



Little ANGELS' SCHOOLHOUSE
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prospectus 2018

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A little about us

Our Schoolhouse is an independent day nursery, which has the capacity for 65 children from three months to five years of age. The Schoolhouse has operated from this site since 2005 and has always been guided by the same Manager. We are Ofsted registered and approved and work closely with Hackney Learning Trust.

We operate throughout the year and only close for specified dates over the Christmas period, on all English Bank Holidays and on three training days per calendar year.

The Schoolhouse provides integrated care between the hours of 7:30 a.m. and 6:30 p.m., Monday to Friday. Parents are invited to choose for their child to stay for either a 'short day' or an 'extended day'.

A 'short day's' care is provided from 7:30 a.m. and 3:30 p.m. and includes a nutritious breakfast served with fruit juices, milk and warm drinks, a wholesome lunch and a selection of healthy snacks and drinks during the day.

An 'extended day' include all of the above plus another nutritious meal served at 4:00 p.m. and supper served at 5.50 p.m. The fee breakdown for both of these options can be found further on in the Prospectus. In addition we offer a limited amount of spaces for children to attend through Two Year Funding, through Free Early Years Entitlement for 15 and for 30 hours per week.

Our philosophy is that every child is important and valued and we strive tirelessly to maintain a proactive, stimulating and happy environment to effectively encourage your child to attain his or her individual learning goals as well as to develop capably and confidently for school. Our environment reflects the diversity and culturally rich demographic that the Schoolhouse is lucky enough to be situated in through practice, resources, equipment and activities that positively reinforce unity and equality for all children and families.

At Little Angels' Schoolhouse, we assimilate a 'home from home' environment with an individual learning goal structure, which engenders feelings of self-worth, security and safety

and security in all children in addition to tailored individual educational targets formed around each child's holistic development.

We understand the importance of good quality, affordable childcare to busy working and studying families and we also understand that a child's formative years are the most important. At Little Angels' Schoolhouse we incorporate excellent childcare facilities with competitive fees to ensure that childcare is provided to those families who choose to access it.



Our Angels' Team

The Schoolhouse is managed by Michele Davison, who holds a Level 4 qualification in Childcare, Learning and Development and a degree in English Literature. Michele first arrived at the Schoolhouse when it was under previous ownership, and designed, structured and oversaw the many changes and improvements that were made when the current owner bought the business in 2005.

Deputy Manager is Charlene Tredgett. Charlene is a fully qualified member of the team who has worked alongside Michele for eight years. She is joined on the Management Team by Chelsea Kavnagh who is Tweenies Coordinator as well as Third-In-Charge. Chelsea also works as the setting's Health Lead and Special Educational Needs Coordinator and has over 8 years' experience in the childcare sector. Chelsea has worked with the team for six years.

Michele and Chelsea also work in the roles of lead Child Protection staff.

Toyin Ayininuola is a Level 6 qualified practitioner and holds a Foundation Degree in Early Childhood Education. Toyin's role is an Early Years Educator and works with her assistant, Courtney, in Pre-School.

The rest of the Schoolhouse team are either qualified to a full practitioner status, which is a Level 3 qualification in Childcare, Learning and Development, a Level 4 qualification in Childcare, Learning and Development or qualified to a Level 2 standard and working towards a full Level 3 qualification.

Our location and how to find us

Our Schoolhouse is located on 5 Bletchley Street, London N1 7QG. We are very accessible as we are minutes' walk from City Road (famous for Moorfield's EyeHospital) and parallel to Shepherdess Walk (location of Shoreditch Police Station).

Our closest underground stations are Old Street and Angel, on the Northern Line of the London underground tube network.

We are outside the London Congestion Zone, which means that visitors and users will not have to incur the daily congestion charge to get to us. We are also close to major road routes, such as Upper Street, Essex Road, New North Road and Kingsland Road.

Good local public transport means that we are easy to find. Buses 214, 43, 76, 394, 271 and 46 all stop within minutes' walk of us.

Our Schoolhouse

Our Schoolhouse is very spacious and is made up of the following beautifully designed base rooms:

Nursery Room

Age range of children: 3 months until walking age

The large baby unit caters for children from three months to walking age with a staff ratio of 1:3. It offers a special home from home environment, in which our trained, skilled staff create a caring, peaceful and nurturing environment for the children in their care. The daily routine is very flexible. Each child has a key person who will work in conjunction with the child's parents or carers to ensure that all of the child's holistic needs are met within an effective parent and nursery carer partnership. The day includes playing with age appropriate resources and toys, books and stories, close interaction with carers, outside walks, art and craft activities and music sessions. A 'daily report' is completed each day containing important information about your child's day along with a communication book, which is passed between the setting and home. Nursing mothers are welcome. A 'settling band' is also sometimes used to ensure babies feel comfortable when settling into their own cot with a canopy draped over to ensure peaceful and calm surroundings.

Toddling Circus

Age Range of children: Walking age until around 18 months

Toddling Circus also has a staff ratio of 1:3. It has a well-structured programme with a wide variety of activities and learning experiences which accommodate and support your child's developmental needs. Activities include art and crafts, music, story time, pretend play, construction and sand and water play. A 'daily report' is completed each day containing important information about your child's day alongside a communication book, which is passed between the setting and home. All children are assigned a key person who will work

with parents and carers to help children achieve their developmental milestones for this age group. Large tumble areas and a large ball pool have been installed in this room to give children an expanse of physical and social learning opportunities.

The Tweenies Room

Age range of children: 18 months until around 2 ½ years

Tweenies is a double-room that has been converted into one large spacious and fabulously resourced and equipped room. Tweenies base team comprises of Chelsea, along with four other team members, two of whom are fully qualified practitioners and three who are qualified as assistants and working towards the attainment of full practitioner status.

Tweenies room contains many pieces of equipment and resources which promote each child's all-round development. A play house, a climbing frame as well as a spacious and imaginative home corner, sand and water facilities and a comfortable cosy book area make up some of the wonderful resources.



Red Acorns

Age Range child of children: 2 ½ to 3 ½ years

Red Acorns and the Pre-School room are adjacent to each other and connected by an interior door.

We see both rooms as a whole space, with each one focusing on slightly different areas of the EYFS. The end result is two large, very well equipped rooms that contain:

- Large semi-private cosy area
- Internet accessing computer, printer and office area that the children access as part of the curriculum
- A large sand and water area
- A science and investigatory area
- Two large construction areas
- A well-resourced library
- A creative workshop and display area
- A large malleable area
- Two large focused areas
- A well-resourced home corner and dressing up area

The base rooms swap in accordance with a routine that is shared with the parents and carers of our Angels. Children always have full access to each room for a full session; either morning or afternoon.



How we track each child's progress and development towards early learning goals: Each child works closely with a 'special person' called a 'key practitioner.' The key practitioner works with a small group of children in their base room with whom they share a close, natural bond. Each practitioner will plan activities and learning experiences with the parameters of the EYFS according to what each child's interest is.

Effective information sharing, and observations made by parents or carers at home are a very important element of each child's learning journey. The Schoolhouse offers monthly drop in session for families to learn how the EYFS framework is implemented at the Schoolhouse and how their input can positively affect their child's development and progress.

Observations, photographs and examples of each child's achievements are compiled by home and the setting to make a 'learning journey' file that travels from base room to base room and from key practitioner to key practitioner during their time at the Schoolhouse. Learning journeys are an effective record of sharing information between outside agencies,

home and the Schoolhouse and are also key sources of information during each child's important transition to school.

Picture Books: Picture books are used by key practitioners to hold a child's pictures, photographs and other mementos of their time with the Schoolhouse. These are gifts to each family as their child leaves a base room and is a pleasant reminder of each child's experiences here.

Home Care – Our Baby Sitting Service

At Little Angels' Schoolhouse, we are aware that sometimes, high quality childcare is required outside of our setting's operating times. For this reason, we offer a babysitting service; **HOME CARE**, for our registered parents and carers.

The service, which is free to register for, offers your child's key person, or another familiar staff member, to care for your child in the comfort of your own home during the evening or over the weekend.

The service carries a charge of £8.00 per hour and although is payable to Little Angels' Schoolhouse, goes fully to the employees as we take no charge for facilitation.

All our staff have enhanced disclosures from the Criminal Records Bureau and are qualified to a level 3 standard in childcare or are working towards obtaining it. Parents and carers who are interested in using this service may meet with the manager to receive further information.

Watch your Children with School Cam – Schoolhouse Cameras

All of our rooms are equipped with cameras, which capture live and recorded images of the children for the purposes of monitoring for the management team and parents and carers.

Parents and carers are invited to register for this benefit once their child begins attending our setting. Registration is simple, as long as internet access is available, and takes place on the website of the company which we use and via a password system which will be given to you. Once your account has been approved and activated you will be able to view your child in their room and in the garden.

We ensure that we comply with current applicable legislation and assure parents and carers that changing areas are not visible on camera; neither do we have any cameras in our bathroom.

Images are available to parents and carers from the hours of 9:00 a.m. until 6:30 p.m. Unfortunately, as we have breakfast in our large toddler room, and as parents and carers are only permitted access to their own child's room, we wait until all of the children are in their own base room before allowing any parent or carer to view the cameras. More information may be obtained upon request.

Schoolhouse Security

Safety and security are paramount in a care setting and is something, which Little Angels' Schoolhouse has invested in as a priority.

Security Cameras

Every part of our building, both inside and out, is covered by CCTV, which is recording twenty-four hours a day and seven days a week.

Pin Coded Lock

A pin-coded lock, the combination of which is changed regularly, protects our front gate, which is the main entrance to our schoolhouse.

Biometric Access Control System

Our main entrance door and front gate are equipped with a biometric access control system. Registered parents and carers will be asked to record the indentations of their index finger pad into the system, a process, which takes no longer than thirty seconds. A simple infrared scanner, attached to the control system on the entrance will unlock the door and allow access. At the time of writing, our Schoolhouse is the only nursery setting in North London with such security controls.

Audio Intercom

We also employ the use of voice recognition intercom, which allows access to visitors to our schoolhouse, whose details are not registered on our biometric entry system.



Schoolhouse Food – Breakfast, Lunch, Tea and Supper

Breakfast 7:45 a.m. – 8:45 a.m.

We offer a selection of cereals and fresh fruit with hot buttered toast, muffins, crumpets, bagels, or pancakes. Children are permitted to help themselves to toppings and on set days scrambled eggs is also served. We offer warmed milk, fruit juice, and water to drink.

Morning Snack: 10.00 a.m. – 10.30 a.m.

Each morning a different snack is served to the children who are invited to help themselves in a café style service in their base rooms.

Lunch: 11:30 a.m. – 12:45 p.m.

Nutritious meals cooked on the premises by our full time cook is served followed by a selection of seasonal fruit pieces.

Afternoon Tea: 4:00 p.m. – 4:30 p.m.

A variety of light meals are served before a healthy fruit based dessert.

Supper 5:50 – 6:10 pm

A light snack is offered along with milk or warmed cocoa for those children who are in the Schoolhouse until close of day.

Our menu change weekly and alternative is always provided for those children with different dietary requirements.

We provide an accompanying recipe book of all meals and snacks, which families are welcome to take with them.

Little Angels' Schoolhouse has a set of guidelines, which staff must follow:

- Children are never forced to finish their meals. They also do not have to eat everything on their plates to be offered more food.
- Children do not have to eat all of their meal to be offered dessert. Pudding is part of the meal and never withdrawn if a child behaves inappropriately.
- All mealtimes are social experiences and should be enjoyed by both staff and children. Staff must not enforce strict rules such as no talking at the table.
- Drinks are usually served after meals but 3-5 year olds have the option of choosing to have a drink while they eat.

	Monday	Tuesday	Sliced fruit platter	Thursday	Friday
Breakfast Served between 7:45 - 8:45am	Selection of cereals and wholemeal toast with toppings of honey, jam and cheese spread, crumpets and orange segments	Selection of cereals and wholemeal toast with toppings of honey, jam and cheese spread, toasted muffins and pear wedges	Selection of cereals and wholemeal toast with toppings of honey, jam and cheese spread, scrambled eggs and apple wedges	Selection of cereals and wholemeal toast with toppings of honey, jam and cheese spread, toasted crumpets and kiwi slices	Selection of cereals and wholemeal toast with toppings of honey, jam and cheese spread, pancakes and strawberries
Morning snacks Served between 10 and 10.45 am	Pre-School chooses cinnamon popcorn	Pre-school chooses breadsticks with cream cheese	Pre-School choose pancakes with strawberries	Tweenies choose sliced pineapple and melon	Nursery Room chooses banana smoothie
Lunch Served at: 11.45 am Tweenies Noon Red Acorns and Pre-School Finishes between 12.30 and 12.45 pm	Tweenies choose curry, so we'll have sweet potato and lentil curry with steamed broccoli Sliced fruit platter	Michele chooses lamb lasagne* with steamed green beans Sliced fruit platter	Chelsea chooses Thai green fish and vegetable curry* with steamed brown rice Sliced fruit platter	Lisa chooses Cajun chicken and vegetable gumbo with hunks of garlic bread Sliced fruit platter	Charlene chooses vegetarian toad-in-the-hole with new potatoes and steamed carrots Sliced fruit platter
Afternoon tea Served between 4.00 - 4.30 p.m.	Nursery Room chooses tomatoey spaghetti with hot buttered wholemeal toast Mandarins with yoghurt	Pre-School choose rolls, so we'll have eggy burrito* with garden salad Pineapples with custard	Red Acorns, especially Ivy, chooses cheese on toast, so we'll have cheese and tomato toasties* with side salad Pears with ice cream	Nursery Room choose fish fingers, so we'll have fish fingers* with steamed peas Mixed fruit with cream	Tweenies choose rice, so we'll have spicy rice with sliced cucumber Peaches with custard
Supper Served at 5.50 p.m.	Croissants Milk	Apple and pear slices Milk	Toasted crumpets Milk	Brioche Milk	Toasted fruit loaf Milk

Sample Menu

Special Educational Needs

Interaction of children with special educational needs

We are committed to integrating children with special educational needs wherever possible and will work towards making resources available to extend the existing service to these children.

Aims

Little Angles' Schoolhouse has regard for the DfEE Code of Practice on the Identification and Assessment of special educational needs, and to provide welcome and appropriate learning opportunities for all children.

Admission Procedure

Children with special educational needs, like all other children, are admitted to our nursery after consultation with parents and carers.

Regular Reviews

Our system of observations and record keeping which operates in conjunction with parents and carers, enables us to monitor the child's needs and progress on an individual basis. An Individual Educational Plan (I. E. P) is drawn up in conjunction with setting's SENCO, the child's key worker, the parent(s) or care(s) and any other relevant outside agencies. This is carefully monitored and reviewed every six weeks to assess the extent to which the child is meeting the targets that have been set.

Liaison with Other Agencies

We work in close liaison with specialist outside our setting, including speech and language therapist, health visitors, language specialists and the area special educational needs coordinator to help meet the child's specific needs.

Further Training

Our staff, attend training days to further extend and compound their knowledge on this important area of childcare throughout the course of their employment with us.

Free Early Years Entitlement

We offer limited term time only sessions through Two Year Funding for eligible children. Sessions are organised over two days per week and for 7 ½ hours each day. We try to be as flexible as possible and meeting with families' needs, but when this is not possible, sessions are allocated and may change from term to term.

We also provide free 15 and 30 hour sessions for eligible children. More information about these funding streams can be obtained from the Schoolhouse Office upon request.



LITTLE ANGELS SCHOOLHOUSE FEE SCHEDULE 2018

(01 January – 31 December 2018) To be reviewed Annually.

FULL DAYS 07:30 a.m.- 6:30 p.m.	Under 2's	2-3 Years Old	3-5 Years (Inc LTG*)
5 Days	£1,294.00	£1,231.00	£1,061.00
4 Days	£1,187.00	£1,125.00	£826.00
3 Days	£913.00	£852.00	£597.00
2 Days	£624.00	£593.00	£340.00

SHORTER DAYS 07:30 a.m. - 3:30 p.m.	Under 2's	2-3 Years Old	3-5 Years (Inc LTG*)
5 Days	£1,209.00	£1,125.00	£832.00
4 Days	£1,101.00	£1,042.00	£643.00
3 Days	£830.00	£784.00	£460.00
2 Days	£555.00	£522.00	£248.00

PLEASE NOTE

1. All fees are calculated over 52 weeks per year.
2. All fees are payable in advance in full by the 3rd working day of each calendar month.
3. All fees are payable into our bank account. No Card or Cash payments accepted.
4. Reduction in fees will take effect the month following your child's birthday.
5. 10% discount on total fees for any Angel siblings.
6. Childcare voucher and Tax Free Childcare payments accepted.
7. All 3 and 4-year-olds in England currently receive 15 hours a week government funded early education. If their parents are living and working in England, 3 and 4-year-olds may be entitled to 30 hours funded childcare. If eligible, you will be entitled to access the 30 funded hours from the beginning of the month following your child's 3rd birthday.
8. *LTG: Learning Trust Grant Scheme.
9. Late payment of fees will accrue a £75 late settlement charge.

Additional Information

Equal Opportunities

Little Angels' Schoolhouse is committed to equal opportunities for all children who attend our setting, parents and members of staff, regardless of race, gender, religion, physical or mental disadvantage or sexuality, within the limitations placed on us by the nature of the building to ensure adequate safety.

Every effort will be made to make sure that no person is excluded from involvement in our activities.

We aim to help young children build up good relationship with each other and with adults to cater for their needs. We feel that young children should be encouraged to take pride in their individuality and are taught that everyone has something to offer in life.

In order to meet our aims, toys and books are chosen to provide positive images of multicultural society and positive role models of both genders. Childcare practices are reviewed regularly to remove any which discriminate unfairly between races and genders in any way. All children will be encouraged to participate in as many activities as possible, breaking stereotypical images. Opportunities will be employed as they arise to foster these attitudes in children.

The management or staff will not tolerate any racist behaviour, abuse, graffiti or threats, which may offend or harm, however it is manifested. Any such behaviour will be challenged and steps taken to ensure that the management is informed of any incidents so that appropriate action can be taken.

Admissions Procedure

The nursery will at times have places for children of various ages and vacancies can be checked with Little Angels' Schoolhouse's Manager.

Should a place not be available for your desired start date, parents and carers may register their child for our waiting list.

Please be advised that in all applications there is a £40.00 registration fee, which is then deducted from the first month's fees. Please note that the Registration Fee is not deducted if the place is not taken once offered.

Once a place is available for your child, parents and carers will be asked to complete an Application Pack, which will be sent through the post or available from the Schoolhouse office. This must be completed and returned along with your child's birth certificate and 'red book'. A copy of the birth certificate will be taken and put in your child's file and their immunisation dates will be checked. At this point your child's start date will be agreed.

Settling Your Child into the Schoolhouse

So that your child is comfortable at being left at our nursery, parents and carers must bring them each day for a period of one to two weeks to settle into their base room.

A letter will be sent via email, or through the post, detailing what to expect from our settling procedure and naming who your child's key worker who will help both you and your child to settle into their room. A copy of the setting's policy and procedures and room routine will also be emailed.

(Please note, that we cannot send the setting's policies and procedures through the post, a copy is always available by the parents and carers seating area at the top of our stairs).

Late collection of children

In the event that a parent or carer knows they will arrive late to collect their child the setting asks that it be notified as soon as possible.

Please note that although the information below refers to a 6.30 pm finish, if you choose to purchase a shorter day ending in 3.30 pm, the same procedure applies.

The Schoolhouse closes at 6:30 p.m. and asks that all parents, carers and children are off the premises as close to this as possible, in order that the building can be closed and secured.

If has not been collected by 6:30 p.m., two staff remain on the premises, engaging the child in activities until the parent or carer arrives.

If the Schoolhouse has not had any contact with the parent or carer by 6:45 p.m. they will telephone numbers on the contact list provided in the registration pack. If it is not possible to make direct contact, messages will be left.

After a further thirty minutes staff will again attempt to make contact with the parents. If again, no direct contact can be made, messages are left.

Emergency contacts are then telephoned.

In the event that these too cannot be contacted, we will then attempt to contact the parents.

If again we are unable to contact the parents or carers, or any of the emergency contacts, we wait for a further fifteen minutes before contacting the police and seek their advice.

Fire Procedure

Whoever discovers the fire will operate one of the alarms, which are situated to the fire extinguishers along the corridors and the hallway in the building. Alternatively, whistles are placed in each room, hanging on information boards, which can be blown to sound the alarm. The fire under no circumstances be tackled. The person in charge of the setting will call the fire brigade.

Whilst the fire brigade are on their way, children are collected by all remaining staff and escorted to the meeting point via the main entrance or the fire escape. Class registers are also taken.

The meeting point is on the walkway between the church and the setting.

The person in charge of the setting leaves the building once all of the children and staff have left and all of the rooms have been checked.

Furthermore registers will be checked so all children will be accounted for.

The person in charge will wait for the fire brigade and ensure that children and staff are in safe place.

No persons will be allowed back into the building until the fire brigade have checked and declared it safe.

After the fire has been put out and checked by the fire brigade, the person in charge will return to the setting and collect the children's personal belongings and secure the building.

Staff will wait in the designated safe place for parents and carers, explaining to them what has happened. The person in charge will report to the proprietor and explain what has happened.

A fire drill is carried out every six weeks or after the induction week of a new member of staff.

Parents

We like parents to be involved in all activities within the nursery and inform them about the development progress of their child. The staff, enjoy daily interaction with parents and carers and parents and carers are invited to ask any questions, talk about any problems, make suggestions etc. We appreciate parents and carers input and recognise them as an intrinsic part of the setting.

Parents and carers have the greatest knowledge of their children. Therefore we provide an open afternoon every six months as a forum for parents and carers a chance to meet with all staff, including their child's key worker, to discuss different areas of their child's development as well as other areas of the setting, such as staff training and setting developments.

What should I bring with my child day to day?

A child should have a change of clothes with them each day in case of any accidents. Wash and dry the dirty clothes and leave them in your child's bag on their peg. If a child does not have any clothes to change into, we can provide nursery clothes, which we ask are returned, laundered, at our earliest convenience.

Nappies, creams, pull-ups and nappy changing wipes (if applicable) may be brought each day, or a large pack maybe supplied. Children fewer than two may be provided a drinking beaker, although the child's key worker will help them learn to drink from a cup. Any bottles for formula milk and water for babies will also be required. These can be sterilised at the setting during the day. We can also keep these bottles here or return them to you each evening.

Pain relief or temperature control medicine can be left at nursery in our secure medicine cupboard, which will be administered to your child when necessary with your prior verbal permission.

Fees

Fees are included in the fee breakdown sheet in the prospectus and include all meals, drink, formula milk and personal accident insurance. Payment is to be made in advance on the first of each calendar month. Please note that the full fee price is payable on all holiday and sickness to enable us to keep your child's place in the setting.

Fees pay for your child's place with us and not your child's attendance of that place.

For reasons of organisation, we ask that you notify the setting before 10:30 a.m. if your child is not in attendance for that day. One month's written notice is required if you intend to remove your child from our register.

Complaints' Procedure

If you have a complaint about the way your child has been treated or if you witness something, which you are not happy with, you should take the following steps:

Talk to your child's key practitioner and discuss with them your concerns. Your child's key practitioner will do their best to resolve the problem.

If you are not happy with the outcome, you are asked to speak to the Manager.

If you are still not satisfied you are invited to make a formal complaint in writing to the Manager, who will then write back to you, giving a time period in which she will investigate your concerns. She will then write to you, explaining how she has resolved the issue.

You are also invited to meet the Proprietor to discuss your complaint.

At all times we will endeavour to resolve any issues and concerns to your satisfaction as soon as possible.

Behaviour Management

One of the most common questions prospective parents and carers ask us is how we deal with a child who is behaving inappropriately. At Little Angel's Schoolhouse we have a discipline procedure, which all staff are expected to comply with:

The child will be spoken to away from their peer groups to prevent embarrassment, where it will be explained to them in an age appropriate language, why the behaviour is unacceptable. If they continue to disrupt the group where they are spoken to again and explained why their conduct was inappropriate.

If the child persists they will be taken away to from the group activities and given a 'time out' where they will be able to think about their actions.

After a time period of no longer than one minute, they will be asked to re – join the group of activity or directed to another activity, which they can participate in.

At no time will a child be removed from the room, put in a 'naughty corner' or 'naughty chair' or taken to the office for punishment.

At no time will a member of staff punish the child in a physical way.

At no time will a child be punished by being shouted at or humiliated. The child's clothes or food will not be withheld from them.

Child Protection

If a child injures itself at nursery, we record it twice. The first record is an accident form showing own ad where the accident took place and what action was taken. The staff member witnessing the accident completes this form. The parent or carer is asked to sign the form when arrive to collect their child and are informed of the incident. This form is kept on file in the office, although parents and carers may request a copy for their records.

We do have a responsibility, by law, to report any injuries in a child they received at home when the explanation is unsatisfactory. It is also our duty to inform social services when injuries persist. If we have suspicions that a child may be being sexually abused we will notify the relevant authorities immediately without prior consultation with parents or carers.

Accidents, which occur at home are recorded and kept on file.

Staff are aware of boundaries when disciplining children and know that it is unacceptable to smack, kick, punch or in any way mishandle a child. Any member of staff found to be assaulting a child would be instantly dismissed for gross misconduct.

A few reasons to choose Little Angels' Schoolhouse

At Little Angels' Schoolhouse, we fully understand that choosing childcare for your child is one of the most important decisions a family can make. This is why we have assembled a point by point information guide on why our Schoolhouse may be the best choice to meet your family's needs.

1. Policies and Procedures

1.1 Our Policies and Procedures are a set of organic and inter-linked documents, and are regularly reviewed to ensure that best care is achieved. The Policies and Procedures focus on child-centred practice in which reflective practice is paramount.

1.2 All new families receive a copy of the Policies and Procedures documents

1.3 Our Good Hygiene Policy ensures that the risk of illness is as low as possible.

1.4 All children are encouraged to actively participate in good hygiene practices before and after meal and snack times and after outside play.

1.5 Evacuation procedures are practised every six weeks, or when a new child or staff member starts attending our setting and is displayed prominently for visitors.

1.6 Daily assessments are made to ensure that all environments are safe for children to access.

2. Menu

2.1 The menu ensures that children receive their five-a-day fruit and vegetable allowance each day.

2.2 All dietary requirements and considerations are adhered to each mealtime, ensuring that children are provided only with foods, which they are permitted.

2.3 The menu is planned on a weekly basis, taking in to account children's preferences and incorporating meal ideas from all over the world. Parents and carers are invited to share their recipes with us and children are involved in mealtime preparation wherever possible.

2.4 Frequent healthy snacks are offered to the children in the morning, in the afternoon and in the early evening.

3. Positive relationships with parents and carers

3.1 If your child is under three you are provided with a written account of your child's day.

3.2 Parents and carers are provided with communications book, which travels to and fro nursery sharing important information between the two.

3.3 We operate an open nursery and parents and carers are welcome to drop in and visit us at any time. Parents and carers are also invited to accompany us on trips and spend days with their children in their rooms.

3.4 We hold regular coffee mornings and fun days which we welcome parents, carers and families to being involved setting up and coming along to.

3.5 Parents and carers are kept up to date with any relevant information via letter, a communications board and parents and carers are invited to make comments and suggestions on which the manager also uses to leave short messages.

4. Environment and Resources

4.1 Although our facility is organised within a 19th century school, the interior has been completely modernised to high standard. Each room boasts smooth cream walls, a natural oak wood floor and fitted storage units with modern lighting in lowered ceilings.

4.2 Each room is equipped with varied and age appropriate resources, which encourage and holistically develop their skills.

4.3 Children participate in model making, weaving and other creative activities, which are then presented to parents as gifts.

4.4 Our outside play area has a soft floor, planting areas, sandpit and water feature.

5. Our Staff

5.1 Each member of our staff is authorised to work with children by the criminal Records' Bureau and has been employed after a strict recruitment procedure.

5.2 Each member of staff has a continual training plan and attends courses relevant to their specific area to ensure that their skills are regularly reinforced and updated.

5.3 All our staff members are either qualified to an NVQ Level 3 standard or are studying to attain the qualification.

5.4 Over three quarters of our staff team hold Paediatric First Aid certificates and at least one member of staff with (PFA) is on duty at all times both inside the setting and on trips.

5.5 We have termly Supervision Meetings between staff and line managers, which help to support our workforce and identify any concerns.

5.6. We hold yearly staff appraisals and each staff member has a training plan and attends regular professional development training.

5.6 Our Adult to child ratio always meets or exceeds required standards.

Happy Smiley People – Schoolhouse Testimonials

Caroline Hart (Early Years Consultant – Hackney Learning Trust)

“Just to say how impressed I am with your continuing work to constantly improve the Nursery. You all true ‘stars’ and are so committed to your children and families.

Sophia and Jane

“Thank you for making me grow tall and strong and thank you for looking after me for all of these years. I’m a little woman of my own now and very independent, thanks to all of you guys. Team work is great, I love you and will miss you all. A good welcome in the morning from any one of your guys makes my mum happy when she leaves me every morning to go to work. “

Mia and Fiona

“Mummy wants to say special thank you to Michele and everyone for all of their love and support, above and beyond and thank you to all of those who have contributed to Mia’s upbringing while at the Schoolhouse.”

Grace

“Thank you so much for your love, support and care in the last two years. It has been wonderful meeting you and I have no regrets bringing my child to Little Angels’ Schoolhouse. I admire your dedication to your work...Keep up the good work. God bless you.”

Christel and Tim

“We have recently moved to the other side of London and have been trying to find a Nursery as good as Little Angels’ Schoolhouse. We have two children and both have attended the Schoolhouse since babies. Michele and her team have set such a high standard that we found it impossible to find a Nursery as good and so have opted for a childminder. “

“We recently moved back to the area and are very happy to have our child back at Little Angels’ Schoolhouse.”

See you soon, we hope!