

Fullers Hall Day Nursery

64A Fullers Road
South Woodford

London

E18 2QA

020 8505 5779

www.fullershall.co.uk

fullersnursery@btconnect.com

Dear Parent/Carer,

Thank you for your recent interest in our Nursery. We hope you enjoy reading our prospectus. If you would like to arrange a visit please contact the Nursery to arrange a convenient time for you to come and have a look around and meet the team.

At Fullers Hall we aim to provide a safe, secure and caring environment for the children to play and learn in. We are committed to working in partnership with parents/carers.

We understand that the care of your child is paramount and that starting somewhere new is not always an easy transition. Therefore, we have a period of one week to help both you and your child settle in. Once you have accepted a place you are welcome to visit the nursery before your settling in week. This will help your child become familiar with the nursery environment.

Should you have any more questions please do not hesitate to give us a ring and we will be happy to help.

All the staff at Fullers Hall Nursery.

History of the Nursery

In 1972 there was considerable alarm in Woodford when the local private nursery was forced to close and there was no alternative nursery for the children to attend. Parents were so concerned that some of them appeared on a television programme together with a local councillor who promised to find alternative accommodation for the children. A large hall was located and by January 1st 1973, a committee of interested volunteers had been set up and sufficient staff was employed to cover the needs of a full time Nursery capable of coping with twenty-five children.

We received a grant from Redbridge Council in order to buy our basic equipment but from then on we were to survive on our fees alone. In the early days we organised an endless stream of fund raising events - jumble sales, bazaars, etc, to supplement our income and to enable us to carry out improvements to the building, including much needed French windows which gave the children access to the adjacent garden.

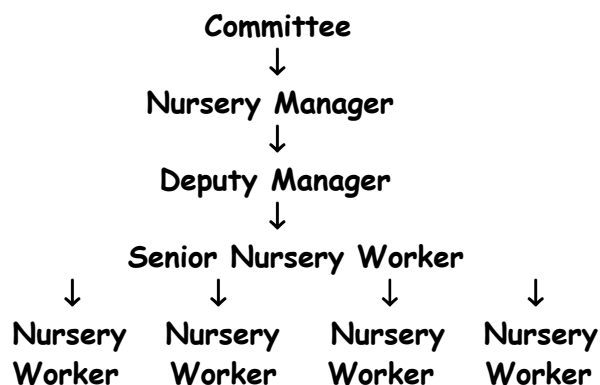
Today we accommodate a maximum of 30 children per day in what has become known as a Community Nursery.

Organisation of the Nursery

Fullers Hall Day Nursery is a non-profit making organisation with charitable status. The Nursery is independent from any other body. Running costs, staff salaries and equipment are met solely by means of fees paid by parents.

The Nursery is registered with Ofsted and we aim to work within these guidelines. The Nursery is managed by a voluntary Management Committee made up of parents and interested individuals.

The Management Committee has a Chairperson, Vice Chairperson, Treasurer and a maximum of nine other members. Our policy is to encourage Nursery parents to consider serving on the Management Committee, which meets once a month to discuss issues related to the organisation of the Nursery and new ways of raising funds for resources. An Annual General Meeting is held once a year, to which all parents are invited.



About us

At our Nursery we take pride in providing quality care for children in a happy environment. Fullers Hall is inspected and approved by OFSTED. We were inspected in February 2006. We are also a member of Pre-School Learning Alliance and Redbridge Early Year Partnership. We provide children with a planned and structured environment in which they can learn and grow individually and collectively as part of our community.

The staff plan follows the guidelines outlined by the government in Birth to Three Matters and the Foundation Stage curriculum for children aged 3-5 years old.

Children are cared for in a safe and happy environment in our well equipped Nursery. We use a variety of learning tools catering for the needs of all children at different stages of development. The welfare and safety of children is of our utmost priority and therefore we ensure that all facilities are maintained well and regular monthly Health and Safety inspections are carried out.

Aims and Objectives of the Nursery

The Nursery will meet the child's social, physical, cultural, educational, emotional needs, through the play activities, language and environment offered to them, encouraging each child to develop to their full potential, building a positive self-image and confidence.

To make sure we are meeting a child's individual needs, we will hold regular review meetings between the key worker and parents/carers, where they can talk and plan for their child. We consider it important that a parent feels a part of the child's day, all staff in the Nursery will care for your child. You are welcome to visit and spend time at the Nursery.

For each child their personal experiences are the "norm" and at the Nursery we will create an environment which helps children develop an understanding of their multi-layered society. We will not tolerate discrimination of any kind be it race, gender, class, religion, culture or disability.

Our work is well planned with a suitable emphasis on role-play and exploratory activity. An important role for the Nursery as a whole is a successful partnership between the home and Nursery so that the children feel secure in their new circumstances and quickly learn to co-operate and respond positively to other children and adults. Parents play a crucial part in educating their own child and are the strongest influence on their child's development.

Our main emphasis is on the children's physical, emotional, social, cultural and intellectual development. Through play they are encouraged to experiment, explore their environment, and be imaginative and creative, to plan, implement and reflect upon their experiences. Children through play are given the ability to think, increase their understanding, improve their language, and be creative, build their confidence and assertiveness skills, all of which prepare them for school.

For each child we aim:

- To provide quality learning experiences for all the children. Learning which is structure, balanced, relevant to the child and related to the real world.
- To provide a curriculum, which takes account of, and responds to, the children's developmental needs and allows them to make progress related to their different abilities. "What the child can do" will be our starting point.
- To ensure the children have positive experiences of success at their own levels now, in order to give them confidence and motivation for learning in the future.
- To provide a curriculum which promotes the "Early Years Foundation Stage".
- To create a partnership with parents to support and enhance the development of the children.
- To meet Ofsted inspection requirements. Last inspection February 2006

Children's development and learning.

Children start to learn about the world around them from the moment they are born. The care and education offered by our Nursery helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

At Fullers Hall Nursery we give regard to the "Early Years Foundation Stage"

The Early Years Foundation Stage curriculum for children birth to five years.

At Fullers Hall Nursery we provide a curriculum for the foundation stage of education. This curriculum is set out in a document, published by the Department for Education and Skills, called "Early years Foundation Stage". We follow this guidance.

The guidance divides children's learning and development into six areas:

- Personal, social and emotional development;
- Communication, language and literacy development;
- Problem Solving, Reasoning and Numeracy;
- Knowledge and understanding of the world;
- Physical development;
- Creative development.

For each area, the guidance sets out Early Learning Goals. These goals state what it is expected of the child. Children should know and be able to achieve these goals by the end of their reception year of education

For each Early Learning Goal, the guidance sets out stepping stones, which describe the stages through which children are likely to pass as they move to achievement of the goals. At Fullers Hall we use the stepping stones that lead to the Early Learning Goals to help us to trace each child progress and to enable us to provide the right activities to help all of the children to achieve and progress.

Personal, Social and Emotional Development.

At Fullers Hall Nursery we believe children must be provided with experiences and support which will help them to develop a positive sense of themselves and of others; respect for others; social skills; and a positive disposition to learn.

This area of children's development covers:

- Having a positive approach to learning and finding out about the world around them;
- Having confidence in themselves and their ability to do things, and valuing their own achievements;
- Being able to get on, work and make friendships with other people, both children and adults;
- Becoming aware of - and being able to keep to - the rules which we all need to help us to look after ourselves, other people and our environment;
- Being able to dress and undress themselves, and look after their personal hygiene needs; and
- Being able to expect to have their ways of doing things respected and to respect other people's ways of doing things.

Communication, language and literacy.

At Fullers Hall Nursery we believe children's learning and competence in communication, speaking and listening; being read to must be supported and extended. Children must be provided with opportunity and encouragement to use their skills in a range of situations and for a range of purposes, and be supported in developing the confidence and disposition to do so.

This area of children's development covers:

- Being able to use conversation with one other person, in small groups and in large groups to talk with and listen to others;
- Adding to their vocabulary by learning the meaning of - and being able to use - new words;
- Being able to use words to describe their experiences;
- Getting to know the sounds and letters that make up the words we use;
- Listening to - and talking about - stories;
- Knowing how to handle books and that they can be a source of stories and information;
- Knowing the purposes for which we use writing; and making their own attempts at writing.

Problem Solving, Reasoning and Numeracy.

At Fullers Hall Nursery we believe children must be supported in developing their understanding of Problem Solving, Reasoning and Numeracy in a broad range of contexts in which they can explore, enjoy, learn, practise and talk about their developing understanding. We will provide opportunities to practise and extend their skills in these areas and to gain confidence and competence in their use.

This area of children's development covers:

- Building up ideas about how many, how much, how far and how big;
- Building up ideas about patterns, the shape of objects and parts of objects, and the amount of space taken up by objects;
- Starting to understand that numbers help us to answer questions about how many, how much, and how big;
- Building up ideas about how to use counting to find out how many; and
- Being introduced to finding the result of adding more or taking away from the amount we already have.

Knowledge and Understanding of the World.

At Fullers Hall Nursery we believe children must be supported in developing the knowledge, skills and understanding that will help them to make sense of the world, their learning will be supported through offering opportunities for them to use a range of tools safely; encounter creatures, people, plants and objects in their natural environments and in real-life situations; undertake practical "experiments", and work with a range of materials.

This area of children's development covers:

- Finding out about the natural world and how it works;
- Finding out about the made world and how it works
- Learning how to choose - and use - the right tool for a task;
- Learning about computers, how to use them and what they can help us to do;
- Starting to put together ideas about past and present and the links between them;
- Beginning to learn about their locality and its special features; and learning about their own and other cultures.

Physical Development.

At Fullers Hall Nursery we believe physical development of young children should be encouraged through opportunities for them to be active and interactive and to improve their skills of coordination, control, manipulation and movement. Children will be supported in using all of their senses to learn about the world around them and to make connections between new information and what they already know. Children we be supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food.

This area of children's development covers:

- Gaining control over the large movements that they can make with their arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift;
- Gaining control over the small movements they can make with their arms, wrist and hands, so that they can pick up and use objects, tools and materials.
- Learning about the importance of - and how to look after - their bodies.
- Learning about the benefits of being healthy and active.
- Develop healthy habits when they first learn about food and activity.

Creative Development.

At Fullers Hall Nursery we believe children's creativity should be extended by the support their curiosity, exploration and play. We will provided them with opportunities to explore and share their thoughts, ideas and feelings, for example, through a variety of art, music, movement, dance, imaginative and role-play activities, mathematics, and design and technology.

This area of children's development covers:

- Using paint, materials, music, dance, words, stories and role-play to express their ideas and feelings.
- Children responses to what they see, hear and experience through their senses are individual and the way they represent heir experiences is unique and valuable.
- We will include resources from a variety of cultures to stimulate new ideas and different ways of thinking.
- Ensure children feel secure enough to "have a go", learn new things and be adventurous.

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think, at Fullers Hall we use the stepping stones leading to the Early Learning Goals to plan and provide a range of play activates which help children to make progress in each of the areas of learning and development. In some of theses activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the stepping stones and the Early Learning Goals has been used to decide what equipment to provide and how to provide it.

Hours of opening

We are open Monday to Friday from 8.00 a.m. to 6.00 p.m.

How parents take part in our nursery

Our Nursery recognises parents/carers as the first and most important educators of their children. All of the staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents/carers take part in making the Nursery a welcoming and stimulating place for children and parents, such as;

- Exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- Helping at the nursery.
- Sharing their own special interests with the children;
- Helping to provide, make and look after the equipment and materials used in the children's play activities.
- Being part of the management committee.

Key worker and your child

Our Nursery has a key worker system. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key worker will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the Nursery, she/he will help your child to settle.

Settling Policy

Statement of intent

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well being and their role as active partners with the nursery.

Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

- Before a child starts to attend the nursery, we use a variety of ways to provide his/her parents/carers with information. These include written information, including our prospectus, policies, and individual meetings with parents.
- During the month before a child starts we provide opportunities for the child and his/her parents/carer to visit the nursery.
- We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents/carer at the child's first session and during the settling-in process.
- When a child starts to attend, we explain the process of settling-in with his/her parents/carer and jointly decide on the best way to help the child to settle into the nursery.
- We have an expectation that the parent, carer or close relative, will stay for most of the session during the first week, gradually taking time away from their child, increasing this as and when the child is able to cope.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent/carer to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when he/she arrives, goes to them for

comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left, so we expect that the parent/carer will honour the commitment to stay for at least the first week.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from setting.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children. This will come with time, experience and confidence

We suggest that a settling in week is as follows: A parent/carer needs to be available for the whole week.

Full Day Children.

Monday	9.30 - 11.00	Parent/carer to stay with the child
Tuesday	9.30 - 12.00	Parent/carer to stay with the child
Wednesday	9.30 - 1.00	Parent/carer may leave the child for a short time if the child is happy. The parent/carer must return and eat lunch with the child.
Thursday	9.30 - 2.30	Parent/carer may leave the child for a short time if the child is happy.
Friday	9.30 - 4.00	Parent/carer may leave the child but must be available to collect the child at any time if they are unhappy.

We must remember that every child is an individual and realistically it will take longer than a week for your child to feel confident and secure in their new environment.

During the 'settling in period' when a child starts Nursery the key worker will talk to the parent/carer about their child, and the parent/carer will complete the enrolment form. Any special needs, health problems, etc will be noted at this time. The duration of the 'settling in period' will be flexible and will continue until the child feels happy and secure in the Nursery setting.

Each parent/carer will be given a Nursery Handbook which contains details of the Admissions Policy and the Curriculum as well as other useful information relating to the Nursery.

Parents/carers will have access to information regarding the curriculum activities and events through discussions with staff, regular newsletters and written information placed on the notice-board. Resources are available which parents can borrow to use at home with their child.

The notice-board will be updated on a regular basis. A description of each week's activities will be placed on the notice-board. The Nursery Handbook will be updated when necessary to reflect any changes in curriculum or policies. Newsletters will be sent out as appropriate.

Planning, recording and assessment

The Nursery keeps a record of achievement for each child. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress. Staff will complete reports on each child and will be available to discuss these with parents/carers. Such reports will be used to provide advice for parents to support learning at home.

The Day

The Nursery organises the day so that children can take part in a variety of child-chosen and adult-led activities. These take account of children's changing energy levels throughout the day.

The Nursery caters for children's individual needs for rest and quiet activities during the day.

Outdoor activities contribute to children's health, their physical development and knowledge of the world around them.

Meals

Breakfast 8.00 a.m. – 8.30 a.m. Cereal and a drink

Mid-morning 10.00 a.m. Drink and fruit.

Lunch 12.00 p.m. Two course meal and a drink

Tea 3.30 p.m. A savoury tea, with a drink.

The Nursery makes snacks and meals a social time at which children and adults eat together. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food.

A balanced diet is provided for the children through the day Breakfast consists of cereal or toast milk, two course hot lunch followed by afternoon tea. Parents/carers are requested to highlight any special dietary needs and any allergies your child may have. Lunch is prepared by Redbridge council in the kitchen at the back of the Nursery.

A sample of a weekly menu. Menus are changed weekly.

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Cereal with milk or Toast. Milk or Water.	Cereal with milk or Toast. Milk or Water.	Cereal with milk or Toast. Milk or Water.	Cereal with milk or Toast. Milk or Water.	Cereal with milk or Toast. Milk or Water.
Monday	Tuesday	Wednesday	Thursday	Friday
Lunch	Lunch	Lunch	Lunch	Lunch
Chicken Korma with Rice. Chocolate Mousse. Water.	Sausages with Croquette Potatoes and Carrots. Apple & Sultana Pie and Custard. Water.	Tuna & Tomato Pasta with Mixed vegetables. Toffee Pudding and Custard. Water.	Meatballs with Mash and Carrots. Lemon Sponge and Custard. Water.	Pizza with Chips and Beans. Mixed Fruit Trifle. Water.
Monday	Tuesday	Wednesday	Thursday	Friday
Tea	Tea	Tea	Tea	Tea
Cheese and mixed fruit Jam Sandwiches. Cucumber, Carrots and Tomato. Fresh Fruit. Milk and Water.	Ham and Honey Sandwiches. Cucumber, Carrots and Tomato. Fresh Fruit. Milk or Water	French Bread with Chicken Paste and Lemon Curd. Cucumber, Carrots and Tomato. Fresh Fruit. Milk or Water.	Marmite and Marmalade Sandwiches. Cucumber, Carrots and Tomato. Fresh Fruit. Milk or Water.	Cream Cheese and strawberry Jam Sandwiches. Cucumber, Carrots and Tomato. Fresh Fruit. Milk or Water.

Fees

A registration fee is required in advance when a place is allocated. Thereafter fees are paid on 1st of each month in advance 51 weeks of the year. Cheques will be accepted only if accompanied by a Bankers' card. Full fees are charged should a child be absent through either sickness or holidays.

Current Fees

Full Time	Four Days	Three Days	Two Days	A.M. Only	P.M. Only
£170.00	£136.00	£102.00	£68.00	£21.00	£16.00

Minimum 2 days, or minimum 3 sessions.

Holiday

The Nursery is closed for one week at Christmas, plus Bank Holidays and two staff training days. The staff training days are the Tuesday after the 1st Bank holiday in May and the Tuesday after the August Bank holiday.

Medical Procedures

Any child with an infection must be kept at home. Should a child become ill at the Nursery every effort will be made to contact the parent/carer, who will be expected to collect their child as soon as possible.

Medication can be administered ONLY if it has been prescribed by a doctor. A form is signed by the parent/carer giving the staff permission to administer the medication to your child.

Security Procedures

Parents are greeted at the door on arrival by a member of staff and the child is then marked in the daily register. We will only let your child leave the Nursery with a person known to the staff. Parents/carers are asked **NOT** to let anybody into the Nursery or answer the door for security reasons.

Health and Safety

A Health and Safety check is carried out monthly to ensure that your child can play and learn in a safe environment.

Fire Safety

Fire drills take place four times a year. No smoking is allowed on the premises. All fire equipment is regularly checked by a registered Fire Protection Company.

First Aid

All staff have current first aid training there are 2 First Aid Boxes in the Nursery. All accidents, no matter how small are recorded in an accident book. This is signed by a member of staff dealing with the incident, then countersigned by another member of staff and finally signed by a parent/carer.

Child Protection

We have a detailed Child Protection Policy. The staff at Fullers Hall Day Nursery acknowledge their responsibility to safeguard and promote the welfare of any child in their care. We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Admissions

- A waiting list operates on a "first come first served" basis. Siblings of children who are attending Nursery will get priority. Priority may also be given to a child in need as defined in The Children Act 1989. When offering places to those on the waiting list we have to ensure that we stay within the required ratios set by OFSTED.

Families

- The Nursery recognises that many different types of family group can and do successfully love and care for children. The Nursery aims to offer support to all families.

Festivals

- Our aim is to show respectful awareness of all the major events in the lives of the children and families in the Nursery, and in our society as a whole, and to welcome the diversity of background from which they come. In order to achieve this:
- Without indoctrination in any specific faith, children will be made aware of the festivals, which are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals
- Before introducing a festival with which the staff in the Nursery are not themselves familiar, appropriate advice will be sought from parents and other people who are familiar with that festival.
- Children and families who celebrate at home festivals with which the rest of the Nursery is not familiar will be invited to share their festival with the rest of the group, if they themselves wish to do so.
- Children will become familiar with and enjoy taking part in a range of festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

Resources

- These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society.
- Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and by using images and words, which reflect positively the contribution of all members of society.

Special Needs

- As part of the settlings policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have.
- The Nursery recognises that children have a wide range of needs which may vary from time to time, and will consider what part it can play in meeting these needs as they arise.
- Planning for Nursery events will take into account the needs of people with special educational needs and disabilities.

Discriminatory behaviour/remarks

- Any discriminatory language, behaviour or remarks by children, parents or any other adults are unacceptable in the Nursery.
- Our response will aim to demonstrate support for victim(s), to help those responsible to understand and overcome their prejudices and to make it clear that such behaviour/remarks will not be tolerated.

Language

- Basic information, written and spoken, will be clearly communicated in as many languages as are necessary and possible.
- Bilingual/multilingual children and adults are an asset to the whole group.
- Children and parents who have English as a second or additional language will be valued and their languages recognised and respected in the Nursery.

Meetings

- The Nursery will make every effort to ensure that the time, place and conduct of meetings enable the majority of parents to attend so that all families have an equal opportunity to be involved in and informed about the Nursery.

The management of the Nursery

- The Nursery is managed on a daily basis by the Nursery manager employed by the committee.
- A parent management committee - whose members are elected by the parents of the children who attend the Nursery - manages the Nursery. The elections take place at our Annual General Meeting.

SPONSORS 2006

Budgens Supermarket - 109 Snakes Lane, Woodford Green

Tel No. 8504 0594

The Organic Delivery Co. - 72 Rivington. EC2A 3AY

Tel No. 7739 8181

Woolworths - 146 George Lane.

Tel No. 8989 5118

Second Nature Wholefoods - 78 Wood Street, E17 3HX

Tel No. 8520 7995

Gales Cameras - 145 High Road, South Woodford

Tel No. 8504 4008

Odeon Cinema - 60-64 High Road, E18 2QL

Tel. No. 8989 4066

Pizza Express - 76 High Road, E18 2NA

Tel No. 8924 4488

Parade Gastro Bar - 17 Electric Parade, George Lane,

Tel No. 8530 2010

Terence Andrew - 128c George Lane, E18 1AD

Tel No. 8518 8566

Laura Ashley- Electric Parade, George Lane E18 2LY

Tel No. 8989 4265

Allens Pharmacy - 19 Electric Parade, George Lane, E18 2LY

Tel No. 8989 3353

Happy Days - 88 George Lane, London E18 1JJ

Tel No. 8989 7472

Focus DIY - Hickman Avenue, Chingford, E4 9JG

Tel No. 8523 1131

Treasure Chest - 162 George Lane, E18 1AY

Tel No. 8530 1005

DL Finch - The Galleria, George Lane, E18 1AY

Tel No. 8989 2456

CardCraft - 174a George Lane, E18 1AY

Tel No. 8530 5978

Pier One - 186 George Lane, South Woodford, E18 1AY

Tel No. 8989 3991

THANK YOU

Fullers Hall Day Nursery Waiting List

Please complete this form and return it to:

Fullers Hall Day Nursery

64a Fullers Road

South Woodford

E18 2QA

Parent's/carers name.....

Child's name.....D.O.B.....

Male

Female

Address.....

Home number.....

Business number.....

Mobile number.....

Number of days required (minimum 2 full days or minimum 3 sessions.)

Please tick boxes

Mon	Tue	Wed	Thu	Fri	Any days
					No of days
					Session A.M.
					Session P.M.
					Start Date

Does your child have a Special Need

.....
.....

Signature.....Date.....

For further information please contact us on:

020 8505 5779