

*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 Duckling Room.

### Staffing

#### **Chelsea Brinkley (Level 5 Foundation degree - Full time Senior Nursery Nurse)**

Chelsea Joined the nursery in October 2017, taking on the role as senior Nursery Nurse within the Duckling room. Chelsea holds a Foundation degree in Early Years Practice and has previous experience as a Deputy Room leader in another Nursery, before taking on this role.



#### **Zoë Mason (Level 6 BA Hons - Full time Nursery Nurse)**

Zoë joined the nursery in August 2017 as a roving member of staff. She holds a BA Honours in Childhood studies and has experience across the nursery as part of her roving role. In January 2018 Zoë moved into the Duckling room full time, covering a maternity leave post, before taking on this post permanently in April 2019. Zoë is currently covering a maternity position in the purple Butterflies room.



#### **Helen Bonham (Level 3 qualified - Part time Nursery Nurse Mon-Fri am)**

Helen joined us in November 2014 as a Level 3 qualified part time Nursery Nurse. Helen worked in the Squirrels room 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 Duckling room, continuing in her morning hours.



#### **Nevena Pyke (Part time Nursery Nurse Mon-Fri pm)**

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



#### **Polina Roads (Full time Nursery Assistant)**

Polina recently joined the nursery as a full time Nursery Assistant covering Zoë as she works in the Purple Butterflies room. Polina has worked in the nursery and in Fun Pack, working across all age ranges since July 2017.

## The Room

The Duckling room is a small space for little ones to start their nursery journey. We aim to make this room a home from home, developing a calm and caring environment from which babies can explore and investigate as they grow and develop.

As you come into the Duckling room you will quickly notice it has been split into two halves. This enables the children to have a soft matted area and a wet floor area. Both of these areas are used throughout the day for a variety of purposes, such as meal times, sensory and messy experiences, soft play and lots of group activities. The Duckling room has a range of different aspects to it, such as a musical bar, busy board, book unit and black and white area to name a few. All aspects of the room have been carefully developed by the practitioners to support the holistic development of the babies in our care.

The Duckling staff take a respectful practice approach to supporting each individual child's development. This is influenced by the work of Emmi Pikler. In doing this it allows each individual child to grow and develop in their own way without adult interference, which can sometimes hinder child development rather than support it. In this way you may often see the children being layed down if they are not yet able to move into a sitting position themselves. This enables the practitioners in the room to support and encourage the child to learn this skill, supporting the child's independence, and recognising the importance of these transitional skills. Laying babies is also a great way of encouraging crawling, as it is a more natural position to learn this skill from. You will often see adult laying with the babies in the room to support and encourage them in this way.

The Ducklings Room has a bathroom /changing area connected. This is where we will store your babies 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.

Across nursery we have an intercom system. This enables not only the rooms to contact one another, but also allows outside calls to be transferred to the room. This means that if you wish to speak to someone in the Duckling room about your baby, maybe to check in to make sure they are doing ok you can give us a quick call.

We recognise that all babies are individuals and we will do our very best to follow their own routines as much as possible. As the children grow and develop we will then adapt their routines slowly 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 your child has 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 and sleep times they have had throughout the day and the different activities/toys they have enjoyed exploring. There is also a section on here for any other information; here staff will note down if your child has had changes of clothes, an accident form to sign or if we require some more milk etc.

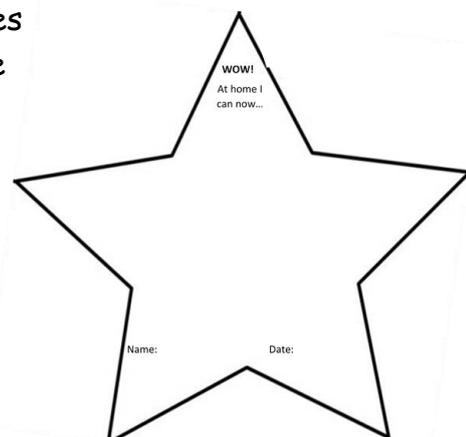
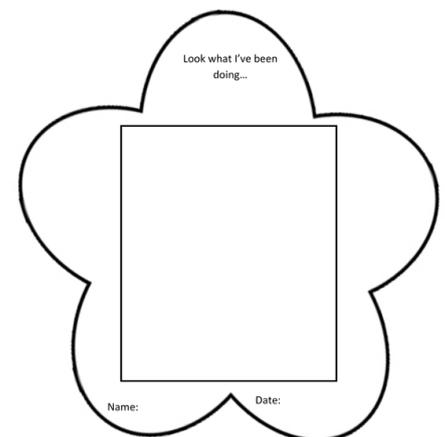
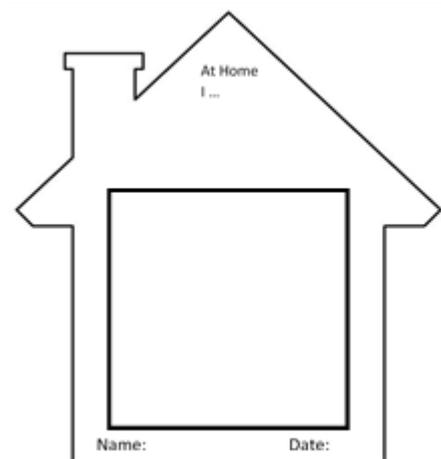
## Our sharing Board

As much as possible we would like to get parents involved in their child's learning and development. Therefore we have introduced a range of templates in order for parents to share what your child is learning, enjoying playing with, recent holidays or developmental milestones. The different templates allow for parents to share photos, recent events and 'Wow' moments where they may have developed a new skill such as learning to crawl, taking first steps, Waving/clapping for the first time or anything significant to them.

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

This is a great way for the practitioners in the room to build on the children's experiences from home. We appreciate that parent's have busy lives and it can be hard to find the time to fill in more paperwork. However we do really value each and every contribution from home.

Please feel free to pick one up anytime.



## Daily Routine

A rough guide to the routine is as follows:

8.30 a.m.	The Nursery Nurses set up the Duckling 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 - If your baby requires a morning feed please ensure we have sufficient time to make and cool the bottle once you have arrived and before needing to move on in the routine. 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(weather permitting).
11.30-12.30	Babies are brought back up to the duckling room. Lunch time.
12.30-1.45 p.m.	Free play in the Duckling 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 Duckling 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 the 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 Duckling 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 the 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 sleep 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's 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 (Maximum of six)

A good website for bottle labels is: [www.mynametags.com](http://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 11.45 - 12.30, 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 4.00 back in the Duckling room.

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 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.

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 to clean babies' bottoms. If your child requires a specific type of baby wipe 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. You will also 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, or if you require the creams to be applied at every change.

## 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, 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 is willing to administer medicine when necessary. We ask that all parents provide a named box/bottle of calpol, nurofen or calprofen that can be stored at nursery. This can then be used if your child becomes unwell during the nursery day.

You will be required to fill in a medicine authorisation form for each day your baby needs to be given medicine. This includes if you suspect your child may need calpol during the day. These are available from the Duckling room. If you have not signed a medicine form for calpol and your child becomes unwell we will first need to obtain email permission from yourselves in order to administer the medication. Calpol can only be given without daily permission if the child has been at nursery over 4 hours and we cannot get hold of yourselves, in this case we would refer to the permission given when registering your child, this would then be classed as an emergency dose.

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. All medicines must be clearly named. Prescribed medicines must be provided in the original box and must have the doctors label with the child name clearly attached. If a prescribed medicine does not have this it can not be administered by nursery staff.

## 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 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 Duckling room your child will be allocated a key worker, this member of staff will be the person who takes the responsibility of 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 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 and 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 and separate bottle bag  
Milk container or cartons of formula  
Photograph of you and your family  
Calpol (clearly named) to be left at nursery

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!