

Full Time Pack

Tamba

Day Care for Your Child



Ilford Branch

2 minutes from Ilford station, second road on your left.

Address: 29 Mansfield Road, Ilford
Essex, IG1 3BA

Tel: 020 8553 1513

Email: info@tamba-daynursery.co.uk

Website: www.tamba-daynursery.co.uk

Inclusive & Welcoming

Care & Education

Chadwell Heath Branch

Opposite Chadwell Heath Primary School

995 High Road, Chadwell Heath, RM6 4HB

Tel: 020 8590 7840

Email: info@tamba-daynursery.co.uk

Website: www.tamba-daynursery.co.uk

Friendly environment for you and your child

About us

Tamba Day nursery is a friendly and welcoming nursery that provides childcare for children ages from 3 months onwards. We aim to provide a safe and stimulating environment for both children and their families. We ensure that we respect every child as an individual and plan activities and opportunities for children to thrive and develop to their full potential. .

All our staff are qualified at level 3, with many staff undergoing the Early Years Foundation Degree.

Staff members also attend professional development courses such as:

- First aid
- Health and hygiene
- Supporting children's language
- Safeguarding
- Inclusion development
- Behaviour Management
- Various workshops

Our Sessions

Our sessions start from **7.30am till 6.30pm** for a full day and for our half day sessions **7.30am – 12.30 pm** for morning sessions or **1.30 pm – 6.30pm** for our afternoon sessions.

Opening hours:	Am Sessions:	Pm Sessions:
7.30am – 6.30pm	7.30am – 12.30pm	1.30pm – 6.30pm

Funding Places

3 & 4 Year Funding : Tamba also provide 3 & 4 years old funding. 3 & 4 year old funding places are offered to all children after their third birthday, start dates will very depending on when their birthday falls. Hours offered are 15 hours a week term time only. Parents who require further hours should refer to the fee structure to calculate fees as they too are entitled to 15 hours fee. (See pg 5).

Sessions offered; Term Time only

Option 1: No charge <i>Monday – Friday</i>		Option 2: £26 monthly charge <i>3 days a week</i>	
Am	Pm	Am	Pm
8.30 – 11.30	1.30 – 4.30	7.30 – 12.30	1.30 – 6.30

2 Year Funding: 2 year old funding is tailored to family needs and is offered according to a set criteria. More information can be found on <http://find.redbridge.gov.uk>. We would recommend you visit your local children centre too.

Sessions offered;

Option 1: Term Time only (38 weeks a yr) <i>3 Half Days</i>		Option 2: all year, without breaks <i>2 Half Days</i>	
Am	Pm	Am	Pm
7.30 – 12.30	1.30 – 6.30	7.30 – 12.30	1.30 – 6.30

Curriculum

The curriculum we follow is the Early Years Foundation Stage (EYFS). This is the government guidelines for children's development and is divided into 7 areas, 3 of which are prime areas which are specifically focussed on in the early development of young children.

❖ **Personal, Social and Emotional Development: Prime Area**

This area focuses on developing children's self-confidence, self-esteem and self-care skills (e.g. washing their hands, using the toilet independently). It is about how children develop relationships and a sense of respect and consideration for others.

❖ **Communication, Language: Prime Area**

This area focuses on children's ability to communicate verbally and non-verbally, their understanding of sounds and letters

❖ **Physical Development: Prime Area**

This area is about how children move around and use their environment. It also focuses on the way that children use equipment and tools.

❖ **Mathematics**

This focuses on how children use numbers, shape, space and measurement during their play, and how they solve problems such as puzzles.

❖ **Understanding of the World**

This area is about children exploring and investigating their environment, becoming aware of their surroundings and community. It also provides opportunities for children to develop ICT skills, such as use of computers, cameras and CD players.

❖ **Expressive Arts and Design**

This is simply about children's creativity, their imagination, response to music and dance and their exploration of a variety of media and materials.

❖ **Literacy**

This area is specifically for the older children (Preschool room). This area focuses on children's ability to write and mark make using tools.

Parental Partnerships

At Tamba we encourage parents to play an active role in their child's development. All parents are welcome to attend our weekly planning meetings and their input is highly valued. We aim to provide a support system for parents that may have question regarding their child's development or how to deal with a particular issue. Our nursery is situated in a diverse, multi-cultural area and we reflect that in our staff, who speak a variety of languages. If a parent has difficulties communicating in English, we make an effort to find a way of communicating in a language that is easier for them.

Key Person System

When your child starts at Tamba they will be allocated a Key Person. This is a member of staff in their room that will form a special bond with them and support them during their time at nursery. The key Person will also form a bond with the child's parent and will act as a source of support and reassurance for any parent with concerns.

Safeguarding

Safeguarding is the protection of children at our nursery from harm, whether it is physical, sexual or mental. In order to protect the children in our care, we guarantee that all of our staff are qualified and police checked. Our staff attend regular training to ensure that they are aware of the current safeguarding laws and procedures for dealing with incidents. Safety is always at the forefront of staff and the welfare of a child is always consideration when sharing confidential information.

Safeguarding Concerns	
At Tamba	<u>Emily Simmons</u> Safeguarding Coordinator
Concerns Regarding a Child	<u>MASH: Multi Agency Safeguarding Hub</u> 0208 708 3885 or 0208 553 5825
Concern against an adult working with children	<u>Local Authority Designated Officer LADO:</u> Les Newton 0208 708 5350 or 07903 211 521

At Tamba we have a strict NO MOBILE PHONE policy.

Settling In Process

In order for children to develop and thrive, they need to feel happy and secure within their environment. At Tamba all children starting will go through the settling in process. This usually last 2 weeks, but may vary according to the child's individual needs. During the settling in process, parents will be asked to stay with their child as it gives both the staff member and parent time to share significant information such as, routines, eating habits and like and dislikes. The parent's presence will also support the child in settling in and encourage the, to explore their new environment. We understand that starting nursery is a scary time for both children and parents, which is why we aim to support both of you. The more confident and happy the parents are, the more confident and happy the child is.

Settling in slots.

Am: 9.30am – 11.30 am

Pm: 2.30pm – 4.30pm

Week 1 We ask that 1 parent who knows the child will to remain with the child. This ensures parents and practitioners can have time to discuss the needs of the children.

Week 2 We will ask the parent to leave gradually, to allow the child to spend time alone and adjust to the new routine.

*** More Policies and Procedures are available, please ask.**

Fees

All fees are payable monthly in advance by standing order. This is the only method of payment that will be accepted. The standing order must be set up with the bank to leave your account on the 25th of the month to allow time for it to reach the nursery by the end of the month.

Upon acceptance of a Nursery place, a £200 deposit is payable in advance. This deposit will be refunded to you when your child leaves the Nursery, if full notice is given. This will be returned in the form of a cheque on your child's last day. Please note that any Bank charges incurred by the Nursery for non-payment of fees will be passed on to the parent concerned. Fees are not refunded as result of absence, sickness or holidays.

CALCULATION: £48/ £45 or £28 x Number of days x 52 weeks **Divided** by 12

Babies 3 months – 2 years	Toddlers 2 – 3 years	Preschool 3 – 5 years	Holiday Club	
<u>Half day</u> £28.00	<u>Half day</u> £28.00	<u>Half day</u> £28.00	<u>Half day</u> £15	
<u>Full Day</u> £48.00	<u>Full Day</u> £45.00	<u>Full Day</u> £45.00	<u>Full Day</u> £25.00	
<u>Full Week</u> £235	<u>Full Week</u> £220	<u>Full Week</u> £220	<u>Breakfast Club</u> £10.00	<u>After school</u> £15.00

CALCULATION FOR CHILDREN RECEIVING FUNDING

FUNDING: *Calculation for children attending 52 weeks a year*

£ (daily rate) x number of days = _____ x 52 weeks in a year --= _____ **deduct** free 3 & 4 years old **FEEE, Free early years entitlement (Equivalent to 15 hours a week for 38 weeks of the year)**

Divided by 12 months = Total monthly payment

Items required when starting

Baby Room	Toddlers	Preschool
Nappies/ wipes	Nappies/ wipes	A bag with Spare clothing
Spare clothing	A bag with Spare clothing	
Bottle for milk (where necessary)	Uniform	Uniform
Beaker for water		

Uniform

Children aged 2 years and over are requested to wear uniform

We ask that children wear;

- A red jumper/ polo top or dress. Black/ Navy Joggers/ trousers, Plimsoles or trainers

Parents as Partners

Parents are children's first and enduring educators.

When parents and practitioners work together in early years settings, the results have a positive impact on children's development and learning.'

EYFS: 2012

Abusive behaviour of any kind towards members of staff may result in the loss of your nursery place.

1. Registration:

*On registration, all children will be placed on a waiting list if no spaces are available. We cater for children aged 3 months to under 8 years. Available places depend on the age of the child and the number of sessions required. A **£65 non-refundable charge is payable at the time of registration. (This will include bedding for sleep time).** A deposit of **£200** is also required in advance. The deposit is refundable, however if fees are not paid, you withdraw your application for any reason prior to starting or while starting a one month notice period is required. If you fail to meet any of the terms above you will lose the £200 deposit.*

Home Visit:

A home visit will also be arranged at registration only if authorised by parents. The key person will attend the home visit alongside a senior staff member, usually the manager. The home visit only lasts for 10 – 15 minutes.

2. Waiting List:

The waiting list is governed by the following procedures. First priority is given to children who are already attending the Nursery. Second priority is given to siblings of children already attending the nursery. Subsequently, the waiting list operates on a first come basis. Please note that it is not possible to guarantee a place for all children moving from one room to another, although every effort is made to ensure a place is available.

3. Opening Hours:

We are open from 7.30am-6:30pm. Parents who have booked a full day may leave and collect their children any time during that period. Unless adequate notification is given for emergency late collection of children, a late fee will be charged of £15 per child if collected after 6:30 pm, rising to £20 from 6:45 pm until 7:00 pm and £30 after 7:00 pm. For children attending a half day until 12.30 pm, the same late charges apply, rising in 30 minute increments.

4. Closures:

- *During the Christmas/ New Year period the nursery will be closed **for 3 working days**. The dates will differ depending on yearly calendar. Parents will be informed in advance as to which day this will be.*
- **PAID:** *The nursery is closed **3 days** a year for staff training, this usually follows terms. Dates will be provided as early in the year as possible. We are also closed all public bank holidays.*

5. Unexpected Closures:

In cases whereby the nursery must close due to unexpected circumstances such as; weather, mass illness and health and safety of the building, fees will still need to be paid. Unless the nursery remains closed for longer than 5 working days. This can differ according to circumstances and length of time.

6. Child Collection:

For your child's safety, the nursery will only release a child to the parents unless we have been previously supplied with full details in writing and a photograph of the person who will be collecting your child. Only Person's above the age of sixteen can collect your child.

7. Safeguarding:

If a child discloses that they or others are at risk of significant harm, or where the nursery observes or receives evidence of incidents likely to cause harm the nursery has a duty to take steps to protect the child.

8. Visiting the setting:

Parents are asked to keep visitors to a minimum in order to safeguard children. Friends, family members must remain at the door and only one adult should collect the child.

9. Child Absence:

If for any reason your child cannot attend the Nursery, please telephone by 9:00am. If no contact is made with the Nursery about an absence, the child's place cannot be guaranteed. Refunds will not be given for non

attendance due to illness or holidays. Please inform us of your holiday dates as soon as possible to help us maintain the correct number of staff on site.

10. Fees:

All fees are payable monthly in advance of attendance.

Late Payment:

- 1.** Failure to pay by the last day of the previous month will result in a late payment charge of £10 on the first instance. £10 for each week that payment is late.
- 2.** Continual lateness may result in suspension or even a loss of your nursery place.
- 3.** Failure to pay or failure to cooperate in a repayment plan will result in redeeming outstanding payments through debt collectors.

11. Sickness:

If a child becomes sick at the nursery, every effort will be made to contact the parents to take them home. However, the nursery reserves the right to remove the child to a doctor in a considered emergency. Medicine will only be administered if it has been prescribed by a doctor for your child and we have been given written permission to do so. Please note that no child may attend nursery during the first twenty-four hour period after the initial dose of an antibiotic course of treatment.

12. Clothing/ Accessories:

Children must not wear jewellery to the nursery except for religious symbols. No responsibility will be taken for any item brought into the Nursery that is not clearly labelled, and no responsibility will be taken for anything left on the premises after a child has finally left the Nursery.

13. Outings:

If Parents have given permission during their registration process, staff will not always inform you of minor outings. All major outings will need permission from parents/ carers and usually will require contributions for each event.

14. Parking:

Parking at the Nursery is limited. Care must be taken not to block the driveways of neighbours, even for very short periods of time. Please take others needs into consideration when dropping off or collecting your child from Nursery. Parents who continually breach local parking regulations may be required to remove their child from the Nursery.

15. Complaints:

If you have any comments or complaints about the nursery, please do not hesitate to contact us. You may be requested to put your complaint in writing which will be kept on file and may be inspected by OFSTED from time to time. If you would like to call OFSTED directly, you can contact them on 0300 123 1231.

Children's Requirements

The following must be brought to Nursery fully labeled with your child's full name.

Under 2's

Disposable nappies, wipes, creams, cotton wool and anything else used in the changing of your child's nappy.
Bottles with formula or breast milk ready made up and clearly marked with your child's name.
First food solids (jars or homemade) unless on our menu.
A complete change of clothing in a bag clearly marked.

Toddlers and Preschool

Nappies and wipes, if still being used.
A bag clearly labeled containing at least 3 changes of underpants and trousers.

Sleep Time:

For children who sleep, Parents are requested to pay a fee of £10 at the registration process. This is for a fitted sheet which will be labeled and kept solely for their child. This will be used for beds during sleep routines.

- Please note that all children who are walking must bring a pair of soft shoes to be worn inside the Nursery. Heavy shoes, boots or Wellington boots are not suitable for indoor use. If possible, we would prefer for all toys to be left at home. This is to ensure that the child does not become distressed when other children play with their toy, and also to avoid any loss or breakages.

Registration Form

Messages/ Type of place offered:

Deposit Paid: [] Registration Fee Paid: []
Added to Register [] Added to payment List []
Welcome letter complete [] Bag Given []

Child Details

Photo ID, ie passport photo

Full name:

Date of birth:

Age at registration:

Ethnic Origin:

Child's gender: M F

Religion if any:

Who does child live with:

Who has parental responsibility? *Full Birth Certificate Required*

A mother automatically has [parental responsibility](#) for her child from birth. A father usually has parental responsibility if he's; married to the child's mother or listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

Mother's Details

Photo ID, ie passport photo

Mother's or Primary Carer's name:

Marital Status:

Home address: *Inc Postcode*

Home telephone number:

Mobile number:

Other number:

**Work address
and telephone number:**

Email Address:

Father's or Secondary Carer Details ***Please specify***

Photo ID, ie passport photo

Father's or Secondary Carer's name:

Marital Status:

Home address: *Inc Postcode* *Tick if same as above []*

Home telephone number:

Mobile number:

**Work address
and telephone number**

Email Address:

Emergency contact detail if we are unable to get in touch with yourselves:

Photo ID, ie passport photo

Name:

Home address:

Home telephone number:

Mobile number:

Other number:

Their relationship to the child/parents:

Collection: *This can be TWO main carers, emergency contact & one additional adult*
A photo of each must be provided

4th person: Photo ID, ie passport photo

1. Mum/or main carer ()
2. Dad or secondary Carer ()
3. Emergency Contact ()
4. Other () *If ticked please provide details below*

Name:

Relationship:

Tel:

Are you registered with a Children's Centre? YES NO
If so which one?

If No, would you like to register with one though us? (quick and easy) YES NO

Childs Doctor's name, address
And telephone number:

Other professionals: Is there any other professional involved with your child? i.e. speech therapist, social work. If so, please provide details below.

Health & Well-being:

Please give details of any
Immunisations that have
Been administered to your Child and when:

Has Your Child Had A Tetanus Immunisation? : Yes / No

(As proof of your child's immunisations we will be asking for a copy of your child's NHS medical record book)

Has your child had any of the following?	Yes	When, complications or any other comments
Chicken Pox		
Measles		
Rubella		
Other, please specify		

Please give details of any allergies
your child suffers from:

Please give details of any special
dietary needs:

Please give any other information
relating to your child that the
Nursery should be aware of:

We like to celebrate religious festivals and it would be helpful, if you would tell us your child's religion:
Please include any religious celebrations that you do not wish your child to do activities for :

Please indicate the attendance required for your child and on which days. (Please tick sessions required)

Day	Full Day 7.30 – 6.30	Morning 7.30 – 12.30	Afternoon 1.30 – 6.30	3/ 4 year funding only	
				Am 8.30 – 11.30	Pm 1.30 – 4.30
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Date I wish my child to start at the nursery:

Settling in time (if arranged): *two weeks prior to start date above is recommended.*

Parents' Permission: *By registering we require the following permission.*

I give permission for my child, accompanied by a member of the Nursery staff, to be taken out of the nursery on short trips to the local amenities:

Signed: _____

I give permission for the nursery to contact medical bodies for advice or treatment in emergencies for my child:

Signed: _____

I allow the staff at Tamba Day Nursery to take photos of my child/ren at time to time during their activities and to use in their observation folders. I also allow staff to write observations on my child/ren to use in their records.

Signed: _____

Where a child discloses that they or others are at risk of significant harm, or where the nursery observes or receives evidence of incidents likely to cause harm the nursery has a duty to take steps to protect the child.

Signed: _____

I understand that the Nursery has students on site from time to time from the local colleges doing child observations as part of their course. I give my permission for my child to be observed by the students.

Signed: _____

I understand that the nursery has a pet rabbit and I give permission for my child to touch the rabbit and have contact with it.

Signed: _____

I give permission for photos of my child to be shared on Tamba's Website for the public to see:

Signed: _____

I give permission for photos of my child to be shared on Tamba's Website, on a password protected page for parents and carers only:

Signed: _____

Declaration

I enclose A **£65 non-refundable charge which is payable at the time of registration. A deposit of £200 is also required in advance. The deposit is refundable, however If fees are not paid, you withdraw your application for any reason or fail to give a one month notice period you will loose the £200.**

I have read the Terms and Conditions of the nursery and the information contained in the Prospectus and I agree to wholly abide by them.

Mother/Primary Carer

Signature:

Name:

Date:

Father/Secondary Carer

Signature:

Name:

Date:

For use when leaving

Date notice given:

How deposit was refunded:

Last Day:

Deposit returned: YES NO

Manager signed:

Parent Sign:

Abusive behaviour of any kind towards members of staff may result in the loss of your nursery place.

1. Registration:

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Home Visit:

A home visit will also be arranged at registration only if authorised by parents. The key person will attend the home visit alongside a senior staff member, usually the manager. The home visit only lasts for 10 – 15 minutes.

2. Waiting List:

The waiting list is governed by the following procedures. First priority is given to children who are already attending the Nursery. Second priority is given to siblings of children already attending the nursery. Subsequently, the waiting list operates on a first come basis. Please note that it is not possible to guarantee a place for all children moving from one room to another, although every effort is made to ensure a place is available.

3. Opening Hours:

We are open from 7.30am-6:30pm. Parents who have booked a full day may leave and collect their children any time during that period.

4. Late Collection:

Unless adequate notification is given for emergency late collection of children, a late fee per child is collected after 11.30am, 12.30pm, 4.30pm, 6:30pm (depending on session). Late charges are the equivalent to £1 per minute rising in 5 minute increments after the initial late charge.

5. Closures:

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- **PAID:** The nursery is closed **3 days** a year for staff training, this usually follows the terms. Dates will be provided as early in the year as possible. We are also closed all public bank holidays.

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7. Child Collection:

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8. Safeguarding:

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9. Visiting the setting:

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16. Complaints:

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I have read the Terms and Conditions of the nursery and the information contained in the Prospectus and I agree to wholly abide by them.

Mother/Primary Carer

Signature:

Name:

Date:

Father/Secondary Carer

Signature:

Name:

Date:
