



# **WELCOME TO CHEEKY CHERUBS DAY NURSERY**

**This Information Pack is for Your Help & Guidance**



Cheeky Cherubs Day Nursery  
Shaftesbury Christian Centre  
2 Austin Road  
Battersea  
SW11 5JP  
Tel: 07864 761 977 or 07966 203 169  
[www.cheekycherubsdaynursery.com](http://www.cheekycherubsdaynursery.com)

Dear Parent/Guardian

Thank you for enquiring about our Nursery.

Please find attached an information booklet with an application form at the back. Once the application form has been returned to the nursery, you will be placed on our waiting list. If you are applying for more than one child you will need to complete a separate form for each child.

Please be aware that it may not be possible to allocate a place for your child at the exact time you request, but as soon as a place becomes available we will contact you.

The aim of our Nursery is to create a pleasant, secure foundation for your child's social and educational development. The nursery is fully accessible for children with disabilities and children are welcome from all cultures and backgrounds.

Please remember that it is your responsibility to inform the nursery if any of your personal information changes in order that we are able to contact you in an emergency.

We would like to thank you for choosing or considering us to look after your precious cherub(s) and we hope that you and your family enjoy being part of our nursery. Should you have any queries regarding the contents of the information booklet, please do not hesitate to contact us.

Yours sincerely,

Belinda Asare  
Nursery Owner and Founder



Patsy Pepperrell  
Nursery Manager



## Introduction

Cheeky Cherubs Day Nursery provides full child day care facilities for children from babies up to 5 years old. The Nursery first opened in September 2010 and is located in the Shaftesbury Christian

Centre in Battersea. Cheeky Cherubs Day Nursery is OFSTED registered – this involves regular checks and inspections to ensure that a high standard of care and education is maintained.

We are open 51 weeks a year, 8am to 6pm, closing on bank holidays and for 1 week at Christmas. We have trained, qualified and committed permanent members of staff, who will attend to your child's requirements whilst adhering to the Early Years Foundation Stage guidelines to ensure that all of your child's educational needs are being met. Our high staff ratio ensures a personal "home from home" approach which can be achieved in a small, intimate nursery such as ours.

We believe that all children should be treated and respected as individuals – and that all relationships are built on love, a sense of fun and mutual respect. We aim to encourage children to discover their independence – who they are and what they can learn to do – alone and with others and to also develop their full potential. We respect each child's personality and reinforce positive behaviour in a sharing, caring environment.

We, the management team at Cheeky Cherubs Day Nursery, are very approachable and ask that if you have any suggestions or concerns please do not hesitate to speak to us. The Nursery Office is always open so please feel free to come and speak to Manager or a member of the team or if you prefer you can make an appointment.

## **Mission Statement**

Cheeky Cherubs Day Nursery vision is for a nursery where every child matters, and where all children experience support enabling them to reach their full potential and giving them the best possible start in life, as well as working hard in partnership with parents to educate and raise their child in the best possible way.

## **Mission**

The mission of Cheeky Cherubs Day Nursery is to promote the physical, emotional and social development of children and to provide top level child care. We exist to attract and maintain customers. Parents are also a central part of Cheeky Cherubs activities.

When parents enter their child's world of play and imagination, the child blossoms with more confidence to explore and learn. Time spent playing with mum or dad contributes to healthy emotional development and will also build trust between parent and child.

Cheeky Cherubs Day Nursery aims to offer safe and secure child care at all times. Close personal attention to each child is essential to providing a quality experience for all children; therefore, adequate personnel will be hired to ensure each child has the proper supervision while in our care.

## **Objectives**

The objectives for the nursery of operation is to create a service based operation whose primary goal is to exceed customer's expectations.

## **Keys to Success**

Keys to success for the company will include:

- Maintaining a reputable and untarnished reputation in the community.
- Quality care.
- Competitive pricing.
- Flexible hours.

- Happy staff, happy children and happier parents/carers.

## Settling in Policy

We aim to ensure your child's introduction to our setting is as stress free as possible. Once a place has been offered, we aim to achieve this by inviting you and your child to visit the nursery prior to your child's official start date. This helps to familiarise your child with the nursery, the nursery staff and the other children.

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the Nursery. In order to accomplish this, we will:

- Encourage parents to visit the Nursery with their children during the weeks before an admission is planned.
- Make clear to families from the outset that they will be supported in the Nursery for as long as it takes to settle their child.
- Re-assure parents whose children seem to be taking a long time settling into the Nursery.
- Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents/carers and staff to work together to help the child feel confident and secure in the group. This takes longer for some children, and parents/carers should not feel worried if their child takes a while to settle.

You must be prepared to accept that it may take some time for your child to adjust to the nursery but very few children fail to settle eventually. We find that staying with your child and then leaving him/her for short periods eases the separation process. Please remember, the more your child comes and experiences the activities on offer and sees you interacting with the staff, the more settled s/he will feel.

Our settling procedures aim to help parents to help their children to feel comfortable in the Nursery, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session/day.

Day 1	9–10 am	Parents support in settling in
Day 2	10–11:30 am	You will be invited to accompany your child for one and a half hours in the nursery. All being well, you will be encouraged to leave your child for half an hour during this time to see how well they manage on their own.
Day 3	12–2 pm	By day three your child may be ready to stay by him/herself for the whole of the morning session and be collected after lunch at 12:30pm. Do not be concerned if this is not the case: some children arrive on Day 1 as if they have been coming to the nursery for years but others will take a little longer to settle in.

## Key Persons

The nursery has a key person system in operation. Your child will be given a member of staff who will be responsible for the initial settling-in period; this will enable your child to form a bond with him/her. Your child's key person will also be responsible for keeping a developmental record and producing your child's weekly report. However, please note that the key person does not have sole

charge of your child throughout the day and at times they will not be the person giving you feedback at the end of each day.

## **Behaviour Policy and Procedures**

All children are treated as individuals; staffs are expected to adopt a consistent approach with regard to managing inappropriate behaviour. Inappropriate behaviour includes any behaviour that is likely to cause injury to themselves.

The environment we provide for children will always be conducive to relaxed play with children feeling safe and welcome. In order to establish such an environment Cheeky Cherubs Day Nursery will ensure the children's play space is appropriate and that sufficient activities are available to meet the needs of the individual child. If it is possible we will establish what the children are interested in playing with and children are well occupied, instances of unacceptable behaviour are rare. Children are made aware of what is acceptable behaviour and that which is not.

Staff will consistently thank and praise children for sharing, acts of kindness, helping others, playing cooperatively and for their achievements. If a child receives regular positive reinforcement it is easier for them to accept an approach in respect to any unacceptable behaviour. Where relationships are positive, children are generally eager to please; and often will feel remorseful and will want to apologise if they feel that their behaviour has hurt or disappointed someone they care about.

Achievement and positive behaviour will be rewarded with praise and positive attention. Inappropriate behaviour will also be challenged without adopting a negative attitude towards children who may be behaving inappropriately.

Where the nursery is experiencing ongoing difficulty with a child, records of any incidents are kept, along with action taken. The nursery manager will organise a meeting with parents to agree on a new strategy, part of which may involve external support of an Area Senco. Any meetings between staff, manager and parents will have clear aims and objectives, and all information will be recorded and a copy sent to all parties.

## **Our Partnership with Parents/Carers**

The importance of continuity between home and the Nursery cannot be over-stressed. Our aim is to develop an honest, open and supportive relationship with you which complements life in your home rather than contradicts it. We are very aware of our influence as a role model for your child and without your extensive knowledge of your child we would be unable to enhance your child's development. Cheeky Cherubs Day Nursery staffs are always available to discuss your child and their development.

Parents are the first educators of their young children. The aim of the group is to support their essential work, not to supplant them. We will:

- Encourage Parents on an individual basis to play an active part in the management of the nursery.
- Ensure that Parents are informed on a regular basis about their child's progress.
- Ensure that all Parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the nursery.
- Involve Parents in shared record keeping about their own child, either formally or informally.
- Ensure that all Parents are fully informed about meetings, workshops and training.

- Consult with families about the times of meetings to avoid excluding anyone.
- Welcome the contributions of Parents, whatever form these may take.
- Make known to all parents the system for registering queries, complaints or suggestions.
- Provide opportunities for Parents to learn about the nursery curriculum and about young children's learning, in nursery and at home via newsletters and e-mails.

## Education and Play via the Early Years Foundation Stage

At Cheeky Cherubs Day Nursery our dedicated staff team provides high quality childcare service. We combine knowledge and understanding of children's development with sensitivity to the individual needs of the families.

The nursery has been successfully inspected by OFSTED and works towards the "birth to five linking with the Early years foundation stage" to meet the requirements laid down by OFSTED. This involves our cycle of planning, which includes long-term, medium-term and short term plans.

Your child will:

- Receive total care and attention in a relaxed atmosphere, so that you can relax too.
- Learn and develop through play and interaction with other children of varying ages.
- Grow in confidence and independence through the care of our team of friendly and committed staff.
- Learn social skills and discipline allowing them to ease into full time education when the time comes.

At Cheeky Cherubs we aim to offer a wide and balanced curriculum that encompasses all areas of learning and development and is tailored to suit the needs of individuals. Plans are shared with Parents and Carers. Ideas and contributions are most welcome.

We will be focusing on our six areas of learning and development:

1. Creative Development
  - 1.1. Exploration of sound and colour
  - 1.2. Exploration of shape and form
  - 1.3. Art, music and imaginative play
2. Communication, Language and Literacy
  - 2.1. Communication in it's widest sense
  - 2.2. Talking and listening
  - 2.3. Stories, rhymes and songs
  - 2.4. Foundations for reading and writing
3. Knowledge & Understanding of the World
  - 3.1. Exploration of the environment
  - 3.2. How things work, how things grow and why things happen
  - 3.3. Awareness of other cultures

- 3.4. Use of technology
- 4. Personal, Social and Emotional
  - 4.1. Gain confidence and self-respect
  - 4.2. Make friends and effective relationships
  - 4.3. Develop initiative and explore ideas
  - 4.4. Develop independence in daily activities
  - 4.5. Respect for others
- 5. Physical Development
  - 5.1. Co-ordination and confidence
  - 5.2. Balance, mobility and control
  - 5.3. Health and bodily awareness
  - 5.4. Awareness of space
  - 5.5. Fine motor control
- 6. Problem Solving, Reasoning and Numeracy
  - 6.1. Adult-supported practical experiences
  - 6.2. Introduction to mathematical language
  - 6.3. Shapes, sizes, quantities and patterns
  - 6.4. Matching, sorting and sequencing

Weekly timetables and themes of our curriculum are displayed on the wall for your reference. Themes/newsletters are distributed to all Parents. We may also take the children on trips, such as to the library or local places of interest that fit in with our themes.

Your child's key person carries out continual assessments on your child. We also hold "Parents' week" four times a year, where you have the opportunity to come and discuss your child's progress. However, you are always welcome to discuss your child's development with your child's key person at any time.

## Terms and Conditions

Our standard terms and conditions relate to the running of private nurseries providing full day care. Nothing within these terms and conditions affect the Parent/guardian's statutory rights. To enable us to provide and maintain the highest of standards of care we require all Parents to be aware of, and abide by, the following conditions.

- 1. Fees
  - 1.1. The first month's fees must be paid by cheque or cash before the child's start date. No child will be accepted into the nursery until payment is received.
  - 1.2. All fees are paid on the 1st day of each month in advance for the following calendar month by direct debit.
  - 1.3. Fees will be invoiced to the person(s) named on the registration form.
  - 1.4. Fees are payable during periods of absence from the nursery, including illness or holidays and during public and bank holidays.
  - 1.5. Extra sessions must be paid for at time of booking.

- 1.6. Sibling discounts are available.
- 1.7. Fees are calculated on the basis of the weekly charge, for sessions attended multiplied by 52 weeks and then divided by 12 months to create a fixed monthly charge.
- 1.8. Cheeky Cherubs Day Nursery reserves the right to charge interest on late fees.
- 1.9. For re-presented payments a minimum charge of £20 per occasion will be applied.
- 1.10. Children may be excluded from the nursery if fees remain outstanding beyond 14 days from their due date and the registration terminated.
- 1.11. Fees are revised annually.
2. Termination Notice
  - 2.1. Once a place is confirmed, four weeks written notice is required if you wish to withdraw or reduce attendance of your child from the nursery. Fees are payable throughout the whole of this period.
3. Personal Property
  - 3.1. Please provide your child with a complete change of named clothing and a pair of soft shoes in a named bag. These must be placed on their coat hook.
  - 3.2. Scarves, hats and gloves will be needed in the winter and sun hats and sun cream in the summer.
  - 3.3. All items must be clearly named.
  - 3.4. Aprons are provided for messy play.
  - 3.5. The nursery cannot be held responsible for lost or mislaid clothes or any liability for damaged or stained clothing.
4. Cheeky Cherubs Day Nursery does not accept responsibility for accidental injury or loss of property.
5. Cheeky Cherubs maintain those insurance's required by law.
6. Where a member of staff, within three months of leaving the employment of Cheeky Cherubs Day Nursery, is employed by a Parent/Guardian to care for their child, who was previously registered with the nursery, then the Parent/Guardian will be liable to pay Cheeky Cherubs Day Nursery a sum equivalent to three months salary for the employee at the time their employment with Cheeky Cherubs Day Nursery terminated.
7. Parents/Guardians are required to notify the nursery if their child is absent from nursery through sickness. We request that children who are ill should not attend the nursery and that if a child has had sickness or diarrhoea he/she should not return for at least 48 hours from when the symptoms ceased.
8. Parents/Guardians collecting children late from the nursery will be subject to a surcharge, details of which are displayed at the nursery.
  - 8.1. £10 will be charged for the first fifteen minutes and £5 every five minutes thereafter.
  - 8.2. Parents should be aware that the nursery does wish to close on time and the late fee system should not be abused.
9. It is understood that Cheeky Cherubs Day Nursery is under an obligation to report to Children's Schools and Families any incident where we consider a child may have been abused or neglected. This may be done without informing the Parent/Guardian.

<b>THE NURSERY UNDERTAKES TO:</b>	<b>PARENTS/GUARDIANS AGREE TO:</b>
Ensure your child is safe, loved and stimulated whilst in our care.	Ensure we have as much information as we need in order to look after your child.
Provide you with a Parent Handbook giving full details of how the Nursery operates including policies, procedures, terms and conditions.	Ensure you have read and understood the Parent Handbook as it gives lots of helpful and important information.
Handle your registration and booking in an efficient manner.	Ensure that registration and booking forms are completed and returned to the nursery in good time prior to your child's start date.
Arrange for your child to attend settling in sessions to allow his/her needs to be met.	Attend nursery with your child during the settling in period, which can sometimes involve up to 5 sessions.
Provide an "open house" nursery where you are welcome at any time.	Open house policy.
Provide a full programme of structured and free play activities, using Ofsted guidelines and best practices from elsewhere.	Share your children's interests by talking with them about what they have been doing at the nursery.
Tell you of any incidents in the nursery which may have affected your child during the day.	Tell us of any significant happenings at home which might have an effect on your child's behaviour in the nursery.
Be well staffed and well equipped.	Pay fees promptly in order for us maintain our staffing objectives.
Provide you with regular updates both written and face to face about your child's progress.	Tell us about your own observations and provide feedback to us that will help your child's progress
Implement a policy of equal opportunities, helping children learn about other cultures. All children are treated equally and encouraged to do so amongst themselves.	Accept the policy of equal opportunities within the nursery.
Encourage your child to experiment with a variety of safe materials and be creative. In doing so they may get messy even with aprons.	Provide sensible clothing options for your child's day at the nursery.
Take your child outside the premises on agreed excursions.	Notify the nursery if you do not wish your child to be taken outside the nursery.
Complete a daily register for all children and record reasons for absence	Ensure that you sign your child in and out of the nursery when dropping off and collecting. Please inform us of any absences.
Provide the agreed childcare facilities during opening hours.	Comply with our opening and closing hours and ensure your child is collected promptly at the end of each session.
Provide your child with a secure environment at all times through maintaining our security systems and maintaining our health and safety procedures.	Assist us in maintaining the security of the building by not allowing access to persons unknown.
Hand over your child only to you or another authorised person that you have appointed.	Notify the nursery if you are unable to collect and give full details on who will be collecting. Where appropriate a description and photograph of alternative collectors will be held by the nursery.

<b>THE NURSERY UNDERTAKES TO:</b>	<b>PARENTS/GUARDIANS AGREE TO:</b>
Maintain all records on your child, contact numbers, medical and personal information. Inform you of any changes that take place within the nursery.	Inform the nursery of any changes to the contact details we hold for you as soon as possible.
Keep a contact register in case you are unavailable.	Give us the names and telephone numbers of people we can contact in case of sickness and emergencies.
Inform you of any illnesses and communicable diseases within the nursery.	Agree to keep your child away from the nursery if they are unwell or are suffering from any contagious disease.
Keep records of any accidents that happen within the nursery, taking children to the doctors/hospital if extra care is needed.	Inform staff of any accidents that occur to your child at home. Sign a consent form to allow senior staff to take your child to the doctors/hospital and meet them there.
Inform you if your child is feeling unwell.	Collect your child from the nursery if it becomes necessary.
Administer medicines with written Parental consent.	Sign an administration of medicine form if your child needs to be given any prescribed medicines.
Invite you to attend Parents' evenings to discuss your child's progress.	Provide us with any relevant information with regards to your child's behaviour and developmental changes.
Display our nursery policies and update them when necessary.	Abide by our policies and procedures.
Provide the children with a varied nutritional and balanced diet.	Notify the nursery of any specific dietary requirements or allergies.
Provide a place for an elected Parent representative on the nursery steering committee.	Either vote or possibly stand for election yourself.
Publish a regular newsletter about the events and plans we have in mind for your children.	Contribute where possible to the content of the newsletter.
Provide a forum for Parent feedback, both positive and negative, from which we can review our services.	Offer feedback either on request from the nursery or whenever you feel the need to do so.

*Please note that the Nursery holds hard copies of the most up to date Policies and Procedures as these are inspected by OFSTED and any recommendations or requested changes are made to that copy first.*