

# Prospectus

2022/2023

# Sahan Preschool Day Nursery

## Safe, Vibrant and Welcoming

A 'GOOD' setting where children learn, grow and develop OUTSTANDINGLY!

## **OFSTED SAYS** (Inspection Report)

The management team and staff effectively implement their policies and procedures into daily practices, to support fully children's health, safety and security.

The system for assessments and planning is effective. Staff know the children's abilities and, in the main, they plan challenging activities that enable children to make good progress from their starting point.

Staff consistently teach children about positive behavior, including the importance of being kind to one another. Children enjoy making marks in their own way and at their own pace. They learn that writing can be used for different purposes.

The manager and staff have established good partnerships with parents.





Sahan is a friendly and well-resourced provision, situated in Newham, providing outstanding childcare for children aged three months to five years old. The nursery has use of spacious age-appropriate rooms with a cozy, caring and stimulating environment, offering a wide range of activities which promote each child's physical, intellectual, emotional, social and language skills through fun & play which stimulates initiative and imagination.

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# A WELCOME FOR PARENTS

Dear Parent/Carer,

Welcome to Sahan Preschool Day Nursery. We are delighted that you have chosen Sahan Nursery for your child. We hope he/she will feel happy and secure with us and enjoy the pre-school experiences provided for him/her.

Sahan Nursery established in 2014, deliver outstanding and affordable childcare to local communities. Our nursery is open for fifty-one weeks in a year, Monday to Friday from 7.30am-6.30pm. We are the unique nursery in East London open longest hours a day to accommodate the needs of working parents.

Our aim is to provide a safe, caring and stimulating environment for every child, where children are given a sense of belonging, a feeling of self-worth and knowledge that their views and ideas are valued.

All children in our Nursery are given equal opportunities to develop social, emotional, physical and intellectual skills through a wide variety of activities and experiences based on the development matters set out in the Statutory Framework for the Early Years Foundation Stage. This enables our children to become more independent, resilient and to make a happy and successful transition into their Reception classes.

We believe that every child deserves the best possible start in life, helping them to develop into happy, confident, sociable and independent people. At Sahan, we achieve this by working closely with parents and families to ensure tailored care and education for each child, guided by their own unique set of experiences, interests and needs. We embrace individuality, equality and diversity; we value every child and their family, thus promoting a culture of respect, confidence and positive self-esteem.

The nursery will like to make you aware of the procedures in the nursery, more detailed information can be found on the nursery website <a href="https://www.sahandaynursery.com">www.sahandaynursery.com</a>

We wish your child happiness and success at Sahan Nursery.

With best wishes,

**Nursery Manager** 

# CURRICULUM, PLANNING & ASSESSMENT

Sahan Nursery works under the guidance of Early Year Foundation Stage – EYFS which sets standards for the learning, development and care of children from birth to 5 years old.

# The early years foundation stage

A Unique Child + Positive Relationships + Enabling Environments = Learning and Devlopment

#### **Physical development**

Involves providing opportunities for young children to be active and interactive; and to develop their coordination, control, and movement.

Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

#### **Mathematics**

Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

#### Communication and language development

Involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

#### Personal, Social and Emotional Development

Involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

#### Expressive arts and design

Involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, roleplay, and design and technology.

#### Literacy development

Involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

#### Understanding the world

Involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

# OUTDOOR ENVIRONMENT



Our children have access to a safe, enclosed garden every day, with a free-flow system in place for Pre-school. We also do visits to local parks where children have access to the secure field, where children delight in exploring the large open space; going on nature walks or simply having a picnic under the shade of the large trees.









# OUTDOOR ENVIRONMENT







# OUTDOOR ENVIRONMENT







# Parrot House Charlie & Yaya

Children are encouraged to take an interest in their world and care for nature through activities such as birdwatching, discovering mini-beasts or growing flowers, fruit and vegetables. As well as a grassed section, slides and ride-on toys, the garden hosts a playhouse and children's shed, offering a wide choice of resources with many learning, social and physical development opportunities.





# Baby Room

Our Baby room provides a stimulating environment where our youngest children independently explore, using their senses and growing mobility. Resources such as treasure baskets promote heuristic play and low-level storage and displays keep everything within sight and reach. We have several different areas with inviting spaces to hide, play, discover and rest. Within warm, homely surroundings, our baby room experience an array of natural resources as well as musical, creative and interactive activities to ignite their senses, social skills and curiosity.







# Baby Room









Our toddler room is large and bright which caters for children aged 2-3 years old. The room is equipped to meet the children's individual needs, containing a variety of educational resources and activities.



Children are encouraged to participate with planned activities both indoor and outdoor. Meals are served in the room and toddlers are encouraged to become more independent, develop their self-help skills and feed themselves using the appropriates plates and cutlery.

The toddler room has a ratio of one staff member to four children (1:4). That key person ensures that your child transitions well into their next unit and receives the support they need i.e. toilet training.



























# Preschool Room

The pre-school room is organized specifically for children aged 3-5 years old. It helps them to prepare for school life through a variety of structured learning activities.

The room is divided into different areas of learning and is equipped with all the necessary resources. Children are encouraged to develop their independence and can choose their own equipment/activities during free play. Extra curriculum activities are also provided on a weekly basis.

Meals are provided to children within their rooms and children use their self-help skills to serve themselves while sitting amongst friends, initiating conversations and making relationships.





# Preschool Room







# Preschool Room













# Sessions & Timings

Sahan nursery opening hours are **Monday to Friday from 7.30am to 6.30pm.** We offer an early drop off (7:30) and late pick up (18:30) service for parents who have a longer working day. This is available on request and incurs an extra charge of £7.50 per day for each time.



Our sessions are divided to enable all children to participate in activities led by adults, which are more structured, and to initiate some activities for themselves. This is a general guideline to how the day is spent at our Nursery.

We operate several different sessions to suit your needs. Our sessions are as below:

Sessions												
	Р	rivate + Fund	ed		Funded only							
Age of Children	All day	Morning	Afternoon	Morning	Afternoon	Late Afternoon						
Under 2 Year Old	8am to 6pm	8am to 1pm	1pm to 6pm									
2 year to 3 Year Old	8am to 6pm	8am to 1pm	1pm to 6pm	8.30 to 11.30	12pm to 3pm	3pm to 6pm						
3+ Year (15 Hours Funded)	8am to 6pm	8am to 1pm	1pm to 6pm	8.30 to 11.30	12pm to 3pm	3pm to 6pm						
3+ Year (30 Hours Funded)				9am to 3pm	12pm to 6pm	8am to 6pm						

# Nursery Fees (Weekly)



#### **CHILDREN AGED 3 MONTHS TO 2 YEARS**

Weekly Sessions	Two Days	Three Days	Four Days	Five Days	Additional Day								
Half Day (5 Hours)	£90.00	£130.00	£165.00	£200.00	£50.00								
Full Day (10 Hours)	£170.00	£240.00	£300.00	£340.00	£95.00								
Fee wi	Fee with 15 Hours Universal Free Entitlement (from Sep 2024, During Term Time Only)												
Half Day (5 Hours)	N/A	N/A	£45.00	£90.00	£50.00								
Full Day (10 Hours)	£90.00	£130.00	£220.00	£250.00	£95.00								

#### **CHILDREN AGED 2 - 3 Years**

Weekly Sessions	Two Days	Three Days	Four Days	Five Days	Additional Day							
Half Day (5 Hours) £80.00		£115.00	£150.00	£190.00	£45.00							
Full Day (10 Hours)	£155.00	£220.00	£275.00	£310.00	£90.00							
Fee with 15 Hours Universal Free Entitlement (During Term Time Only)												
3 Hours	N/A	N/A	N/A	N/A	£30.00							
Half Day (5 Hours)	N/A	N/A	£45.00	£85.00	£45.00							
Full Day (10 Hours) £40.00		£115.00	£175.00	£220.00	£90.00							

#### **CHILDREN AGED 3 - 5 Years**

Weekly Sessions	Two Days	Three Days	Four Days	Five Days	Additional Day
Half Day (5 Hours)	£75.00	£110.00	£145.00	£175.00	£40.00
Full Day (10 Hours)	£130.00	£195.00	£240.00	£265.00	£75.00
	Fee with 15 Hours	Universal Free En	titlement (During Te	erm Time Only)	
3 Hours	N/A	N/A	N/A	N/A	£25.00
Half Day (5 Hours)	N/A	N/A	£40.00	£80.00	£40.00
Full Day (10 Hours)	£40.00	£110.00	£150.00	£200.00	£75.00
	Fee with 30 Hours	Universal Free En	titlement (During To	erm Time Only)	
Half Day (6 Hours)	N/A	N/A	N/A	N/A	£40.00
Full Day (10 Hours)	N/A	N/A	£75.00	£130.00	£75.00

#### **Sessions Timings**

Early Start/Late Pick up	Full Day	Half Day AM	Half Day PM	6 Hours Session for 30H Free	3 Hours Short Sessions
7.30am / 6.30pm	8am to 6pm	8am to 1pm	1pm to 6pm	9am - 3pm, 12pm to 6pm	8.30 - 11.30, 12:00 - 3:00, 3:00 - 6:00

#### **Brief - Fee Terms & Conditions**

Discounts: 10% family discount where two children attend same sessions (applies to older sibling only)

Full time sessions discount is already applied on the fees.

Minimum of 2 half days or 3 days 3 hours sessions per week

We offer an early drop off (7:30) and late pick up (18:30) service for parents who have a longer working day. This is available on request and incurs an extra charge of £7.5.

£200.00 deposit per child refundable at end of contract (provided notice criteria met)

£50.00 registration fee non refundable

Weekly or monthly payment in advance in cash or bank transfer (No cheques accepted)

Fee is payable if your child is absent for any reason(s) or during bank holidays/inset day closures.

Registration of children, taking information from parents, completing daily report forms, parents to sign children in, Free play for children, Breakfast time  9.00 – 9:15	7.30 - 8.30	Early start drop-off, registration, free-flow and breakfast club
report forms, parents to sign children in, Free play for children, Breakfast time  9.00 – 9:15  Carpet time / signing songs, reading stories, looking at the book of the week, going through topic of the month, phonics sounds activity  9:15 – 9:30  Focus activity in small groups (EYFS)  9:30 – 10.00  Indoor / outdoor free-flow play  10:00 – 10.15  Fruit time and story time  10:15 – 11.10  Indoor / outdoor free-flow activity and play  Lunch time for Full Time children  11:10 – 11:30  Tidy up and carpet session  11.30  HOME TIME (for morning session)  11.30 + 12.00  Full time Children lunchtime play  12.00 – 12.30  Registration of children, taking information from parents, completing daily report forms, parents to sign children in, Free play for children  12.30 – 12.45  Carpet time / signing songs, reading stories, looking at the book of the week, going through topic of the month, phonics sounds activity.  12.45 – 13.00  Focus activity in small groups (EYFS)  13:00 – 13.30  Indoor / outdoor free-flow activities and play  13.45 – 14.40  Indoor / outdoor free flow  14.40 – 15.00  Tidy up and carpet time before home time  15.00  HOME TIME (for afternoon session)  15.00 – 15.30  Indoor free flow  Carpet time / signing songs, reading stories, looking at the book of the week, going through topic of the month, phonics sounds activity.  15.45 – 16.15  Teatime for full time children  16.15 – 16.30  Focus activity from EYFS  16.30 – 17.30  Indoor / outdoor free flow play and activities  17.30 – 17.45  Tidy up and carpet time before home time  17.45 – 18.00  HOME TIME (for late-afternoon session)		
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18.00 – 18.30 Free flow and Late pick up time for working parents		
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# **Settling-in**

We understand the children settling in the nursery is extremely important. Feeling safe and comfortable in a new environment is sometime challenging. Therefore, we work with parents/carers to devise a settling-in programme that caters for individual needs.



Each child is assigned a Key Person who will have the main responsibility of caring, assessing and planning for them as well as building positive working relationships with the child, parents and family.

All About Me books help practitioners and parents share information such as feeding and sleeping routines; children's interests and comfort strategies. We aim to make our nursery as homely as possible to promote comfort and security together with a sense of belonging and trust for each and every child and parent.



# Meal & Snack Times

Snack times are social occasions in Nursery when the children come together in their groups and can share with others what they have been doing.

We offer variety of fruit, yoghurt, water and milk each day and sometimes something that the children have helped to make. If your child is allergic to any food or has a definite dislike, please let us know.



We do not allow children in any sweets/crisps or juices from home. We encourage healthy eating throughout our setting.

Breakfast will be served between 8am and 8.30am. if your child arrives after 8.30am we unfortunately will not be able to provide breakfast.



# Spare Clothes

The Nursery does not provide any spare clothes. All parents are required to provide spare clothes for your child.

#### For Nursery, your child will need:

- Three sets of clothes
- Accidents do happen sometimes and if it is not a case of getting to the toilet too late it could be over exuberance in the water tray! If your child does not have spare clothes and he/she has an accident in the nursery then we will have to contact, you to collect your child.
- Indoor shoes, which can be decorated to help the children find them independently. Please put your child's name clearly on the back of the heel.

We do lots of activities which are sticky, gluey and generally messy and your child will be happier if he/she knows you won't mind him/her getting dirty. Outdoor footwear should be practical with easy fastenings.

It is helpful for your child and us if he/she is taught words for needing the toilet that we all know and that he/she can manage the toilet independently.

# Tapestry – An Online Learning Journal

From April 2017, we decided to use an online system of recording your child's learning in Sahan Nursery.

Tapestry is a website which can be accessed on a computer or laptop and also on any Apple or Android device such as a tablet or smart phone. By using 'Tapestry' every child at Sahan will have their own individual learning journal. By logging on with a secure username and password you will be able to access your child's journal. Parents are only able to view their own child's journal and all information is stored on a highly secure server, which is monitored closely.



Instead of using the old paper book style way of recording, we will be able to instantly upload photos, videos and observations of your children. You are then emailed an alert that something new has been added to your child's Learning Journal. By logging in, you can view what



your child has been up to. A massive advantage of this system is that you can instantly add your own comments to entries and can show your child's online book to members of the family who would not usually be able to attend parent stay & play and reading sessions.

# What Is Tapestry?

- An Online learning journal system.
- Staff record children's progress and activities using tablet devices and PCs.
- Parents can view their child's journal on mobile devices and on their home computers, and can make observations of their own using a secure login system.
- When the child leaves the setting, parents can be given PDF copies of the Journal, and a copy of the journal can be transferred to other schools that use Tapestry for them to continue with it.

## How parents can access Tapestry



Tapestry allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home to share with your child in Poppets. You will also be able to share with keyworkers activities that your child has particularly enjoyed.





The safeguarding of our children very important to Everything that is added to Tapestry will be added to our nursery account and can only be viewed by nursery staff that use the system, and also yourself, using your own login details. You will only have access to your child's own book, and this cannot be seen by other parents. Also, it is crucial that you do not share photos or videos from your child's book on social media or through other online platforms. Anv incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.



You can also find Frequently Asked Questions below to know more about the system. I would also like to signpost you to Tapestry's website where you will find lots of information and videos: http://eyfs.info/tapestry-info/introduction. E-safety is extremely important to us at Sahan therefore we ask you to fill the form in the end and sign the agreement to show that you have read, understood and agree with our guidelines.



#### Online Learning Journey - Parents' Guide

#### **Introduction**

All children attending Sahan have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments or commenting on observations made by us.

## Where do I start?

Once you have given us an email address, we will set up an account for you. Go to https://eylj.org on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.





### Changing your settings on the computer

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or untick the relevant box if you would like to change this setting.

#### On iphone/ipad

To change your settings on the iphone/ipad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

### **Viewing my child's Learning Journey**

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive comments!

### Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.



# Tapestry Frequently Asked Questions

### Why use an online system?

Handwriting observations, printing out photos, cutting out and sticking all of these into a paper book is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend with your children, supporting their learning.

We were also impressed with the way in which parents can instantly see what their child has been up to and can also share it with family members such as grandparents.

### **How do I get onto the system?**

Sahan Team will set up an account for you and provide you with log on details. Tapestry can be accessed online at: <a href="http://eyfs.info/tapestry-info/introduction">http://eyfs.info/tapestry-info/introduction</a>. It is available as a free app from the Apple Store and also on Android devices.

We will ask you to provide us with an email address so that we can set you up a personal account. This will be a secure way of logging in, and you will only be able to see your own child's book.

# I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, then you will still be able to access your child's book by arranging a mutually convenient time with your child's teacher / key person to come into Nursery. You will be provided with access to your child's account and support if needed.







# Tapestry <a href="Parent's">Parent's</a> <a href="Partnership">Partnership</a>



I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Early Years Team will be happy to support you.

### Why do you need my email address?

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can email you when a new entry has been added for your child.

# **Parent Partnership**

Sahan Nursery is a partnership between nursery and home. We respect parents as their child's first and most enduring caregivers and educators. From settling-in and day-to-day care to assessing and planning, we include and value parents' input.

It is important for children to witness the good relationships between parents and practitioners. As well as daily hand-over discussions and our open-door policy, parents are invited for regular reviews on their child's progression.

If you feel you could help in Nursery, please let us know.





# Late Collection Charges

Punctuality is the very important. We understand at time circumstances beyond your control may make you late. You must call us to inform us as soon as possible. The nursery will be lenient on the first time you are late collecting your children however on the second time you will be issued with a late collection charge.

All parents/carers will be given a five-minute grace period on late collection of their child (one time only). If your child is collected 5 minutes after the session has ended (For example if your session ends at 11.30 a.m. and you pick up after 11.35 a.m.) then the following charges will be levied:



Late pick-up time	Late pick-up charge
0 minutes to 5 Minutes Late	£5.00
5 Minutes to 15 Minutes Late	£10.00
15 Minutes to 30 Minutes Late	£15.00
30 minutes to 1 hours late	£20.00
More than one hour late	Please speak to staff members for more information.

Please note that late pick-ups more than 5 minutes must be arranged in advance. Thanks!

The late collection charge must be paid before your child's next session, if you are struggling to make the payment you must speak to management to come to an amiable agreement, where possible we will do our best to help you.

# HELPING YOUR CHILD'S PROGRESS



#### **Self-help skills**

It is helpful to your child if he/she is able to dress and undress with some independence. Let him/her get dressed by him/herself at times and put their own shoes on. Teach him/her how

to zip up coats or do up buttons. Encourage independence in the bathroom: going to the toilet and washing hands. Encourage him/her to help to tidy toys away.

## **Reading and Writing**

Help your child to recognize his/her own name when written by using the small script letters they will see and use at nursery. Please do not use capital letters when helping your child to write except for the initial letter of their name.



## **Counting**

Count with your child as you get him/her dressed, go up steps or shopping. Count shoes, buttons, plates etc., while laying the table. Touch objects as you count so that he/she learns to count one by one and not just by rote. Point out numbers when you see them. Look at shapes in the environment and talk about them. Play turn taking board games and matching games.

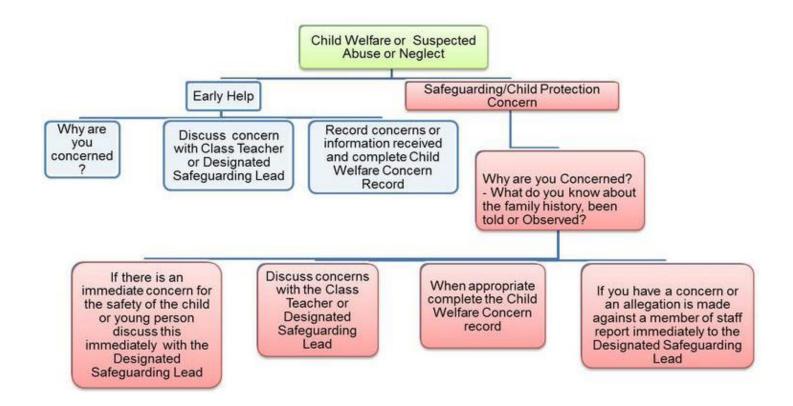


Our Policies and Procedures are available for parents and visitors to view at any time in the nursery reception area or they can be downloaded from our website www.sahandaynursery.com/policies.



The welfare of all children in our care is supreme. Our rooms, equipment and garden are assessed several times a day; new activities or outings are also risk-assessed prior to engagement. In line with the statutory EYFS requirements, we practice Safe Recruitment including DBS checks.

We have two named Safeguarding Officers Mr Hasib Hikmat and Mr Muhammad Zain Abbas. All practitioners are committed to keeping children safe, healthy and happy. Children are taught about good health, self-care and safety through example, stories, discussions and activities.



#### **Communication**

General letters are usually sent out by email or given by hand in the nursery, unless you opt out in which case you will receive a paper copy. The email address for Nursery is <a href="mailto:info@sahandaynursery.com">info@sahandaynursery.com</a>

There will be other opportunities throughout the year for parents to come to visit Nursery. You will be notified about open days, open evenings and fun days when they occur. Our nursery official contact telephone number is: 020 719 7002 and website address is <a href="https://www.sahandaynursery.com">www.sahandaynursery.com</a>

#### **Complaints**

Any concerns should be raised initially with your child's Key Person or Room Leader. If the matter is not resolved or you would like to speak to a member of our management team, this will be arranged as quickly as possible.

If you are dissatisfied with any aspect of our service, you can contact Ofsted, the regulators of early years' settings.

If you would like further information about Ofsted, you can visit their website at <a href="https://www.ofsted.gov.uk/parents">www.ofsted.gov.uk/parents</a>

## **Policies and procedures**

All policies and procedures are available on the nursery website. We strongly advise all parents and carers to familiarise themselves with the nursery policies Photographs

The nursery will take a picture of yourself and your child so it can be displayed on our families' board.

Children's photos will be taken during activities, unless you instruct us not to use your child's photo for advertising purpose, we will use some pictures on the nursery website, Facebook and advertising documents.

## **Children's absence**

If your child is going to be absence, you must inform the nursery by 9.30am. If your child is regularly of sick, we will require doctor's note or letter.

If your child has any long-term illness or conditions which will require the child to be away from nursery quite often, we will request you to being in hospital or doctor's letters so we can keep record on file. Also, any reports or feedback to given you by the doctors must be shared with us and a copy must be kept on file. This is an extra precaution we would take in case your child gets ill whilst at nursery.

## **Deposit**

A deposit of £200.00 must be paid, when your child first starts at the nursery. The nursery will repay you the deposit by cheque on the last day of your child attending, or bank transfer within five working days of receiving the bank details in writing. The nursery will not repay your deposit back, if any of the following has occurred:

- Your child's place has been suspended due to non-payment or late payment of fees
- Your child's place has been suspended due to any aggressive or intimidating behaviour shown by either parent or carer
- Your child's place had been suspended due to racial or discrimination behaviour shown by either parent or carer
- Your child's place had been suspended due to foul language used by either parent or carer
- If you do not give the correct notice required notice period

### **Holidays**

You are required to inform the nursery if your child is going to be away on holiday. All fess is payable during all holiday periods. The children doing funded 15/30 hours we will advise not to take holiday during term time. Your places may be withdrawn if you take holidays for 10 consecutive days without a valid reason and supporting documents. Privately fee-paying parents

### **Safeguarding & child protection**

As childcare practitioners, we have a legal obligation to report any child we feel is being abused. However, if the nursery has concern's regarding your child, we will have a meeting with you first, we will express our concerns to you and give you the opportunity to discuss your concerns.

We will observe any child we feel is at risk or where a family might require support, we will share our observations with the parent.

The nursery has the right to make referral to child protection services without the consent if we feel the child is in immediate danger. Furthermore, if we feel that the family needs support, we can make the referral with the parent consent.



#### **Our promises to you**

As a nursery, we promised to you we will provided:

- Verbal and written feedback on all children
- A report on your child at end of every term to show you how your child is progressing
- Access to your child's development records
- Qualified and DBS checked staff working with your children
- 3 parent evenings / meetings a year
- We will involve all parents in our fun days, celebrations of festivals and fund-raising activities
- Request all parents regularly to provide feedback and see what you like about our setting and what we can do to improve
- Regular monthly newsletter to let parents know what is happening in the nursery
- Organise trips throughout the year
- To consult parents of any changes being made to the provision of childcare we provide

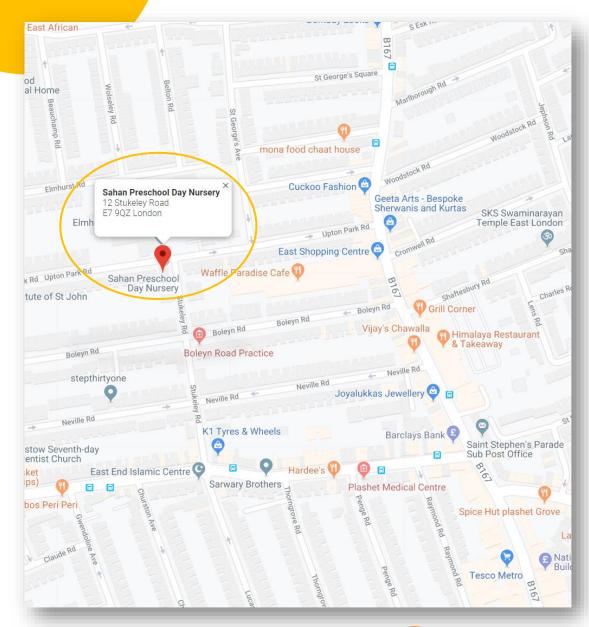
# **Ofsted Report**

Our nursery was inspected by Ofsted on 23rd February 2017 – we received a grade of **'Good'**. There is a copy of the official report in our reception area and this can also be viewed by visiting http://www.ofsted.gov.uk then go to Inspection Reports and Search, using the postcode E7 9QZ.

# Annual Calendar

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Day Nurs	Grow!				A	mm	uai	Ca	ien	ıda	ſ		child	ose for all ren (funded private)		ed for Fund nildren Only		Parent Conference	e F	Sessions v	325335	Only Chi Part	20020	Children Pho	
						7	×0.					2022	2					,							
2022	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August	1	2	3	4	5	8	9	10	11	12 Summer	15 Holidays	16	17	18	19	22	23	24	25	26	Bank H Closed	30 Summer	31 Holidays		
September				1 Inset Closed	2 Aut 1 1st day	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29 Stay & Play	30
October	3	4	5	6	7	10	11	12 British Tea Party	13	14	17	18	19	20	21 Diwali Lights	24	<b>25</b> Ha	26 If term holid	27 lays	28	31 Inset				
November		1 Aut 2	2	3	4	7	8 Guru Nanak's	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29 ent Confere	30 nce		
December		1st day		1 Parent Co	2 onference	5	Birthday 6	7	8	9	12	13	14	15 Christmas	16 Inset day	19	<b>20</b>	21 hristmas Bre	<b>22</b>	23	26		28 hristmas Bre		30
												2023	3	Dinner	Closed							Christn	nas Holidays	- Closed	
2023	М	Т	W	Т	F	M	Т	W	T	F	M	Т	W	Т	F	M	Т	W	T	F	M	T	W	Т	F
January		3 nas Break s - Closed	4 Inset Closed	5 Spring 1 1st day	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26 Parent Reading	27	30	31		A 100	
February	Honday		1	2	3	6	7	8	9	10 Spring 1 Last d.	13	<b>14</b> Ha	15 If term holic	16 lays	17	20 Inset day Closed	21 Spri. 2 1st day	22	Session 23	24	27	28			
March			1	2 World Book Day	3	6	7	8	9	10	13	14 Par	15 ent Confere	16 nce	17	20 Mother's	21	22	23	24	27	28	29 Easter Egg Hunt	<b>30</b> Spr. 2 Last d.	31 Inset day Closed
April	3	4 Easter	5 Holidays	6	<b>7</b> Good Fri	10 Easter	11	12 Easter H	13 Holidays	14	17 Inset	<b>18</b> Sum 1	19	20 Eid Party	21 Eid Holiday	24 Eid Party	25	26	27	28		2	Hunc	Last G.	Closed
May	1 May Day	2	3	4	Closed 5	Closed 8	9	10	11	12 Graduation	Closed 15	1st day 16	17	18 Parent Reading	19	22	23	24	25	26	29 Bank H	30 Half terr	31 n holidays		
June	Closed			1 Half term	2 n holidays	5 Inset	<b>6</b> Sum 2	7	8	Photo 9	12	13	14	Session 15	16	19 Father's	20	21	22	23	Closed 26	27	28	29 Eid Holiday	30
July	3 Eid Party	4	5	6	7	Closed 10	1st Day 11 Parent Co	12 inference	13	14 Beach Trip	17	18	19	20	21 Inset	24	25	26 Summre	27 Holidays	28	31	2			,
August		1	2	3	4	7	8	9	10	Closed 11 Su	14 mmer Holid	15 ays	16	17	Closed 18	21	22	23	24	25	28 Bank H	<b>29</b>	30 Immer Holid	<b>31</b> ays	
yatay											mmer Holid								-		Closed		maner Holid		
July	Eld Party	1	2	3	d	7	Parent Co	oference 9	10	Seach Trip Closed 11	14	15	16	17	inter Goved	21	22	Symmet 23	Holidays 24	25	28	29	30	31	
Yes	3	-	5	Half bery	holiters 7	100 D	5um 2 1st Day 11	12	13	24	17	18	19	20	21	Father's Day	25	26	27	28	31			End translatery	
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# How to find us?







#### **Sahan Preschool Day Nursery**

12 Stukeley Road, London, E7 9QZ Web: <u>www.sahandaynursery.com</u>, Email:

info@sahandaynursery.com Tel: 0203 719 7002

Sahan Preschool Day Nursery is registered in England and Wales under registration number 09064835.

