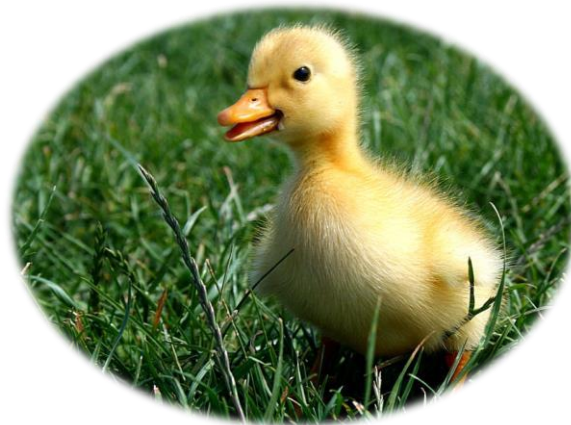


*Welcome to the Duckling
Room*



*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**. Child to staff ratios are 1 staff to every 3 children in the Ducklings Room.

Staffing

Helen Bonham (Level 3 qualified - Senior Nursery Nurse Monday-Wednesday all day, Thursday & Friday ams)

Helen joined us in November 2014 as a Level 3 qualified part time Nursery Nurse. Helen worked in Red Butterflies as an afternoon member of staff before going on maternity leave and returning in April 2016. Helen returned as a roving member of staff, changing her afternoon position to a morning role. In June 2017 Helen became a permanent member of the Ducklings room and took over as the Senior, leading the room in November 2022.



Sara Gomes (Nursery Nurse, Full time)

Sara joined the Caterpillar room in April 2019 as a full time Nursery Assistant, which was a new venture for her. From an early age Sara was always involved in music, from being in choirs to playing instruments. Sara then followed her passion with a Bachelor's Degree in Musical Education. Shortly after achieving her degree Sara went on to do an internship at a local school. Now at Nursery Sara wishes to further her studies and train in Childcare. Sara moved to the Ducklings room in January 2020.



Nevena Pyke (Part time Nursery Nurse, Monday-Friday pm)

Nevena joined us in July 2015 as a Assistant in Red Butterflies, covering a maternity leave post. Nevena transitioned to the Ducklings room in November 2016, continuing her part time position as an afternoon Nursery Assistant. Nevena qualified as a Level 3 Nursery Nurse in May 2019.



Chloe Griggs (Part time Nursery Nurse, Wednesday-Friday all day)

Chloe joined us in 2020 as a full time Nursery nurse, she has worked with all age groups across the nursery. Chloe has recently returned from maternity Leave after having her first child. On her return she has joined the Duckling Team in January 2024



The Duckling room

The Ducklings room is a homely environment for children to start their Nursery journey. We aim to provide a calm, caring and engaging environment for babies to explore and investigate. The Ducklings team recognise that every child is an individual and we endeavour to provide each child with stimulating and exciting activities that will help support their growth and development.

Babies predominantly begin their learning journey by using their senses to explore the world around them. Sensory play includes any activity that stimulates your young child's senses: touch, smell, taste, movement, balance, sight and hearing. Many well-known early years pioneers such as Montessori, Froebel and Goldschmid recognised the importance of sensory play as a fundamental experience for a child's growth and development. This is mirrored in the Duckling room's environment which includes, mirrors, a sensory board, musical rail and a natural heuristic area. The Duckling team also plan many sensory exploration activities, for example, sand/water play, gloop and spaghetti play!

Book area



We have a book area in the Ducklings room which ensures that the children can access books at all times including; touch and feel, lift the flap and real-life photo books. There is also a lovely family board so that children can see photos of their family during their day. There is also a lovely large mirror for the children to look in.

Busy and Sensory board



Here is a lovely space for the children to explore our homemade busy and sensory board. There are many different familiar mechanisms on here for the children to use, such as, zips, switches, locks, a bell and a door knob. The Sensory board includes a variety of different textures for the children to explore. These experiences can help develop their problem skills, fine motor skills and support them to learn through using their senses.

Heuristic Arch

The Ducklings love to explore the natural objects in the heuristic area. We have a wide variety of natural resources including; pine cones, shells, wooden brushes, metal objects and different textured materials. We also have a lovely treasure basket for the younger babies to explore. Treasure baskets were originally discovered by Elinor Goldschmied, they are a fantastic stimulating activity for young non-mobile babies.



Treasure baskets contain a variety of natural objects, however unlike heuristic play, in our treasure basket there is only one of each item. The mix of objects provides babies with a stimulating play experience which promotes further sensory exploration with their fingers, hands and mouth.

Rug Area



The Ducklings room has a lovely rug area that hosts a musical rail, mirror and a lovely role-play kitchen. The Children love to pretend to cook with their peers, mixing with the bowls and spoons and 'washing up' in the bowl!

This area is also used for meal times and sensory play throughout the day. The rug is simply rolled up and the children are able to enjoy their snacks, meals and a variety of sensory/messy play activities!

Bathroom area

The Ducklings Room has a bathroom /changing area connected. This is where we will store your baby's nappies, alongside any creams they may need ready for the changes throughout the day. The staff will change each child a minimum of three times a day, with any additional changes in between these where needed.

Blossom



At Babraham Nursery we use Blossom Educational, which is a software platform that has been created specifically for use within the childcare sector. This enables us to create a digital record of your child's development and daily activities during their time at nursery. Parents have access to the Blossom app, where we share our weekly observations of your child's progress and a daily diary of their activities.

Observations are completed every week using the 'Early Years Foundation Stage Development Matters' framework. This enables us to monitor and keep a record of your child's individual progress and development, it can also help us to identify any areas of development where your child may need some additional support. Your child's key person is responsible for completing their weekly observations and once they have been completed they will be available for you to view on the Blossom app.

In the Caterpillar Room we make a record of your child's day using Blossom's daily diary feature; this will include information about what your child has eaten, nappy changes, how they have slept and wherever possible we will also include photos of any activities your child has particularly enjoyed. The diary is uploaded at the end of each day and is then available to view on the Blossom app.

Our Daily Routine

A day in the life of a Duckling!

8.30 a.m.	The Nursery Nurses set up the Ducklings Room with toys. They also set up the prams for sleep times.
8.45 am.	Nursery opens. Staff greet the babies individually and talk to the parents/carers about how they have been. There is then a handover, the staff will engage with the child and become involved in an activity; encouraging them to say/wave good bye.
9.15-9.45 am	Snack and Milk feeds. Nappies changed.
9.50-11.30am	Sleep time, babies will be taken down to the prams during this time when they are ready for their sleep. The babies that don't sleep or have slept for a short period will play or have some time in the garden or in the pram pavilion.
11.30-12.30	Babies are brought back up to the Ducklings room. Lunch time.
12.30-1.45 p.m.	Free play in the Ducklings room. A sensory or messy activity will be provided for the babies to explore during this time. Milk Feeds. Nappies changed.
1.50-3.30p.m.	Sleep time, babies will be taken down to the prams for their afternoon sleep at this time. As the children wake they will have the opportunity to play with a range of toys in the sleep pavilion or explore in the garden with a member of staff (weather permitting).
3:30 p.m.	Babies are taken back up to the room, Nappies are changed ready for tea.
4.00 p.m.	Tea time and Milk feeds.
	Free play in the Ducklings Room.
	Carers start arriving to collect babies, Feedback is given.
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, the Ducklings' Senior will ring and offer a home visit. This can be up to a month before the child is due to start, but usually occurs the week before settling sessions, in order to get an accurate picture of the child. 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. This is an opportunity for you to meet some members of the Duckling room and for us to answer any queries you may have. It also provides us with the chance to meet your child in their own environment where they feel safe and secure.

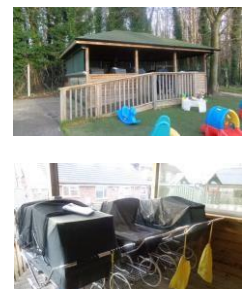
Home visits are not compulsory so please just let us know if you decide you wouldn't like one.

During the home visit we will arrange your child's visits to nursery. This will consist of approximately three to four settling visits, usually during a one week period to enable each child to settle into the Ducklings room and build relationships with their key person and other members of the room. On the first visit, we encourage the parent to stay for a short period to settle the child and then leave them for up to two hours. Parents are welcome to leave the premises during this visit or there is a staff room they can wait in if preferred. Visits are always arranged around your child's needs and according to how they settle in, and will also allow the child to become familiar with different aspects of the daily routine.

Alongside the home visit and settling period, a staff member will complete an 'All about me' form which allows us to understand all aspects of your child's routine and any important information before your child starts nursery. A second version will be given to you to complete and includes questions such as; likes/dislikes, favourite toys/book and ways to help settle them into nursery.

Sleeping

The babies sleep in prams in a pavilion within the nursery garden. On rare occasions in extreme weather conditions, the prams would be brought inside the reception area. The prams are provided by the Nursery and each baby has his/her own individual bedding and mattress (Also provided by nursery). The bedding is kept in a named draw string bag and laundered on a weekly basis. An insect net is always used to cover the prams in order to ensure a comfortable sleep.



There is always a member of staff in the pram pavilion while the babies are sleeping. Staff will carry out regular 10 minute checks on each child and record this on a sleeps check chart. 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.

Water

The babies are offered water regularly during the day; tap water is given to all babies after 6 months, unless specified otherwise and boiled water is given to babies under 6 months, following NHS guidelines. We are unable to give bottled water to babies at nursery, following NHS guidelines.

Milk feeds

Staff prepare feeds during morning snack, after lunch and tea time. We do however follow the needs of the individual children, therefore if a baby needs an extra bottle or needs one at a different time. This will be accommodated to the best of our ability.

We ask that you provide sterilised bottles or cups and enough for one per feed. All bottles must be clearly named. If possible please also provide a bottle bag, this can be a small canvas, drawstring or any other bag to hold all of the bottles, this helps us to transport the bottles to the kitchen and ensure all your children's bottles are sent home with you at the end of each day. The bottles are rinsed out after each feed and placed back in their individual bags.

There are a number of ways you can provide us with milk; these are as follows:

Option one

- Milk formula can be given in a plastic container correctly measured out and indicating the amount of boiling water required. The staff will then freshly make up each feed. Containers for this purpose can be purchased from shops such as Tesco or Boots.



Option two

- You are welcome to provide a complete, unopened tub of formula and simply let us know the amount of milk you would like us to prepare for each feed. We are then able to use the formula for up to 4 weeks (unless stated otherwise on the tub). When the formula is nearing the end of the use by date we will let you know so a new one can be brought in.

Option three (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.
- Alternatively, you can bring in sealed containers of breast milk fresh or frozen. If fresh we must use it within five days, however if frozen we can store it for up to 6 months.



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 9.15 - 9.45. Babies are offered a combination of foods to allow their own choice. Lunch time is from 11.30am, we will always follow your preferences and weaning approach when feeding, we offer a range of different options and will cater to all dietary needs. This information will be obtained on the home visit, or as you begin to wean. Tea is at 4.00pm back in the Ducklings room.

When your child is ready to be weaned please let us know and we will support you in your journey. We offer a variety of food and textures for the children including;

- Liquidised vegetables
- Liquidised meat and vegetables
- Baby Lead Weaning (soft cooked sticks of veg and meat for babies to feed themselves.)
- Nursery menu
- Additional age appropriate snacks, such as, fruit wafers, rice cakes

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. Please ensure all clothing is clearly labelled, so they can all be safely returned to you. We do

advise that you don't send your children to Nursery in their best clothing as it is likely they will get a little messy when exploring!

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 cream. We do offer a nursery sun cream in the summer months which you can sign to use instead. There is a small charge for this.



Each child has their own peg to hang their belongings on. Please ensure that if you are leaving spare clothing on your child's peg this is replenished as and when used and is checked on a regular basis to ensure clothing supplied is weather appropriate and the correct size.



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. We ask that parents provide nappies rather than pull ups for the staff. This supports the staff in the nappy changing routines

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.

If your child requires specific types of baby wipes i.e. water wipes or you are using cotton wool and water, we would then require you to supply this alongside your baby's nappies. We also ask that you provide some nappy cream should your child need it while at Nursery. Please ensure that creams are also clearly labelled.

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 protective cover or case to store the dummy in when not needed.



Teething

Babies suffer with teething in different ways, but they usually always dribble! If you would like to use your own bibs, please label these so they can be safely returned to you, if not Nursery have many spare bibs that can be used. If you wish you may leave some teething gel or powder for the staff to administer, signing a medicine administration form in the morning to authorise staff to use this.

Illness

If your baby is not well enough to 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 Calpol is provided in the event of an emergency. If your child responds better to Ibuprofen, please provide a named alternative.

All children that develop a temperature during the nursery day will require collection. Children are able to return to nursery when they are well and are regulating their own temperature without the aid of medicine. Children cannot be accepted into nursery if Calpol or Ibuprofen have been administered and the child is still within their effective period.

In cases of particularly high temperatures, we will first seek to obtain email permission from yourselves in order to administer medication. If we cannot contact you and written permission cannot be obtained, we will alternatively refer to the permission given when registering your child. Please note your child must have been at nursery for longer than 4 hours and this would be classed as an emergency dose. Children's own Ibuprofen will only be administered with written permission due to the dosage guidelines.

The Nursery is willing to administer prescribed and non-prescription medicine when necessary and with prior consent. We follow the government guidelines on medicines which are suitable for children under 5 years old and will only administer medicines

which are included in those guidelines. Over the counter medication must include the instructions for administration, be age appropriate and where there is a need. Prescribed medication must be in the original packaging and clearly display your child's name, the required dosage and full instructions for administration. If a prescribed medicine does not have this it cannot be administered by nursery staff. You will also 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 all medicine directly to a staff member so that they can store it safely and securely either in the medicine cupboard or the fridge.

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.

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 money goes 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 three summative assessments over the year 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 have on offer throughout the day, there are often guest speakers and workshops available during this event too.

When joining the Ducklings room your child will be allocated a key worker, this member of staff will be the person who takes the responsibility for your child's observations and creates their folder whilst in the Duckling room. As your child moves rooms your child will be assigned a new key worker within the new room to continue supporting your child's learning and development. The key worker is not the only staff member to look after your child, all of the members of staff in each room will actively care for all children, as we work as 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 and 5.15 p.m. on a Friday. A fine system operates for the collection of children outside of 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)

Comforter (i.e. dummy)

Coat/outdoor sleep suit

Gloves

Hat

Padders/slippers (Good website for this is 'Dotty Fish')

Sun hat and Sun cream

Nappies (we do not accept pull ups)

Cream (if needed)

Bottles (named) and separate bottle bag

Milk container or cartons of formula

Photograph 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!