



FLEDGELINGS DAY NURSERY · 61 EASTERN ROAD · ROMFORD · ESSEX RM1 3PB · TEL 01708 757461
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Dear

Thank you for your enquiry concerning our Nursery.

Fledgelings Day Nursery was established in November 1992. The nursery is located in a large Victorian house, in a cul-de-sac within 5 minutes walk of Romford town centre and railway station. 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, landscaped for child's play, with about 50% of the area laid with colourful rubber safety surfacing, the remainder grassed, including a sloping bank, with a slide set in at ground level.

Our biggest asset, of course, is our staff, most of who have been at Fledgelings for many years, providing that consistency of care that makes our reputation so high and places at Fledgelings so sought after.

Please find enclosed our prospectus on Fledgelings, 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 round. You will then be able to see the different types of activities in which the children participate and we can discuss your child's 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 any further questions, please do not hesitate to contact us.

Yours sincerely
Lesley Jarvis
Nursery manager

Proprietors: Salma & Jan Khodabaksh

General Information

Children

We are registered with Ofsted to provide care for 35 children. Of these 35 places, 29 are in the Main Nursery for children 2-5 years old, the other 6 are in our separate Baby Unit for children under 2 years of age.

Staff

We have a total of nine full-time members of staff, all very experienced and qualified to NNEB diploma or NVQ level 3: in addition there are various supplementary part-time staff members, providing special needs and other assistance where required. We are also a recognised training establishment for childcare students, who spend part of their training courses with us.

Opening Hours

We are open from 8am to 6pm Monday to Friday all year round, except for Bank Holidays and the week between Christmas and New Year.

Sessions Available

Your child may attend on a full time or part time basis.

Full day	8.00 am - 6.00 pm
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Waiting List

If the sessions you require are not immediately available, you may place your child on our waiting list. There is no charge for this service. As soon as the sessions you require become available, we will contact you. Please inform us of any change of address or telephone numbers.

Settling Period

It is very important for children to go through a settling period, especially if they have never been separated from their parents before. Before your child is due to start, we will contact you and arrange some visits for you and your child. Normally children will attend on 2-3 occasions for an hour or two. This helps your child to get used to the nursery environment and start to build relationships with the staff and children.

The settling period is free of charge but parents must stay with their child during these times.

Daily Routine

8:00 am	Nursery opens. Breakfast is served.
8:45 am	Breakfast ends, free play session begins. Garden play, weather permitting.
9:50 am	Tidy up time.
10:00 am	Circle time. Register, drink, snack, songs and discussion
10:30-12.00 am	Keyworker activities. Children split into small groups according to age and ability.
12:00 am	Tidy up time. Garden play, weather permitting, ring games or story session.
12:20 pm	Lunch time.
1:00 pm	Younger children sleep. Story time for older children.
1:30 pm	Key worker group activities begin.
3:00 pm	Garden play, games or story.
3:20 pm	Tea.
4: 00-5:30	Garden play or free play indoors.
5:30 pm	Drink and snack. Quiet activities in the book room.
6.00 pm	Nursery closes.

Groups and Keyworkers

On starting at Fledgelings, your child will be assigned a key worker, who will monitor your child's progress and development carefully. Your child will be placed into a group depending on age. The 2 year olds are placed in a group of 6 children with 2 staff members, 2 ½ - 3 year olds in a group of 4 with 1 staff member and the 3-5 year olds in groups of 7 children with 1 staff member.

Clothing/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 in a choice of colours. 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 warm clothing and Wellingtons as we do use the garden all year round, 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.

Absences

The nursery must be notified if your child will be absent due to illness or holidays. Fees must still be paid if a child is absent.

If your child becomes unwell at nursery, every effort will be made to contact you. We have a policy on administering children's medicine and an Illness/Exclusion policy. Please see the manager or her deputy if your child needs medication.

Progress Reports

To keep parents up to date and informed of their child's progress, the key-workers prepare and write reports on the children, covering areas such as communication, language and literacy, personal, social and emotional development, physical development, etc. The first one will be after 6-8 weeks and is a short settling-in report. After that, they will be completed every six months. The reports also provide an opportunity for you to feedback any questions or comments about the nursery and if necessary, we can arrange a meeting to discuss any aspects of your child's development and general progress.

Policies

Fledgelings has a wide range of policies and procedures to enable the nursery to run effectively and make staff and parents aware of how issues are dealt with. When your child starts at Fledgelings, you will be given copies of them.

Dropping Off/Picking Up

Please make sure you hand over your child to nursery staff in the morning and always let us know if there is any change in who is collecting your child. We will need a brief description of the person or preferably a photo. We will not release your child to any unauthorised person or anyone unknown to us.

Birthdays

You are welcome to bring in a cake when it is your child's birthday, which will be shared out at teatime. It is up to you if you want to bring in any extras e.g. crisps, hats etc.

Outings/Open Evenings/Fetes

Throughout the year, we aim to have at least one, preferably two of the above. We need lots of parental support on outings, as the child to adult ratio is 2:1.

Open Evenings provide an opportunity for you to talk to staff, participate in some of the children's activities and meet other parents.

Nursery Curriculum/Activities

The nursery curriculum is planned in advance by staff and based around *The Early Years Foundation Stage* curriculum. We take into consideration the age and ability of each individual child and ensure that our activities cover the six areas of learning, *Communication, Language & Literacy, Personal, Social & Emotional Development, Knowledge & Understanding of the world, Creative Development, Physical Development and Problem Solving, Reasoning and Numeracy.*

Activity programmes and current topics, for both morning and afternoon sessions, for the week ahead, are displayed on the curriculum board, for parents' information. As much use as possible is made of the large landscaped garden for activities and free play, weather permitting.

Fledgelings will fully prepare your child for school with interesting and stimulating pre-school work. These activities, which sometimes involve homework, provide a foundation for the subjects of the National Curriculum.

Example of a day's activities

8-10		10-10.30	10.30-11.45 - Keyworker Groups		11.45-12.15	12.15-1.00	
Breakfast		<u>Circle time</u>	Pre-school Group 1	Creative Playroom	Garden or singing/dancing	Lunch	
Free play/ Garden		Register Snack	Making masks Water play - boats	Cutting & sticking			
PSED - Dollies tea party		Singing	Pre-school Group 2	Middle Room			
CLL - Story books		Ring games	Computer skills Construction toys	Tracing pictures			
CD - Building with Duplo			Group 3	Play house			
KUW - Zoo & animals			Role play - going to hospital	Jigsaw puzzles			
PD - Jigsaw puzzles			Group 4	Garden room			
MD - Magnetic numbers			Hand printing Play dough	Sand play - moulds			
			Group 5	Book Room			
			Story time Investigating with magnets	Sorting shapes			
1.00-1.30	1.30-2.45 - Activity Groups			2.45-3.15	3.15-4.00	4-6	
Circle time with older children	Group 1	Book room	Drawing pictures of ourselves Lotto game Books	Garden Trikes Hoops Balls or story time	Tea time	Free play or Garden	
Stories Discussion Games	Group 2	Creative play room	Cutting & sticking shapes Water - washing dolls Stencils & crayons			PSED CLL	Role play - shopping Puppets
	Group 3	Garden room	Corn flour play Painting pictures Sand - buckets & spades			CD PD	Musical instruments Train set
						KUW MD	Books about people Floor puzzles

For the key-worker/activity group sessions 10.30 - 12.00. and 1.30 - 3.00. the children will spend ½ hour in three different rooms, enabling them to experience a wide range of activities throughout the day.

Meals

We provide well-balanced, nutritious meals.

Breakfast	8.00-8.45 am
Mid-morning snack	10.00 am
Lunch	12.20 pm
Tea	3.20 pm

Example menu

<u>Day of Week</u>	<u>Mid Morning Snack</u>	<u>Lunch</u>	<u>Pudding</u>	<u>Afternoon Tea</u>
Monday	Apples Raisins Milk	Quiche Lorraine Jacket Potatoes Salad	Sponge and Custard	Selection of Sandwiches Crisps Fruit Milkshake
Tuesday	Bananas Juice	Spaghetti Bolognese	Yoghurts	Beans on Toast Fruit Milkshake
Wednesday	Digestive Biscuits Milk	Chicken Pie New Potatoes Broccoli & Carrots	Jelly & Ice Cream	Potato Waffles with Cheese Fruit Milkshake
Thursday	Pears Juice	Stir Fry Vegetables Rice	Fresh Fruit Salad & Cream	Mini Pittas Tuna Salad Fruit Milkshake
Friday	Buttered Cream Crackers Milk	Cod in Butter Sauce Mashed Potatoes Peas Sweet-corn	Rice Pudding	Pizzas Cucumber Fruit Milkshake

Breakfast each Morning:-

Selection of cereals
Toast with Spreads
Milk or Fruit Juice

An alternative meal is provided, where necessary, for children with special dietary requirements.

A variety of vegetables are included daily within the main meals.

Baby Unit

Babies

We cater for babies aged between 3 months to 2 years and are registered for a maximum of six.

Staff

We have 2 full-time qualified N.N.E.B. staff supplemented, when appropriate, by students undertaking their baby care training.

Sessions Available

Most babies attend full time: we may be able to arrange part time attendance but half-day sessions are not available.

Waiting List

If we do not have the days you require, you may place your baby's name on the waiting list and we will contact you as soon as the days become available. Please inform us of any change in address or telephone number.

Settling Period

A few weeks before your baby is due to start we will contact you and arrange some visits. Normally we would like you to attend on two or three occasions for about an hour. This will give you the opportunity to speak to the staff about your baby's requirements and help familiarise him/her with the nursery environment.

Meals

Mealtimes will vary according to the age of your baby.

For the older babies:

Breakfast	8:15am
Mid morning snack	9:45am
Lunch	11:45am
Tea	4:00pm

For the younger babies we will try to keep to their established routine. We will provide well-balanced nutritious meals, which will be prepared in a way appropriate to the age of your baby.

If your baby is still feeding from a bottle we will provide the milk powder and make up the bottles.

A weekly menu is on display in the Baby Unit.

The daily routine for babies will vary according to the stage they have reached but with two staff members, a student and a maximum of six babies, each baby receives a great deal of individual care and stimulation.

A key worker (member of staff) will be assigned to each baby who will monitor their development and keep you informed of their progress, informally and with written reports. Once they reach 2 years, we will do our best to accommodate each baby in the main nursery but if there are no vacancies, they may have to stay in the Baby Unit until one occurs.

If you are interested in a place for your baby please telephone us and we will make an appointment for you to come and have a look round.

