



Information for Parents

Kinderland Day Nursery Ltd.

1 Normanton Road
South Croydon
Surrey
CR2 7AE

020 8760 0617 (Nursery)
020 8916 2063 (Office)

info@kinderlandonline.co.uk
www.kinderlandonline.co.uk

Age 3 months – 5 years

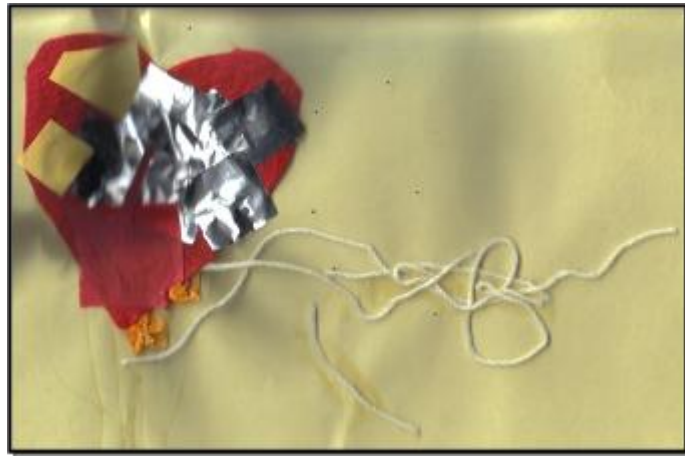
Director: Mrs Jo Mullins
Manager: Mrs Mary Ferrigan

Introduction

We hope that the following will be helpful to you. Please feel free to ask any questions you may have after reading this information.

The nursery operates for 51 weeks of the year and is registered with Ofsted. We are able to care for 75 children per day.

We are open between the hours of 8.00am and 6.00pm, Mon – Fri.



'I Love Nursery!'

Early Years Foundation Stage

At Kinderland, we follow the Early Years Foundation Stage, which provides a learning and development framework for children from birth to five. Brief outlines of how we cover the six key areas are listed below:

- *Personal, Social and Emotional*
We aim to provide experiences and support to enable children to develop a positive sense of themselves and others.
- *Communication, Language and Literacy*
The development of this area of learning emerges from both verbal and non-verbal communication. We provide opportunities in our activities for children to communicate their thoughts, ideas and feelings through speaking and listening. We encourage the development of communicative skills through the use of books and by learning rhymes, together with role-play activities and early writing skills. We also introduce new languages through daily activities.
- *Problem Solving, Reasoning and Numeracy*
The introduction of counting skills, matching, sorting, sequence and pattern is developed through counting games, imaginative play and experimenting with numbers. Development of numerical and reasoning skills arises from experiences in a well-planned environment.
- *Knowledge and Understanding of the World*
All children deserve the best opportunity to develop their knowledge of this area. We aim to offer both indoor and outdoor activities, combined with monthly themes to help children question why things happen and how things work.
- *Physical Development*
This area aims to develop balance, control, co-ordination, manipulation and movement. Fine motor skills are developed in a variety of ways, including building and sorting skills, matching activities and puzzles. Gross motor skills are developed using a large range of equipment, including climbing, pulling and pushing toys.
- *Creative Development*
This area includes art, role-play, imaginative play, music and dance. The children learn to experiment with colour, shape and texture. They are taught

skills to cut, join and fold, creating interesting models. Through their senses, they experience music and sound using our extensive multi-cultural range of musical instruments.

Primary National Strategy: Letters and Sounds, Phase One

Our children also follow Phase One of the Letters and Sounds Curriculum, which aims to develop speaking and listening skills. There is a significant amount of overlap with the Communication, Language and Literacy element of the Early Years Foundation Stage (EYFS). However, Phase One also supports other areas of the EYFS.

Key aspects of the framework include:

- Encouraging verbal communication, particularly through stories, rhymes, drama and song
- Increasing the child's vocabulary
- Improving command of dialogue
- Preparing for and beginning work with phonics

Observations

Monthly observation sheets are completed by your child's key worker, outlining their progress in each area of the curriculum. These sheets also contain a section allowing you, the parent, to inform the nursery of any observations you may have made at home or any comments you wish to make on the observations made by staff. We welcome and encourage such feedback.



'Shapes, Swirls and Colours'

Staffing

Our staff are mostly qualified and First Aid trained. Staff are automatically police checked and references are always taken up.

Key worker

We operate a key worker system at the nursery. This means a specific member of staff will have a special responsibility for your child. Your key worker will help to settle your child as he/she arrives at the nursery and will be the main link between you and the nursery. Do telephone during the day if you have any concerns regarding your child or if you would just like to know how they are.



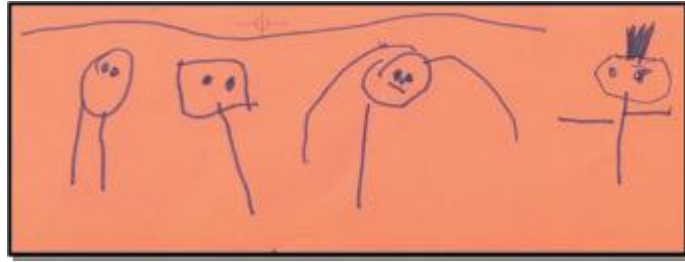
'My Teachers'

Admission Criteria

Children are admitted to the nursery on a first come first served basis, except in special circumstances. This is solely at the discretion of the Director. Please note your child is required to book a minimum of two sessions per week as this will aid their settling in process.

Equal Opportunities

Kinderland Day Nursery Ltd. is an equal opportunities employer. All staff are employed solely according to their ability to care and educate. Children and staff are welcome at the nursery whatever their colour, race, creed or religion. We aim to educate children in a way which will prepare them for life in a multi-cultural society.



'Me and My Friends at Nursery'

Special Educational Needs

Where possible, we ensure that a pupil with Special Educational Needs joins in the activities of the nursery together with pupils who do not have Special Educational Needs. Insofar as is reasonably practical, we make provision for your child's individual needs in a way which is compatible with these needs and most beneficial to your child.

Discipline

Discipline is important for all children. It allows adults to teach them how to behave and helps them conform to our society's moral standards. It is also necessary to help children see there are consequences to their behaviour and how it affects others around them. Physical punishment has no place in the carer's relationship with the children and is forbidden. We discipline children by setting clear boundaries of behaviour, which are carried out via positive encouragement and inducement. Such boundaries are never punitive. Children are given reasons why something is unacceptable and we try to praise good behaviour rather than allow a child to gain more attention for bad behaviour.

If we need to discipline for bad behaviour we remove the child from the situation. Often just being excluded from the activity in progress is usually enough to help them see that there are consequences for bad behaviour. Swearing and fighting are not tolerated within the nursery.

Attendance

Please telephone the nursery before 9.00am if your child is unable to attend on that day. It is also helpful to let us know if you have a holiday planned during nursery time, so we can keep a fairly accurate idea of numbers of children attending.

We do have a financial penalty of £10.00 per 15 minutes or part of thereafter for lateness. If you anticipate a late arrival and are unable to make alternative arrangements, please let us know as soon as possible. Every effort should be made to ensure you do not arrive outside the nursery's opening times otherwise it is a long day for all concerned, not least your child.



'Travelling and Transport'

Food

Food and mealtimes are an important part of nursery life. We are keen to give children a balanced diet and to encourage them to see eating as sociable, healthy and fun. To ensure meal times are positive times of the day, we have several basic guidelines:

- Children are given a small helping of the meal and they are encouraged, not forced, to try a little of everything;
- Whatever they do not like can be left, provided they have tried a little of everything.

The most wonderful conversations happen at mealtimes and we do encourage this. We also encourage good table manners at all times. Menus are planned in advance and, as far as possible, we will cater for special diets. We also try to reflect the children's multi-cultural backgrounds in our menus.

All meals are prepared and cooked on site each day. We do not use salt in our cooking and try to use sugar sparingly. All our menus contain a high proportion of fresh fruit and vegetables. Teas are fairly substantial, although, because they are served at 4.00pm, your child may need a small snack before bedtime. Breakfast is available only to children who arrive before 8.30am. We also provide mid-morning and afternoon snacks.

Please note that we will need parents to provide us with formula milk if required. Arrangements for weaning will be by mutual agreement.

Birthdays

Birthdays are special times for all, especially children, and we do like to celebrate them within the nursery with a special tea. Parents are welcome to provide a birthday cake and come along, as are brothers and sisters.



'Hundreds and Thousands'

Sickness

The nursery is a busy place and is structured for fit and healthy children. If your child is unwell, please think carefully before bringing him/her to nursery. No child with a temperature or an infectious disease should be at the nursery and a child with vomiting or diarrhoea must be kept at home for 24 hours after the symptoms have ceased. Please discuss any symptoms with staff.

Medicines

Medicines prescribed by your doctor and medicines such as cough syrup and Calpol can be administered in the nursery. Should this be the case you will be asked to complete a medication consent form.

Accidents

Should your child have a serious accident whilst in our care, every effort will be made to contact you immediately. In any case, we will ensure your child receives medical attention as required. All incidents, however minor, are recorded and reported to you.

Environmental Policy

Protecting the environment is important to us and we have taken a number of steps to help reduce our carbon footprint. We recycle as much as possible and, rather than becoming part of landfill, our nappy waste is used in an innovative scheme run by Calabash Ltd to heat Hillingdon Hospital.



'Having Fun Sticking'

Child Protection

Any carer who suspects that a child in his/her care may have been abused or neglected has a duty to report this to the local Social Services Department.

Insurance

The nursery is fully insured by Norwich Union. Our policy number is 23847857CBT/CK273204KC01.

CCTV

The nursery is protected by CCTV for safety, supervision and training purposes.

The CCTV does have the facility for Parent/Carer's to log onto the internet and view parts of their children's day. However, at the present time, following consultation with parents, this facility is not available.

Parking

Please note that between the hours of 8.00am - 9.00am and 5.00pm – 6.00pm the car park at the rear (Croham Rd.) will be in operation. During these times children may arrive and depart at the rear of the building. Please also be aware that, until your child arrives in the nursery, he/she is your responsibility and Kinderland Day Nursery Ltd. cannot be held responsible. Vehicles, buggies and their contents are not the responsibility of Kinderland Day Nursery and we will not be held responsible for any loss, theft or damage to vehicles or pushchairs that are on the premises.



'Big Red Bus'

Communications

Parental involvement in the nursery is encouraged and parents are always welcome to visit the nursery and telephone or write at any time. Please also take time to talk to staff.

A monthly newsletter and annual reports are given to parents/carers to keep you up to date with activities within the nursery. Newsletters are also displayed on our website. In addition we have twice yearly parents evenings, providing the opportunity to discuss your child's progress.

Parental Concerns

The nursery is registered with Ofsted.

The certificate of registration, along with the certificate of insurance, is displayed on the notice board within the hallway. Should you have any complaints regarding your child's time at the nursery, please do not hesitate to speak to the manager and she will be glad to assist you in any way she can. However, should you still have concerns please contact the User Services Officers based at the address below and/or the local ombudsman.

Ofsted

National Business Unit

Royal Exchange Buildings

St Ann's Square

Manchester

M2 7LA

Telephone: 08456 404040



'Beautiful Mermaid'

Your child's first day

All children are different, so please come prepared to stay with your child for a time so that he/she can get to know us and we can get to know you and your child. We understand it is a big step for both children and parents, so we believe it is important to make all those involved feel at ease.

What to bring

Please bring with you on your child's first day:

- Your child's birth certificate
- A complete change of clothes in a bag, which can be left on your child's peg. Please always try to dress your child in sensible play clothes
- A coat with your child's name on
- Completed paperwork, if not already returned
- Comforter, if needed
- Photograph of your child and all those authorised to collect

Fees

All fees are payable in advance by cheque for the deposit and the first months fees, and then by standing order on the first day of each month. Failure to pay fees by the due date will incur a strict charge of £30.00. In the event of fees remaining unpaid

for seven days or more, without prior agreement, your child's place may be terminated.

A charge of £25.00 is made should a cheque be returned unpaid.

When you are registering at the nursery a registration fee of £20.00 and a deposit of £200.00 per child is required. This deposit is returnable providing you give one calendar month's notice in writing.

The nursery is open fifty-one weeks of the year, being closed weekends and bank holidays. The nursery is closed between 23rd December and the first working day after the 1st January, when full fees are payable. Full fees are still required if your child is absent from nursery due to holidays being taken, including bank holidays or as a result of sickness.

If children attending part-time require the occasional extra session it is sometimes possible. These sessions are subject to availability.

Please contact the nursery for further information regarding fees.

Childcare Funding Options*

All children from the term after their 3rd birthday are entitled to a maximum of 5 x 2.5 hour sessions per week for up to 38 weeks per year through the Nursery Education Grant scheme. We are happy to discuss this scheme with you or, alternatively, you may wish to contact Croydon Children's Information Service.

Your employer may run a childcare voucher scheme to help towards your nursery fees. Please contact your employer for further information.

If you are in receipt of Working Tax Credit, you may be eligible for a further discount on fees.

Parents in education may qualify for financial support. Information can be obtained from Connexions or the Welfare Service at your college.

Further information regarding funding is available through Croydon Children's Information Service (0845 11 11 100).

(*Information correct as of May 2007.)

May we take this opportunity to say, should you decide Kinderland is the right nursery for your child, we hope that their time here will be a very enjoyable and happy experience.

If you have any further questions or concerns, please feel free to discuss these with us.



'Pretty Flower'

Please contact us if you require a large print version of this information booklet.