





Fledgelings Day Nursery(Hornchurch). 103 Suttons Lane. Hornchurch, RM12 6RR

www.Fledgelingsdaynursery.co.uk

Tel: 01 708 440 900

Dear

Thank you for your enquiry concerning our Nursery.

Fledgelings Day Nursery (Hornchurch) was established in January 1987. We were the first Nursery opened in Havering. It was formerly known as Upminster Day Nursery but in 2006 acquired another nursery called Fledgelings Day Nursery in Romford, this is when we decided to amalgamate both nurseries into one and change Upminster Day nursery to Fledgelings Day Nursery.

The nursery is located in a Large detached corner plot with a large size garden and parking space on the side of the house for at least 7 cars mainly used by staff and parents who drop off there children and pick their children up. The sympathetic conversion of the property lends itself to a family-orientated type of childcare without the institutional feel that often comes with the much larger modern purpose-built day nursery. There is a large garden, with 50% covered with artificial grass & a barked area, which we have our slides for the children to play on.

Our biggest asset, of course is our staff, most of who have been with Fledgelings Day Nursery since we have opened, providing that consistency of care that makes our reputation so high and places at Fledgelings Day Nursery sought after.

Please find enclosed our prospectus of Fledgelings Day Nursery, which we trust you will find of interest. If you are interested in placing your child with us, please telephone to make an appointment to look around. You will be able to see different types of activities in which the children participate and we can discuss your Childs requirements. If a place is not immediately available, your details will be placed on the waiting list. Please inform us of any change in address or telephone number. If you have further questions, please do not hesitate to contact us.

Yours Sincerely

S. Khodabaksh

(Proprietor: Salma Khodabaksh Bsc(Hons), M.sc)

Welcome to Fledgelings day nursery. We do hope this booklet answers some of your questions regarding our setting and the service we provide.

Our aim is to provide a safe, secure, stimulating and caring environment in which we hope your child will be able to grow in confidence, independence and social awareness.

Children

We cater for children aged between 3 months to 5 years and are registered for a total of 26 children. Sixteen 2-to-5 years old and 10 below the age of 2 in the baby unit.

Staff

We have a total of 7 qualified and experienced NEEB or NVQ3 staff. We have a staff ratio of 1:3 in the baby unit and 1:4 in the 2-to-5 room.

Opening Hours

We are open from 7:30am to 6:30pm Monday to Friday all year round, except for Bank Holidays and the week between Christmas and New years.

Music Lessons

We have a lady that comes in weekly and plays different instruments to children. The children get very excited when the music lady arrives. The music session allows the children to express themselves through music.

French Club

Nicole Desbetes is our Montessori French Teacher. She comes in once a week to teach the 3-5 year basic French. She goes through the French Alphabet and French Rhymes. The kids enjoy learning French it is something different. Prices for French and music club are all incorporated in the nursery fees there are no additional costs.

Sessions Available

Your child may attend on a full-time basis, minimum of 2 days. We like children to be in by 9:45am at the latest for main register which is taken at 10:00am.

Waiting List

If the days, which you require, are not available we do have a waiting list. If we know of a date in the future that may come up we would need you to pay a deposit to guarantee this place.

Settling in-period

We do require parents to bring their child in at least twice on two hour sessions a week before the child are due to start. Parents are welcome to stay with the child but we do recommend parents leave the child for at least 2 hours and leave a contact number. If your child uses a comforter at home please do not stop them from bringing it with them.

Uniform

*Please make sure your child wears comfortable clothing and be aware that although we provide aprons, clothes often do get dirty. 'Fledgelings' sweatshirts, tee shirts and polo tops are compulsory and are available for purchase. We ask parents to label **all** of their child's belongings including clothing, toys, etc... A peg bag is provided for your child and in it, they should have a complete change of clothes, extra knickers or pants, or nappies and wipes if used. It is not necessary for your child to be toilet trained before they start.*

During the winter months, we ask parents to provide Wellingtons and in the summer, a hat and sun cream for the hot days (hopefully!) We would prefer children not to wear jewellery as it can be dangerous and we cannot be held responsible for its loss.

Meals

We provide a well balanced, nutritious meals:

	<i>Times</i>
<i>Breakfast</i>	<i>07:30 - 8:30</i>
<i>Mid Morning Snack</i>	<i>10:00</i>
<i>Lunch</i>	<i>11:30</i>
<i>Tea</i>	<i>16:00</i>

The menus are planned well in advance and meet all dietary and cultural requirements.

We have enclosed a menu for a typical week at the nursery:



FLEDGELINGS DAY NURSERY MENU

<i><u>WEEK ONE</u></i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
<i>Lunch</i>	<i>Spaghetti-Bolognese</i>	<i>Roast Turkey, Roast Potatoes, Steamed Vegetables</i>	<i>Fish Fingers, Chips & Baked Beans</i>	<i>Chicken/Meat Pie, Mash Potatoes, gravy & vegetables</i>	<i>Fisherman's Pie & steamed vegetables</i>
<i>Desserts</i>	<i>Yoghurts</i>	<i>Spotted Dick & custard</i>	<i>Apple Strudel & Cream</i>	<i>Fruit & whip</i>	<i>Jelly & Ice- cream</i>

We have snacks at around 4.00 however we **do not serve** crisps or chocolates in our snacks we only serve crackers with cheese, fruit, dry fruit bread sticks. We are always open to ideas on making a better menu, we continuously have suggestions from parents which we always try and introduce.

Baby Room

We understand the high level of care and attention a baby from the age of 3 months upwards needs and we insist that there is a high child: adult ratio at all times. Our staff works in partnership with parents to enable them to continue the routines that a child is used to at home.

- *Nappies should be provided by parents per pack. Parents will be informed when they run out.*
- *Wipes and change of clothing should also be provided with a bag with child's name on the bag.*
- *You will be given a monitoring sheet each evening when you pick up your child this will inform you of what he/she has eaten, time slept for how long, how many nappy changes throughout the day.*

2-5 Room

The older children will be offered a range of activities recommended by the National curriculum. The curriculum plan is structured to include the Early Learning Goals:

- ◆ *Communication, Language and Literacy Development*
- ◆ *Personal and Social and Emotional development*
- ◆ *Mathematics*
- ◆ *Knowledge and understanding of the outside world.*
- ◆ *Physical Development*
- ◆ *Creative Development*

Overleaf is an example of our daily routine for over 2's class.

Groups and Key workers

When your child starts at Fledgelings Day Nursery, they will be placed into a group. The group they are put into will depend on their age and ability. A keyworker (member of staff) will be assigned to children, who will monitor their progress and development carefully. The next page follows a daily routine, also and example has been given of the kind of work which is carried out using ofsted guide lines.

2-5 Room Daily Routine

<i>Times</i>		<i>Activity</i>
<i>From</i>	<i>To</i>	
8:30	9:00	<i>Free Play (children choose individual toys)</i>
9:00	9:15	<i>Morning Register</i>
9:15	9:30	<i>Today's weather, day of the week & today's topic</i>
9:30	10:00	<i>Garden</i>
10:00	10:15	<i>Milk and Biscuit</i>
10:15	10:30	<i>Story Time</i>
10:30	11:30	<i>Key workers Time with student.</i>
11:30	12:00	<i>Dinner Time and Juice</i>
12:00	1:45	<i>Sleep</i>
1:45	2:00	<i>Juice & Biscuit</i>
2:00	2:15	<i>Afternoon Register</i>
2:15	2:30	<i>Discussion Time (what they have been doing throughout the day.</i>
2:30	3:30	<i>Structured Play</i>
3:30	4:00	<i>Games/Garden</i>
4:00	4:30	<i>Story & singing time</i>
4:30	5:00	<i>Snack Time</i>
3:30	6:30	<i>Free Play</i>

Sample of a Weekly Planning Sheet

This week the monthly topic was 'All about me' and 'Chinese New Year'.

As you can see the children's focused activities vary from shape recognition to cultural food tasting, the children are also offered free play at intervals throughout the day. We try to take the children on outings as often as possible with parental consent and also celebrate all cultural festivals throughout the year.

The French and Music teacher are given a plan the week before so that the work they do includes the 'Topic of The week'

Monday am:	Tuesday am:	Wednesday am:	Thursday am:	Friday am:
News and story picture and writing. Paint a giant Chinese dragon on large sugar paper. Name writing. Story time Outing to the library.	Self-portraits looking into a mirror and drawing themselves. Chinese mask making. Music Teacher. Story time Garden time.	Draw expression on paper plate happy, sad etc. Colour recognition using coloured dogs. Chinese food tasting. Story time Garden time.	Move rice from bowl to bowl using chopsticks. Family tree drawing and writing. Year of the Ox finger painting. Outing to feed the ducks. Story time	Chinese writing tracing. Shape recognition. Make your own pet and name it. French tutor. Garden Story time
Monday pm:	Tuesday pm:	Wednesday pm:	Thursday pm:	Friday pm:
Make a cake Water Cars Draw your eye looking into a mirror Free colouring	Number writing Water Rainbow rings Insects Free drawing	Sand Shaving foam play Puzzles Play dough Home corner	Pink and green mash potato play Water Cars Magnetic letters boards	Sand /letters Water Dinosaurs Dolls house and small world Computer play

Fee Structure

<i>Number of Days</i>	<i>Daily Rate</i>	<i>Per calendar Month</i>
<i>1 day</i>	<i>£34.00</i>	<i>£147.00</i>
<i>2 day</i>	<i>£68.00</i>	<i>£294.00</i>
<i>3 day</i>	<i>£102.00</i>	<i>£442.00</i>
<i>4 day</i>	<i>£136.00</i>	<i>£589.00</i>
<i>Full-time</i>	<i>£170.00</i>	<i>£736.00</i>

- *If you accept our offer of a place, we will require a deposit equal to 1 week's fees. This will reserve your child's place and will also act as the last 1 week's fees when your child leaves. We require a minimum of 4 weeks written notice should you wish to terminate your child's place.*
- *Due to demand for places, in the event that you fail to take your place, once accepted, you will forfeit your deposit.*
- *We make no allowances for absences due to holidays, sickness or bank holidays.*
- *Payments can be made by cheque, standing order or childcare vouchers. Enclosed is a standing order form if you do require setting up a standing order.*
- *Fees will be subject to increase in September.*

Fledgelings Day Nursery: Terms and Conditions

Enrolment

An enrolment form must be completed in full before your child can start at the nursery. We will require a deposit for the amount of days you wish to put your child into the nursery. The deposit will be refunded to you when your child leaves the nursery, provided the correct notice is given. Please note that we cannot guarantee a place for your child until the registration fee and deposit are received.

Fees

Fees are payable in advance on the first day of every month by standing order. Fees for the first month, or part thereof, must be paid at least fourteen days before the child's first day. Please note that depending on your child's start date, you may be requested to make your first payment by cheque. Standard sessions will be charged at fixed monthly rate, based on your child's normal attendance. Any extra sessions will be charged at the normal daily rate and must be paid at, or before the start of the session. Any other extras will be involved in arrears.

A charge of £10.00 per week will be made for any fees that are paid late. A charge of £25.00 will be made for any cheques that fail to clear.

You will not be entitled to any refund or release from liability for payment of fees by virtue of non-attendance of a child at the nursery for any reason, including sickness and family holidays.

Fledgelings Day Nursery shall not be obliged to admit a child to the nursery upon failure by your to pay deposit and the first month's fees by the start date, or any subsequent fees or charges by the relevant due date.

Should you wish to terminate your child's placement at the nursery for any reason, one months notice is required in writing.

Nursery Closure

The nursery is open all year round, with the exception of bank holidays and week between Christmas and New Year. Fees will be charged at the normal rates for such periods of closure and no refunds will be given for any weeks shortened by a bank holiday.

Termination or Cancellation

If you cancel your child's booking with the nursery during the three months prior to the agreed start date, Fledgelings Day nursery will retain your deposit. Any postponements of the start date require one months written notice, failing with the placement fees will be charged from the original start date.

Liability

Fledgelings Day Nursery accept not liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the nursery being temporarily closed or non-admittance of the child to the nursery for any reason.

Property and Belonging

Fledgelings Day Nursery cannot be held responsible for loss or damage to child's property (unless due to negligence of our staff). Every reasonable effort will be made by the staff to ensure the children's belonging's are not lost or damaged. Practical 'inexpensive' clothing is strongly recommended.

Insurance

Fledgelings Day Nursery maintains those insurance's that are required by law. Copies of the current Employer's Liability and Public Liability Insurance policies are displayed on the notice board by the entrance to the nursery.

Accident Procedure

Fledgelings Day Nursery reserves the right to administer basic first aid and treatment when necessary. You will be informed of all accidents and will be required to sign the child's accident form upon collection. For accidents of a more serious nature involving hospital treatment, all attempts will be made to contact you, but failing this Fledgelings Day Nursery are hereby authorized to act on your behalf and authorize any necessary treatments.

You are required to inform the nursery of any changes to information held by us (e.g.: changes to emergency contacts, dietary requirements, allergies, etc)

Illness and Behavior

Fledgelings Day Nursery may require you to withdraw your child from the nursery in the event that he/she requires special medical care or attention, which is not available, or which is refused by you, or it is considered that your child is not well enough to attend. You may also be required to withdraw your child if Fledgelings Day Nursery have reasonable cause to believe that the child is or may be suffering from any contagious disease and there remains a danger to other children at the nursery who may contract such a disease. Please read the literature provided regarding incubation and exclusion periods.

Fledgelings Day Nursery have a realistic attitude to the needs of working parents but reserve the right to contact you if your child becomes ill during nursery hours.

Fledgelings Day Nursery may require you to withdraw your child from the nursery in the event that the Nursery Manager considers the child to be disruptive or displaying inappropriate behavior.

Immunization

Immunization is a condition of entry into the nursery, unless otherwise recommended by your child's GP.

Security

Under no circumstances will a child be allowed to leave the nursery with anyone unknown to the staff, unless previously arranged by you. If you make prior arrangements by telephone the nursery will require the name, address and telephone number of the chosen person as well as proof of identity on their arrival.

Note: Fledgelings Day Nursery reserve the right to update/amend these terms and conditions at any time.

Fledgelings Day Nursery
Illness Information Sheet: Minimum periods of exclusion from the
Nursery.

Your child should not attend the nursery if they are suffering from any of the following:

<i>Disease/Illness</i>	<i>Minimum Exclusion Period</i>
<i>Temperature</i>	<i>If sent home ill, child must be off for 24 hours</i>
<i>Sick</i>	<i>If sent home ill, child must be off for 24 hours</i>
<i>Conjunctivitis</i>	<i>Kept at home for 2 days, thereafter until eyes are clear</i>
<i>Diarrhea</i>	<i>24 hours</i>
<i>Gastric-Enteritis/Food Poisoning Salmonellosis and Dysentery</i>	<i>Until authorized by District community Physician</i>
<i>Infective Hepatitis</i>	<i>7 days from onset of Jaundice</i>
<i>Measles</i>	<i>7 days from appearance of the rash</i>
<i>Meningococcal Infection</i>	<i>Until recovered from the illness</i>
<i>Mumps</i>	<i>Until the swelling has subsided and 7 days from onset</i>
<i>Pertusis (whooping Cough)</i>	<i>21 days from the onset of paroxysmal cough</i>
<i>Poliomyelitis</i>	<i>Until declared free from infection by doctor</i>
<i>Rubella (German Measles)</i>	<i>4 days from appearance of the rash</i>
<i>Scarlet Fever and Streptococcal infection of the Throat</i>	<i>Until medical treatment has been given and no less than 3 days from the start of treatment</i>
<i>Tuberculosis</i>	<i>Until declared free from infection by doctor</i>
<i>Impetigo</i>	<i>Until the skin is healed</i>
<i>Pediculosis (Head Lice)</i>	<i>Until appropriate treatment has been given</i>
<i>Plantar warts</i>	<i>No exclusion – should be treated and covered</i>
<i>Ringworm of Scalp</i>	<i>Until cured</i>
<i>Ringworm of body</i>	<i>Seldom necessary to exclude provided treatment is given</i>
<i>Scabies</i>	<i>Need not be excluded once treatment has been given</i>
<i>Hand Foot and Mouth</i>	<i>Until blisters have healed and doctors certificate obtained.</i>

Coughs and colds do not normally require exclusion unless they are severe or your child is distressed. Please note that his list is not exhaustive and you should seek medical advice if you are concerned or uncertain.

