

Example of a Daily Menu

Mid-morning drink: Milk/Juice & Biscuits

Lunch: Lamb Curry, Rice & Lentils, Fresh Fruit Salad and Yogurt, Lemon Barley Water

Tea: Sandwiches, Fresh Fruits & Juice

All meals are nutritionally well balanced and are prepared at the nursery. Special diets are catered for, including vegetarian.

Fees

The fee for a Day Nursery place is presently £95 per week. Fees are applicable during holidays and sickness. Fees should be paid weekly or monthly in advance. Refund cannot be given for sickness or holidays.

The nursery is opened 52 weeks per year between 08.00am and 6.30pm. The nursery is closed during Public and Bank Holidays. Parents are requested to telephone the nursery if they will be late to collect their child. Lateness will be charged by half hour. A notice of 6 weeks is required when your child is going to leave the nursery.

How the nursery can help your child

- Enable your child to socialise with other children
- Improve your child's relationship with other adults
- Introduce your child to new toys and stimulating activities
- Help with your child's learning development
- Making the steps to separation more gentle

How the nursery can help you as a Parent/Carer

- Help you meet other parents/carers
- Give you advice and help with parenting skills
- Help with parents/carer and child separation
- Being involved with the Day Nursery prevents you from feeling isolated.

Illness

If there are specific reasons which relates to the health and welfare of your child, in the case of an infectious illness, it is appropriate for the child to be kept at home until fully recovered. A Doctor's Note is required before your child can come back.

Applying for a Place

Places are available for any one on a first come first served basis.

To apply for a place for your child please complete the application form below or call at the nursery. Alternatively you can telephone us and we will send you a complete literature. We will contact you when a place becomes available and ask you to come at the nursery to fill an Enrolment Form.

Before you sign the Enrolment Form, please read the Parent's Handbook carefully.

Application Form

Child's First Name: _____

Child's Family Name: _____

Child's Date of Birth: _____

Mother's Name: _____

Father's Name: _____

Address: _____

Postcode _____

Daytime telephone: _____

Home telephone: _____

Starting date: _____

Advance payment of £190.00 is enclosed herewith

Please note that places cannot be reserved if deposit is not received with your application form.



663 Barking Road, Plaistow, London E13 9EX

Telephone/Fax: 020 8552 3340

Coccinelle
PRE-SCHOOL DAY NURSERY

PARENT'S HANDBOOK

Caring for the little ones
in the community



In partnership with parents

Nursery Address:

663 Barking Road, Plaistow, London E13 9EX

Telephone/Fax: 020 8552 3340

Coccinelle Nursery is privately owned offering quality care for pre-school aged children.

We seek to provide a warm, caring and stimulating environment for the children to learn as they play.

In partnership with the parents who enjoys a key role in the development, the lives of their children, in the nursery and at home.

Our key task is to enhance the children's self-image by praising their efforts and achievements other than looking for their tiny mistakes to criticise them.

Each child receives personal attention and care from professionally trained staff who organise workshop in music, drama, movement and dance, computer and languages.

The aim is to establish a "take-off" strategy for developing the children to their full potential.

The Team

Helen
Richard
Sarah
Banu
Diane (Cook)

Medicine

The nursery will only accept to give medicine in exceptional circumstances with prior arrangement. Please speak to the manager.

Emergency Treatment

Parents must give consent for Emergency Treatment. Once you have signed the Enrolment Form this will be treated as consent for your child to have any Emergency Treatment.

A daily emergency number must be given to the nursery on which the key worker can inform parents if their child has received Emergency Treatment.

Play

Play is an intelligent way of helping children's development and establish communication with them. It is so essential that it should not be undervalued.

We view play as interactive which helps prepare children for classroom learning.

The advantage of play include muscle movement and co-ordination, listening and language skills, perception and imagination, shaping and social behaviour. Play allows children the freedom to express themselves during activities such as those listed below :

Drawing/colouring	Cooking
Dressing Up	Imaginative Play
Home Corner	Cutting
Sticking/Collage	Stories
Painting	Music/Songs
Play Dough	Clay Modelling
Puzzles	Sand/Water Play
Pre School Activities	Construction

The nursery has its own toy library which opens daily. There are numerous toys to choose from suitable for children, all of which are of good quality and meet EC safety legislation.

There are a selection of toys suitable for children with special needs.

Outing Consent Form

Parents must sign an Outing Consent Form when the nursery proposes to take the children out.

A Typical Day

*Opening Hours: 8am - 6.30 pm Monday to Friday.
Closed at weekends and on Bank Holidays*

8.00 am:	Awaiting children's arrival
8.30 - 10.45 am:	The children help to set out the rooms with a variety of activities such as sand & water, painting, puzzles and building bricks. Weather permitted the activities will take place in the garden.
9.45 am:	Mid morning drink
10.45 - 11.00 am:	Tidy-up time – children are encouraged to help along
11.00 - 11.30 am:	Story time or sing song Children use the bathroom and get ready for lunch
11.30 - 12.30 pm:	Children and staff have lunch together
12.30 - 1.30 pm:	Rest – time varies for each child depends on their age and needs.
1.30 - 3.00 pm:	Play – not so structured as morning play, allowing children to use their imagination: dressing up, music & movement, garden play.
3.00 pm:	Story Time
3.30 pm:	Tea Time.
4.00 - 6.30 pm:	Free play/group work. TV to wind down for the day.
6.30 pm:	The nursery closes down.

In the unlikely event that you have a complaint, you should speak to the Manager or Senior Staff who will advise you of the Parent's Complaints Procedure.