



Sahan Preschool Day Nursery



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Prospectus 2017/18

Safe, Vibrant and Welcoming

A 'GOOD' where children learn, grow and develop

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INTRODUCTION

Sahan Nursery is an established company, delivering outstanding, affordable childcare and education to local communities. Our nursery is open for fifty weeks of the year, between the hours of 7am-7pm. We are the unique nursery in East London open longest hours a day to accommodate the needs of working parents.



Sahan Nursery employs a high-quality team of Early Years Practitioners with qualifications ranging from NVQ Level 3 in Childcare and Education, to NVQ Level 6, BA Honours Degree in Early Childhood Studies. Our practitioners undertake regular training to ensure up-to-date knowledge and guidance. The experienced and highly qualified staff are led by an exceptionally inspirational management team.

Ofsted Says,

- "The management team and staff effectively implement their policies and procedures into daily practices, to support fully children's health, safety and security." **(Ofsted 2017)**
- "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." **(Ofsted 2017)**
- "Staff consistently teach children about positive behaviour, including the importance of being kind to one another." **(Ofsted 2017)**
- "Children enjoy making marks in their own way and at their own pace. They learn that writing can be used for different purposes." **(Ofsted 2017)**
- "The manager and staff have established good partnerships with parents. They regularly exchange information about children's progress and welcome parents' contributions to assessments. Staff develop good links with teachers to help children's move to school." **(Ofsted 2017)**

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.

A WELCOME FOR OUR PARENTS

Dear Parent/Carer,

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

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.

The nursery will like to make you aware of the procedures in the nursery, more detailed information can be found on the nursery website www.sahandaynursery.com

We wish your child happiness and success at Sahan Nursery.

With best wishes,

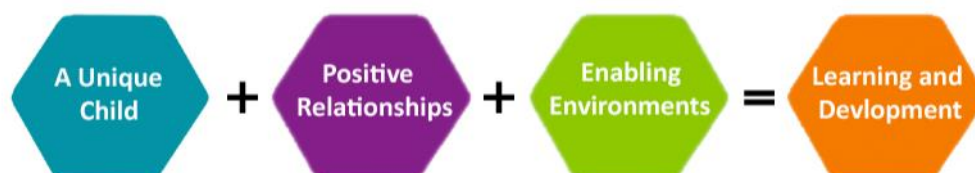
Uzma Ahmed

Nursery Manager



Curriculum, Planning and Assessment

The early years foundation stage



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.



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.





Children are encouraged to take an interest in their world and care for nature through activities such as bird-watching, 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 opportunities.

Our babies have their own artificially-turfed area where they can play, experiences different types of weather and watch/interact with their older friends and siblings.



Baby Area

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.

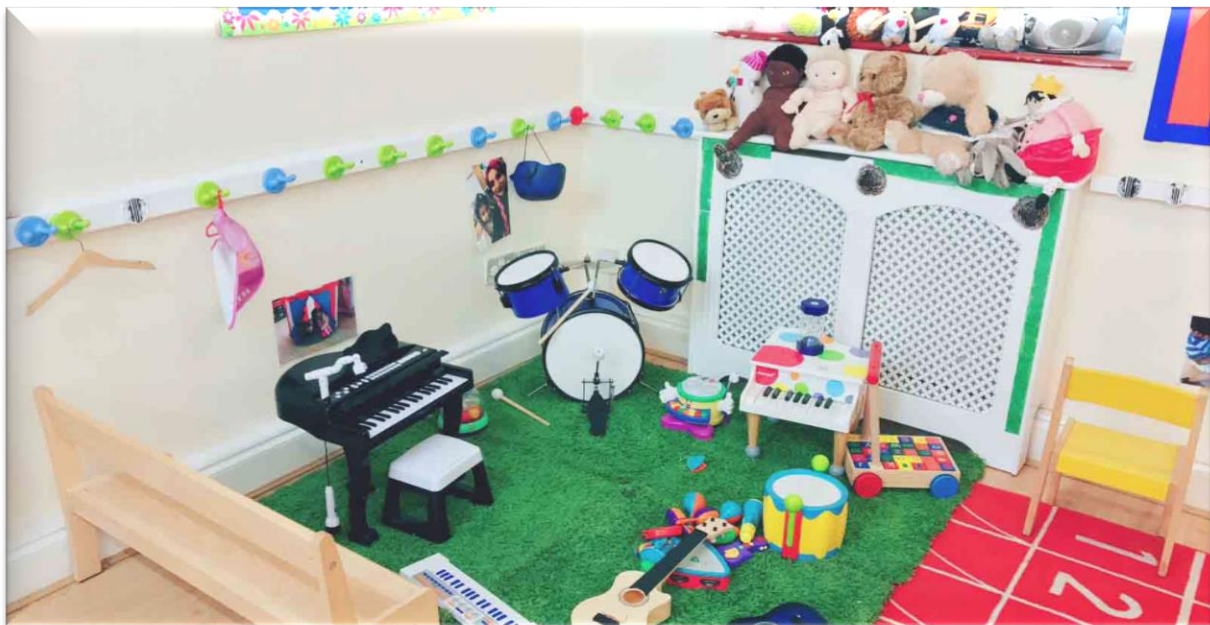


Toddler Room

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

Children are encouraged to participate with planned activities both indoor and outside. Meals are served in the room and toddlers are encouraged to become more independent, develop their self-help skills and feed themselves using the appropriate 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 rooms are organised specifically for children aged 3-5 years old helping them to prepare for school life through a variety of structured learning activities.

The rooms are divided into areas of learning and are equipped with all the necessary resources. Children are encouraged to develop their independence and can choose their own equipment during free play. Extra curriculum activities such as dance are 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.





NURSERY TIMES

Sahan nursery opening hours are Monday to Friday from 7am to 7pm. 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 £5.

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

Sessions

Under 2 Year Old	8am – 6pm	8am – 1pm	1pm – 6pm	Funded Only Sessions		
2 – 3 Year Old	8am – 6pm	8am – 1pm	1pm – 6pm	8.30 – 11.30	11.45 – 2.45	3pm – 6pm
3 – 5 Year Old	8am – 6pm	8am – 1pm	1pm – 6pm	8.30 – 11.30	11.45 – 2.45	3pm – 6pm

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.

Daily Routine

8:00am – 8.45am	Registration of children, taking information from parents, completing daily report forms, parents to sign children in, Free play for children, Breakfast time
8.45am – 9:00am	Carpet time / signing songs, reading stories, looking at the book of the week, going through topic of the month, phonics sounds activity, starting with phase-1
9:00am – 9:15am	Indoor/Outdoor free play
9:15am – 9.45am	Mathematics activity
9.45am-10.15am	Free play indoors or outdoors
10:15am – 10.45am	Literacy activity
10:45am – 11.00am	Free play indoors or outdoors
10:15am – 10:30am	Snack bar to set up, one member of staff to sit at table and supervise, children are not stopped for snack however are encourage to come over to have a drink and eat some fruits
11.30am-12.00pm	Lunch Time
11.00am – 11.20am	Focus activity for one area of the EYFS
11.20-11.30am	Circle time
11.45am-12.00pm	Registration of children, taking information from parents, completing daily report forms, parents to sign children in, Free play for children, Breakfast time
12.00pm – 12.15pm	Carpet time / signing songs, reading stories, looking at the book of the week, going through topic of the month, phonics sounds activity, starting with phase-1
12.15pm – 12.30pm	Indoor/Outdoor free play
12:30pm – 1.00pm	Mathematics activity
1.00pm-1.30pm	Free play indoors or outdoors
1.30pm – 2.00pm	Literacy activity
2.00pm -2.15pm	Free play indoors or outdoors
2.00pm – 2.15pm	Snack bar to set up, one member of staff to sit at table and supervise, children are not stopped for snack however are encourage to come over to have a drink and eat some fruits
2.15pm -2.35pm	Focus activity for one area of EYFS
2.35pm-2.45pm	Focus activity for one area of EYFS
2.35pm-2.45pm	Circle time
2.45pm-3.00pm	Registration of children, taking information from parents, completing daily report forms, parents to sign children in, free play for children
3.00pm-3.15pm	Carpet time
3.15pm-3.30pm	Free play indoor/outdoor
3.30pm-4.00pm	Math's activity
4.00pm-4.30pm	Tea-time meal
4.00pm-4.30pm	Indoor/outdoor free play
4.30pm-5.00pm	Literacy activity
5.00pm-5.15pm	Free play indoors/ outdoors
5.00pm-5.15pm	Snack bar
5.15pm-5.35pm	Focus activity for one area of EYFS
5.35pm-6.00pm	Quiet activities/ tidy up time/ circle time

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 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.



Mealtimes & Snack Time

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.

In common with other nurseries, for the children doing 15 hours free, from 18th April 2017 there will be charge of £1.00 per week for the cost of breakfast and £1 per week for children snacks.



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 set 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 do not have spare cloths 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.

Parent Partnership

Sahan Nursery is a partnership between nursery and home. We respect parents as their child's first and most enduring care-givers 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. The nursery charges £1.00 per minute for lateness.

We understand at time circumstances beyond your control may make you late. We request you call us to inform us. The nursery will be lenient on the first 2 times you are late collecting your children however on the third time you will be issued with a late collection charge.

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.



HOW YOU CAN HELP YOUR CHILD'S PROGRESS

Self-help skills

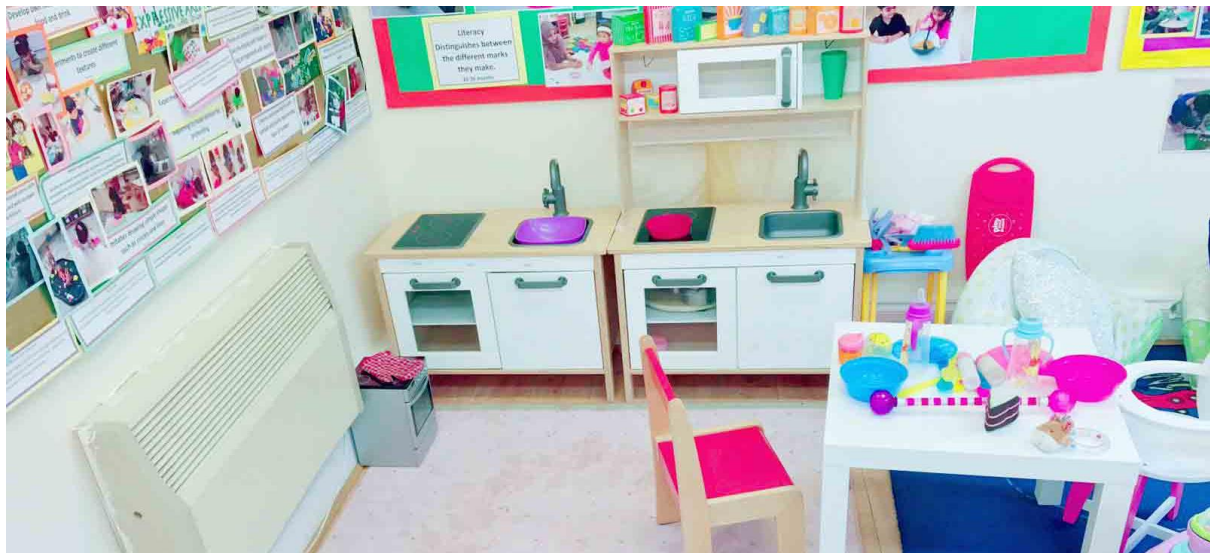
It is helpful to your child if he/she is able to dress and undress with some independence. Let him/her get dressed by him/herself at times and put their own shoes on. Teach him/her how to zip up coats or do up buttons. Encourage independence in the bathroom: going to the toilet and washing hands. Encourage 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.



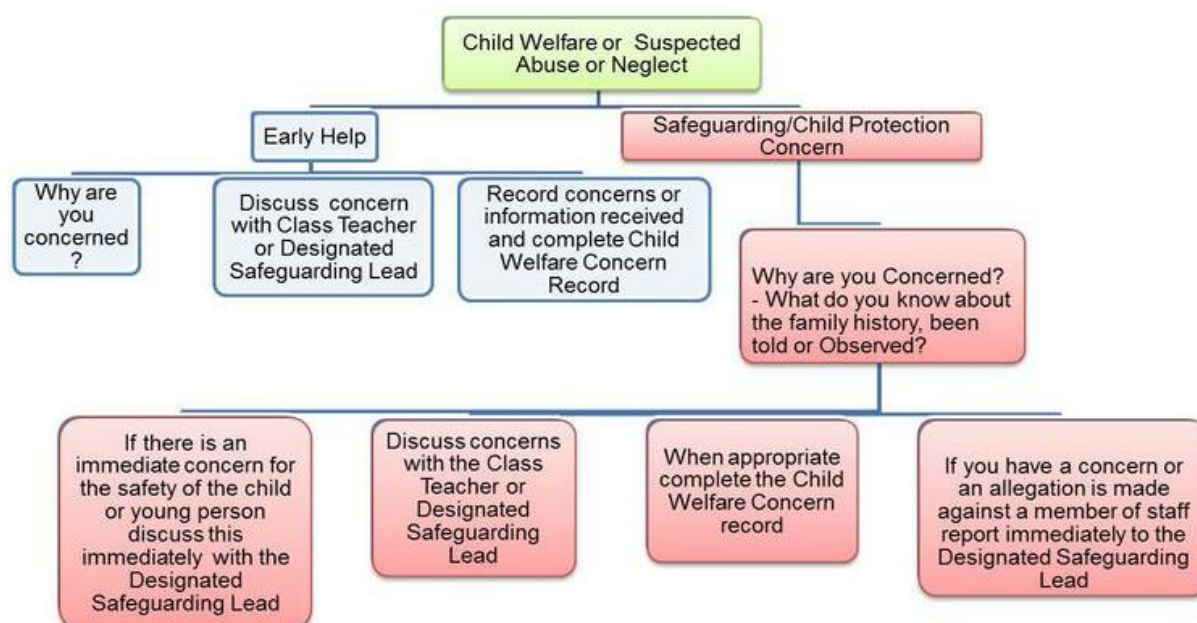
Policies, Procedures and Safeguarding

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 Ms Uzma Ahmed. 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 info@sahandaynursery.com.

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 www.sahandaynursery.com.

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 www.ofsted.gov.uk/parents

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.

THANK YOU!

