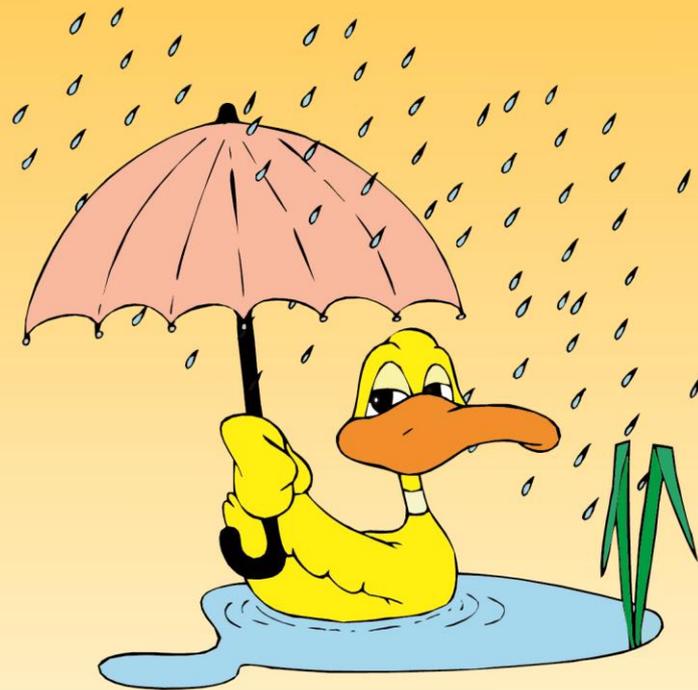


Puddleducks

NURSERY CARE



ADORN
Domiciliary Care Ltd

'Caring for the Island's community'

Puddleducks

Welcome to Puddleducks

Your first choice Private Day Nursery

About us

Puddleducks Nursery School is the first choice nursery school for over 60 families on the Island. We provide flexible, high quality day care and a place where children between the ages of 2 and 5 can have fun, make friends and flourish at their own pace. Puddleducks is a division of Adorn Domiciliary Care Limited, specialists in care services for the Isle of Man community since 2002.

You'll find us on Raphael Road, in a quiet residential area which is close to the heart of Douglas and all its amenities. Our location is naturally convenient for any anyone living in the Douglas area but also for parents travelling from all over the Isle of Man to work in Douglas. It is a comfort to parents to be close at hand should they need to come to Puddleducks at any point in the day.

Daycare Hours

We can accommodate up to 62 children on a part or full-time basis depending on your needs. Our part-time sessions are 8am – 1pm and 1pm to 6pm, while a full day is 8am – 6pm. Our flexible structure is designed to give maximum benefit to parents and children: parents who work part-time can choose morning or afternoon sessions and, provided they give notice, can change sessions at any time.

Early Learning - A Rounded Approach

We combine traditional nursery school principles and activities with the education methods of the Early Years Foundation Stage, a balanced approach which has proven successful in giving young children a great start in life. Following the 'EYFS' helps to smooth the transition to primary school as it underpins all future learning by fostering and promoting your child's development in every aspect.

Key Person System

To ensure that a record is kept of the children's development, every child is assigned a 'Key Person' who keeps their progress file up to date. Parents may see this file at any time, and it is naturally used in discussions between staff and parents as to the wellbeing and progress of their child.

Time to Play

We make sure that Puddleducks children have plenty of time to play, allowing them to express themselves and let off steam. Activities are evenly divided between those which stimulate the children's cerebral, creative, motor, social and physical development - and all are geared towards having maximum fun! We believe that children thrive on a blend of variety and consistency, so each day is structured but flexible. We have nine themed playrooms over three floors, as well as a secure garden play area.

Security

The safety of your children and your peace of mind are always at the forefront of our considerations. As well as security cameras on the front door and in our playground area, we use state of the art fingerprint recognition technology, without which entry to the building is impossible. This means that only registered staff may gain entry and security cannot be weakened by lost keys.

Child Protection

Parents/guardian's of a child should be aware that the staff within Puddleducks Nursery School will take any reasonable action to ensure the safety of the children at all times.

The Puddleducks Pledge

Our goal at all times is to provide exceptional care and a nurturing environment, honouring the bond of trust between nursery and parents. In recognition of this, we adhere to core principles and practices which allow us to stay true to this goal.

MEET THE TEAM

Christine Black - Manager

Christine joined Puddleducks Nursery School in 2002 and has held the position of Manager since 2008. Responsible for planning, implementing and assessing activities and care for the children, Christine plays an invaluable part in developing the knowledge and skills of both children and staff.

Christine holds the following qualifications and certificates:

- Diploma in Pre-school Practice (CACHE Level 3)
- Foundation Certificate in Food Hygiene
- Advanced GNVQ in Health and Social Care - Edexcel
- Lifesaver for Babies and Children – St John Ambulance
- Fundamentals of Putting Children First – Pre-School Learning Alliance
- Pre-school Activities and Early Learning Goals – Department of Social Services
- Infection Control – Department of Health and Social Services
- Child Protection – Department of Health and Social Services
- The Manx Early Years Foundation Stage Joint Training – Department of Health and Social Services
- Play and Learning in the Early Years – Department of Health and Social Services
- Managing Behaviour – Department of Health and Social Service.

Julie Quayle – Deputy Manager

Julie joined the team in April 2010 as a bank staff member and joined full time in May 2011. Julie is currently studying towards her Diploma in Pre-school Practice (CACHE Level 3).

Qualifications:

- Emergency Life Support – Child and Infant
- Child Protection Awareness

Susan Nulty

Sue joined Puddleducks in April 2010, has previous experience in nursery settings and holds the following qualifications:

- Supporting the Care and Education of Toddlers (Part of CACHE Level 2)
- Providing a Safe, Stimulating Environment (Part of CACHE Level 2)
- Introduction to Pre-school Practice (Part of CACHE Level 2)
- Managing Behaviour
- Child Protection Awareness
- Emergency Life Support
- Infection Control and Public Health

Steph Twist

Steph joined the team in June 2010 and has gained the following qualifications:

- Advanced Health & Social Care
- Emergency Aid in the workplace for appointed persons
- Food Safety in Catering (Level 2)

Hayley Parkinson

Hayley joined the nursery team in March 2011 and has previous experience as a private nanny and also work experience within school environments.

Hayley has gained the following qualification:

- Part of Certificate for children & young peoples workforce (Level 2)
- Level 2 Award in Food Safety in Catering
- Child Protection
- Hayley is currently completing the Level 3 Diploma in Preschool Practice

Emma Harrison – Nursery Assistant

Emma joined the team in July 2013, Emma has experience in a variety of childcare settings which was carried out as part of her college course.

Emma holds the following qualifications:

- First Aid
- Food Hygiene
- Level 3 Diploma in Childcare & Education.

PUDDLEDUCKS FACTFILE: Information for Parents

Booking and Cancelling Sessions

If you would like to enrol your child at Puddleducks, please fill in the booking form and return it to our Manager Christine at the address given. We will always endeavour to provide you with the sessions you require. If you wish to cancel or alter sessions, we appreciate as much notice as possible. If you should wish to withdraw your child from Puddleducks Nursery, we require one month's written notice of your intended leaving date. Should you leave without notice, we kindly request that you pay four weeks' fees in full.

Drop-off and Collection of Children

All children must be escorted into Puddleducks by an adult and met by a member of staff. If any person other than a parent or guardian is collecting a child at the end of session, the parent must call in advance and notify us as to who that person is.

We ask that identification is produced and a photograph is appreciated. Any persons wishing to collect a child from Nursery must be over the age of sixteen and proof of age may be requested. All information held by the Nursery is always strictly private and confidential.

Clothing and Personal Possessions

Children should bring slippers to wear in the Nursery, for their own comfort. Please make sure your child is suitably dressed for all weather conditions and keep hats, gloves, scarves, sun cream etc. in their pump bags to ensure that they are prepared for outdoor play all year round. We also ask that personal belongings are clearly identifiable.

We hold 'Show and Tell' sessions every Friday where the children are invited to bring in something of interest to show to their peers. To be on the safe side, we ask that your child does not bring in money, jewellery or any items of material or sentimental value. Throughout the remainder of the week, we appreciate it if personal belongings are kept at home.

Lunch and Snacks

Children attending our morning or all-day sessions are asked to bring in a packed lunch. All lunch boxes are stowed in the fridge through the morning until around 11.45am, when we begin to eat.

We do request that no sweets, fizzy drinks or (due to an increase in serious allergies) nut products are included in children's lunches. Wholesome, nutritious snacks accompanied by juice, water or milk are given to the children three times a day.

Sickness and Medication

Your child's health and wellbeing is naturally our utmost priority. Please keep your child at home if they show any of the following symptoms: sore throat, rash, diarrhoea, discharge from the eyes or vomiting.

The exclusion period for diarrhoea and sickness is at least 48 hours from the last bout of illness. Puddleducks follows the guidelines on communicable diseases laid out by the Isle of Man Government's Department of Health.

We can only administer prescribed medicines clearly labelled with your child's details and dosage instructions. You must hand the medicine to a Manager and you are required to fill in a medication form each day throughout the course of the medicine.

Accidents in the Nursery

All staff are trained and hold relevant Lifesaver certificates for babies and children, which are refreshed every three years. If an accident occurs while your child is in the care of Puddleducks Nursery School, it will be recorded in the accident book and the information shown to a parent or guardian, detailing the nature of the incident and the treatment given.

You are then required to sign at the end of your child's session to confirm you have been informed of the incident. Should a serious incident take place, you will be notified immediately.

Complaints Procedure

Any complaint regarding the Nursery School should in the first instance be reported to the Nursery Managers Christine Black or Julie Quayle

.

If you feel that the complaint has not been resolved or requires the attention of one of the Directors of the Nursery, please contact David Murray, Director of Adorn Domiciliary Care Limited: (07624) 202111 or dmurray@adorn.co.im. Alternatively, you are encouraged to speak to the Nursery and Playgroup Registration Officer, Registrations and Inspections Department, Child Day Care, 3-4 Hill Street, Douglas, IM1 1EF (call (01624) 642427).

Fees and Price List

Puddleducks offers exceptional value for money, with our full-time rate being particularly competitive.

There are many solutions to paying your child's nursery fees. Discounts are given to parents and guardians paying their fees in advance by standing order. Please see our price list for details and talk to our Managers to work out the best option for you.

Puddleducks Nursery Price List April 2013

Sessions	Full Time		Payment In advance by standing order or Direct Debit	Cash In Arrears
Calendar Monthly				
8am - 6pm	Full Month	Monthly in advance	592.25	664.35
8am - 6pm	Full Week	Weekly in advance	144.20	159.65

Sessions	Part Time			
8am - 6pm	Full Day	Monthly in Advance	30.90	37.08
8am - 1pm (5 hours)	Half Day	Monthly in Advance	20.00	24.00
1pm - 6pm (5 Hours)	Half Day	Monthly in Advance	20.00	24.00

**Full Time daily rate 8 am to 6pm £136.67 per week
£27.33 per day that's only £2.73 per hour***

Find Out More

For a comprehensive guide to Puddleducks Nursery School, please refer to our Brochure. If you would like to discuss day care at Puddleducks in more detail, we would be delighted to meet you and show you around so that you can see our facilities for yourself and ask us plenty of questions.

To arrange a visit or request further information please contact us at:

8 Raphael Road
Douglas
Isle of Man
IM1 3EH

Christine Black, Manager
cquayle@adorn.co.im

Telephone: (01624) 614548

or

Telephone: (01624) 626000

For further information about our parent company Adorn Domiciliary Care Limited and the full range of services we provide, visit

www.adorn.co.im

Email: admin@adorn.co.im

Puddleducks