from this observation a next step is created. This next step is used to encourage and develop your child's skills, learning and development. All these observations will be kept in a file with your child's name on which you can read and access at all times. From these observations staff write four monthly summative assessments on their key children, allowing you to see your baby's overall development. The months these are done are as follows: February, June and October. In June we offer parents/carers a consultation evening where you can come and speak to the key worker about your baby's development. In November we hold an open evening, encouraging parents/carers and visitors to come in and look at the rooms and activities we do throughout the day, there are often guest speakers and workshops available during this event too.

When joining the Duckling room your child will be allocated a key worker, this member of staff will be the person who does your child's observations and creates their folder whilst in the Duckling room. Key workers change as your child changes rooms. The key worker is not the only staff member to look after your child, we work as a team and get to know every child in our care.

Picking up

For the daily exchange of information, it is encouraged that parents/carers arrive BEFORE CLOSING TIME if they want to hear about their child's day. As you can appreciate, it is a long day for the staff and they like to leave promptly.

The Nursery closes at 5.45 p.m. Monday to Thursday - 5.15 p.m. on a Friday. A fine system operates for the collection of children outside these hours. The initial fine is £5.00 for the first 10 minutes of lateness and increases to £10 for every period of 5 minutes thereafter.

Check List of Items Needed for Ducklings Room

Bag

Change of Clothes (x 3)
Comfort (i.e. dummy)
Coat/outdoor sleep suit
Gloves
Hat
Padders/slippers
Sun hat and Sun cream
Nappies
Cream (if needed)
Bottles
Milk container or cartons of formula
Photographs of you and your family

We hope you and your baby will have a happy time in the Ducklings Room. If you have any concerns or problems then please share them - we are here to help!