



# Prospectus

## Little Ducklings Day Nursery

Murdoch House  
Hemingfield Road  
Wombwell  
Barnsley  
S73 OLY  
Tel:01226 755789

[Littleducklingsdaynursery@gmail.com](mailto:Littleducklingsdaynursery@gmail.com)



*Learners today....Leaders Tomorrow*

## Management

Little Ducklings Day nursery is privately owned by Kerry Murdoch and Michelle Burton. They have a clear vision that is to provide the best care possible for all children and parents. The nursery is managed by Sharon Green the Nursery manager.



### **Sharon Green Nursery Manager**

NVQ level 3 in Children's Learning's Care and Development  
Currently studying a level 5 Diploma in leadership and management in early years.

[Contact:sharongreen@Little-Ducklings.net](mailto:sharongreen@Little-Ducklings.net)



### **Kerry Murdoch Nursery Owner**

NVQ Level 3 Diploma for the children and young people's workforce.

CACHE Level 5 Diploma in leadership for children and young people's services.

[Contact: kerrymurdoch@little-duckling.net](mailto:kerrymurdoch@little-duckling.net)



### **Charlotte Ball Assistant manager**

NVQ Level 3 in Early Years

Level 2 management course.

Currently studying towards her level 3 management course.

[Contact: charlotteball@little-ducklings.net](mailto:charlotteball@little-ducklings.net)



## Meet our Nursery Supervisors...



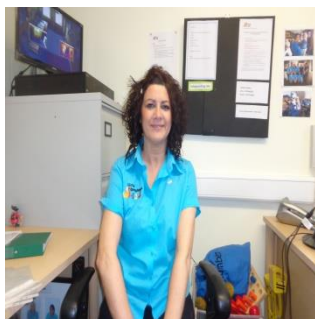
### **Lydia Holgate- Room Leader**

'Lydia Works full time in our Little Ducklings room working alongside Charlotte Brennan. She has a level 3 NVQ in childcare. She is also the nurseries health and safety officer. '



### **Katie Haig –Room Leader**

'Katie Works full time in the Daffy Duck room working alongside Jane Duke. She has lots of experience with Pre School age children and she has recently completed Level 5 Diploma in management in early years. She is also the nursery's lead behaviour management officer alongside Jackie Wainright '



### **Jane Duke- Senior Practitioner**

'Jane has recently moved into the Daisy Duck room As our new room senior. She has her Level Cache 3 in childcare. She's looking forward to working With you all'



**Amanda Smith – Room leader**

'Amanda has over 10 years' experience working within early years settings. She is currently working alongside Arbina Walia in the Donald Duck room. She is also the nurseries lead SENCO. If you have any questions or concerns please ask'

[Contact:senco@little-ducklings.net](mailto:senco@little-ducklings.net)



**Jackie Wainwright – Room Senior**

'Jackie has over 10 years' experience working within early years settings. She is currently working alongside Melissa the room leader in the Jemima Puddle Ducks room. She is also the nurseries lead Behaviour management support alongside Katie Haig. If you have any questions or concerns please ask'

**Welcome to Little Ducklings Day Nursery**

Our main aim is to:

***"Create a happy, safe and caring environment whilst ensuring that all children can have fun and participate in a variety of play activities through which they will learn to share, discover new interests and abilities and work towards their early learning goals."***



## Parent Involvement

At Little Ducklings Day Nursery we recognise that parents need to feel comfortable and happy with leaving their child here, therefore we operate an „Open Door“ policy which enables parents to discuss any aspect of their child’s development or care with management or staff at any time. All children will be assigned a key worker who will be support for your child during settling in period, transitions and parent hand overs. They will plan activities for your child surrounding their interest and meet with you regularly to provide feedback on their development.

### What our parents say:

*"A big well deserved thank you to all the staff in the Jemima Puddle Duck Room. They do an excellent job and provide outstanding care for my son, nothing is too much trouble for them and I feel happy leaving him at nursery."*

*"Both my son and daughter attend Little Ducklings Nursery and they both really, really love going. They always do fun activities and are cared for in a clean, safe environment. They are both always happy at the end of the day and to me that is all that matters."*

## Play Rooms

The nursery is split in to five different rooms, which are:

**Little Ducklings Room:** Children from 8 weeks to 2 years.

**Daisy Ducks Room:** Children from 12month to 24 months.

**Daffy Ducks Room:** Children from 2 years to 3 years.

**Donald Ducks Room:** Children from 3 year to 5 years.

**Jemima Puddle Ducks Room:** Children from 3 year to 5 years.

**Children will progress through the room depending on age and development needs.**

## **Kitchen**

The kitchen at Little Ducklings is run by our highly qualified and experienced chefs Julie Hodgson and Angie Austin. Julie and Angie cook meals fresh from local produce and ensure all the food they prepare for the children is part of a balanced diet and is healthy. We cater for all children with special dietary requirements such as lactose intolerance and nut allergies. We have also just recently been awarded the Healthy Early Years Award. Our Kitchen also is in receipt of the highest level 5 for a clean and hygienic kitchen from the foods standards agency which were all very proud of.

## **Outdoor Area**

Children all love playing outside and we consider outdoor play to be vital for children's health and development. Outdoor planning includes activities such as planting and growing our own vegetables, with our head gardener Samantha Roberts spending time with children in this area weekly. A wall and fencing surrounds the play area ensuring security along with locked gates. We like to ensure children get the most from playing outside; therefore the nursery has a slide and climbing frame, a tree house, cars and bikes and lots of other play equipment.

## **Drop off/Drop off/Collection**

Entrance to the nursery is via the main gate. The gate will be locked at all times with a buzzer system in place for staff to let parents in. If for any reason you are unable to pick your child up, a password system is in place (and where possible a photograph) for a new person collecting your child. This must be organised in advance. We would like to remind all parents **never** to let anyone through the gate or door at the same time as you, even if you recognise the parent. This is to safeguard your children.

## **Settling in**

Our main goal at Little Ducklings is to provide a safe and happy environment for your child with experienced, qualified staff. We appreciate it can sometimes be really hard to leave your child with other people, therefore we ensure a robust settling in process is followed by considering each child's individual needs and circumstances. The nursery will work in partnership with parents to settle their child into the nursery by:

- Assigning a key worker for each child to support them through their new journey.
- Work closely and communicate with parents about how the child is getting on and what they have been enjoying at nursery.
- We ask parents to complete an „All about Me“ book.
- Provide parents with two settling in sessions, both two hours long free of charge to allow the parent to get to know the staff and the room routines.

## **Complaints**

We aim to provide excellent services to all parents and children, however if you have any cause for complaint, please firstly discuss this with your child's room leader. If you do not feel happy with how your complaint was dealt with, please speak to Natalie Williamson (Nursery Supervisor) Sharon Green (Nursery Manager) or Kerry Murdoch (Nursery Owner) who will work with you to ensure you feel satisfied that the issue has been dealt with. You also have the right to voice your complaint further with our registered body.

## **OFSTED**

3rd Floor, Royal Exchange Buildings  
St Anne's Square  
Manchester  
M2 7LA  
Tel: 0845 6404040



**Like what you see?**

## **What to do next**

If you feel our nursery will meet your child's needs along with your own, the next step will be to register a place for your child. In the event that a place is not currently available then your child would be put on a waiting list.

**To register a place with us, we require a deposit of one month's fee along with the completed registration form. This will be used against your child's first month's fees. Please note the deposit fee is non-refundable, if you later change your mind and cancel the place.**



## Prices

Description	Fee (per day)	Includes
Full day (8-6pm)	£37	Includes Breakfast, Morning snack, 2 course lunch , Afternoon snack and tea
Morning Session (8-1pm)	£24	Breakfast, Morning snack and tea.
Afternoon Session (1-6pm)	£24	2 Course lunch, Afternoon snack and tea.
Hourly Rate	£4.70	
<b>Funded Children</b>		
Free 15 hours per week	£0	No meals or snacks included
Breakfast	£1.50	
2 course Lunch	£3.50	
Tea	£3.00	
<b>Extra charges</b>		
Late pick up after contracted pick up time.	<b>£5 every 15 minutes</b>	
Late payment fee on an invoice	£25	