

## What do I need to bring to Tadpoles?

We would like parents to bring in a bag containing some spare clothing and underwear. Nappies, pull ups, nappy cream and wipes. A suitable coat, gloves and hats in Winter and in Summer a sun hat and sun cream. All items brought into nursery should be clearly named (including shoes). And anything else you would like your child/baby to have throughout the day, blankies, soothers or a favourite toy.

## Dropping off

Parents should ring the bell on the Tadpole room door and a member of staff will come and greet you and your child. You can help your child take off their shoes and put them in the shoe basket. Staff will take your child's bag and coat from you and put it on their peg.

## Our staff will follow your care plan

You will have filled out a care plan for your baby/child and our staff will follow this when caring for your baby/child. If you wish to update your care plan please ask Steph and she will do this with you.



## How do I pay my fees?

You will be invoiced termly, the fees are due at the beginning of each term and should be paid immediately.

On your invoice you will find our bank details so that you can pay directly into our account. You can also pay by cheque ( cheques should be made payable to Leaping Frogs Day Nursery CIC ) or cash, we cannot accept card payments. We accept all child care vouchers.

If your child receives government funding you will only be invoiced for the hours that your child attends over the government funding allocation. All meals will be invoiced for, snacks are included in the fees.

If you have any queries about your invoice. Please speak to Victoria Oram or email her at [invoicingleapingfrogs@yahoo.com](mailto:invoicingleapingfrogs@yahoo.com)

If you are on a full time contract and you wish to book your holiday (2 weeks entitlement) You must give the nursery one full months notice emailed to [holidaysleapingfrogs@yahoo.co.uk](mailto:holidaysleapingfrogs@yahoo.co.uk)

## Our contact details are

Telephone 01747 840373

General email (not invoicing)

[leapingfrogs@btopenworld.com](mailto:leapingfrogs@btopenworld.com)

website [www.leapingfrogs.org](http://www.leapingfrogs.org)

You can also like our Facebook page for regular nursery news, updates and cute photos.



## Who's who in Tadpoles?



**Victoria Oram & Becky Davies**  
Nursery owners/managers  
Child protection officers



**Tadpoles room leader**

**Steph Sharpe**

## The Tadpoles room team



### **Our Tadpoles team are full of fun and adventure!**

They love to get stuck in and provide fantastic opportunities for your child to learn through play. This will include lots of messy sensory play, visiting ponies and ducks, petting pigs, bubble play & painting masterpieces. No two days are the same and our lovely staff are full to the brim with enthusiasm for everything they do!

### **Creating memories that will last a lifetime.**

Your child will have a key person, you will have been notified who your child's key person is on your welcome letter.

(if you forget, the key person lists are on the display board outside Tadpoles room)

Your child's key person will always be happy to chat with you about your child's requirements and development.

**Sophie Hoskins is our nursery school's Special Educational Needs Co ordinator.**



## Our daily routine...

When your child arrives in the morning they will free play inside and outside until 10am. The children and staff will then tidy away the toys in preparation for snack.

After snack our staff will set up invitations to play (these are activities selected to help your child develop and learn through play) The children decide if they want to participate in these activities and for how long. Lunch is served at 12.15pm (lunch is pureed for those who need it) and after this the children free play again inside and outside.

If your child has a sleep during their time with us our staff will follow your care plan with regards to timings and routine. Staff regularly take children in small groups to the animal enclosures and the garden area beyond. The children participate in singing and dancing daily and will have stories read to them throughout the day.

Children/babies are given an afternoon snack at 3pm. After 3pm our staff will set up new activities for the children/babies to try. Please do not send your children/babies in their best clothing as we do like messy play and we cannot stress enough how important this type of play is for the 0-2 year old age group.

Dinner is served a 4.30pm. Children/babies will then free play inside and out until their collection time. Parents should ring the bell on the Tadpole room door and our staff will open it and help you collect all your child's belongings.

Children's/babies nappies are changed regularly throughout the day and our staff follow each child's individual care plan with regards to sleep times and bottle feeds. Every child will have a daily diary written providing parents with exact information on what time their child's nappies were changed, when they slept, when and how much they ate and what activities they have been engaged in.

