Laying Foundations for Bright Futures

Building Blocks
Nursery School and Child Care

- Teddington -

Providing Excellence in Care and Education
Dear Parent,

Thank you for your interest in Building Blocks Nursery School and Child Care.

Like you, I am a working parent and in my experience, the significant amount of time my children have spent in day care has not served, most beneficially, their development in these formative years. My goal is to ensure that Building Blocks consistently provides the standard of excellence for your children that I desired for my own.

To meet my goals, I have taken great strides to ensure an exceptional program for all age groups. A highly skilled, committed nursery staff is maintained and supported with regular input from qualified, experienced specialists. Throughout the Nursery, staff ratios exceed Government standards. For continuity, a comprehensive retention program has also been designed.

Our programme is based on enhancing natural developmental processes and building on these processes to most benefit your child, through fun-filled play. It is designed to encourage a lifelong thirst for knowledge and love of learning. At the same time, our focus on developing high self-esteem and mutual respect will ensure a caring individual with the ability to lead as well as share ideas in a group. We follow the Early Years Foundation Stage curriculum with all assessment based around the early years outcomes.

Over the following pages, you will find a more detailed breakdown of our organization. If you feel that Building Blocks will benefit you and your child, please submit the enclosed “Registration of Interest” form. Once this is received, your child will be immediately placed on our waiting list. Your comments will always be valued. Therefore, if you have any questions or input at this time, please contact our administration department on 0208 949 8833 and they will be happy to help you. We look forward to speaking with you soon and ultimately meeting you and your family.

Best Wishes,

Philip Ashton
Philip Ashton Msc from LSE
Managing Director
**Mission Statement**

*Building Blocks* is dedicated to providing excellence and innovation in childcare and education. We aim to achieve this through: 1) Acknowledging the value of staff, assisting them in achieving their potentials by encouraging reflective practice, supporting training and development, allowing them a voice and actively responding to their contributions

2) Viewing parents as partners, communicating openly and listening readily, inviting their input with respect and consideration and 3) Providing a goal oriented, age appropriate curriculum focusing on; the promotion of academic skill, the enhancement of wonder and experimentation, and the encouragement of social intelligence and high self esteem. As a company, we are extremely reflective of our practice, not afraid of change and will always consider what improvements might be made and how best to implement them.

**The Provision**

*Building Blocks* provides quality day care and education for children between the ages of 6 weeks and 5 years. For siblings, and children who have attended the Nursery, we have created an exclusive breakfast/after school and holiday programme which is housed in a separate building out behind the nursery garden.

**Where and When**

Our location is highly convenient. Commuting parents will find the facility within walking distance of both Fulwell and Teddington Mainline Stations.

To allow for schedule flexibility, our opening hours are: 7:30am – 6:30pm Mon-Fri. Drop off and pick up times are also flexible. Please, simply be mindful of our timetable to minimise disruption for your child.

NB: We are closed for one week between Christmas & New Year (including Christmas Eve), a Staff Inset Day (usually at the start of the September term) and all Bank Holidays.

**The Premises**

*Building Blocks* nursery has been created specifically by us to accommodate the perspectives of the children and capitalize on their learning opportunities. There are facilities for both indoor and outdoor play. The baby rooms are warm and airy, including a divided messy-play area for enhanced sensory experiences using such things as bubbles, paint, sand and water play. Our toddler and pre-school rooms have been designed in the spirit of creativity and education. Areas have been developed to accommodate a wide range of experiences from quiet, solitary investigation to more boisterous group activity.

**Security**

For your peace of mind, web cameras are installed in the Nursery and can be accessed throughout the day by authorised parents. This gives you the opportunity to ensure that your children are happy and safe and later interact with them, knowing exactly what they have been up to during the day.

Security is a top priority. All unauthorised individuals must be buzzed onto the grounds and personally welcomed into the building. The entry doors remain locked at all times while independent access is available for authorised individuals via a key fob system. We also have a second layer of security, there is a digital door lock system to gain access to the classrooms once inside the nursery. Children must be turned over to a member of staff in the morning and released only to named persons at the end of the day.
Clearly, the quality of our service depends significantly upon the quality and dedication of our staff. Staff retention is also very important for the well-being of your child. For this reason, comprehensive recruitment, training and retention programmes have been devised. Our policies are based on the assumption that each staff member is vital, responsible and integral to our provision of excellence. Building Blocks offers a host of opportunities for staff including training and further education, promotion, additional responsibilities, prizes, rewards and public acknowledgement for excellence.

It is our aim that all our staff are first aid trained and additional academic training is provided on a regular basis. Training is organised both in-house and through external agencies. During the bulk of the day, staff-to-child ratios exceed government guidelines. Certified training is provided for any unqualified member of staff following a successful probation period. This means that our ratio of qualified to unqualified staff also exceeds government requirements. All of our staff are concerned with the health, well-being and educational advancement of your child. We are highly respectful of the children in our care, providing guidance and support at all ages. This grounding fosters respect in the children toward themselves and each other. We are dedicated to school readiness, so a qualified primary teacher leads our Nursery School programme.

Meeting Children’s Needs

Building Blocks is committed to including all children and will work alongside parents and carers to ensure each child is receiving the best possible care. We welcome children with additional needs and promote equality of opportunity for all children regardless of race, gender, social or ethnic backgrounds.

Curriculum Overview (Under 5s)

At Building Blocks, teachers and coordinators set time aside to thoroughly plan a curriculum that will help your child thrive academically, develop socially and move to the next stage with ease. Our Operations Director oversees the planning and curriculum delivery of each age group and our Nursery School is led by a qualified Primary School Teacher. This is fairly unique to a day care environment but it is our commitment to ensuring every child is not only ‘school ready’ when they start Reception, but given the opportunity to really enhance and develop their academic skills that prompted this decision. Planning for all children is informed by the Early Years Foundation Stage (EYFS.)

All children are assigned a qualified ‘Key Carer’ when they join Building Blocks. Your Key Carer will run the initial Home Visit and manage the settling-in process. S/he will take charge of all personal care e.g. nappy changing, administering of any medication etc. that is required and will be responsible for monitoring your child’s development, maintaining ‘learning journey’ profiles. This person will serve as the primary source of contact for you and your child. Key Carers also carry out formal assessments linked to the early years outcomes, 3 times a year and will meet with you to communicate where your child lies developmentally, setting action plans for your child’s next stage of learning. Your child will also be appointed a secondary key carer who will support all of the above in the primary key carer’s absence.

This relationship will be maintained as long as possible and when it is time for transition, your Key Carer will support you and your child through the inevitable handover as your child grows.

As mentioned above, assessments and observations are provided regularly and comprehensive records of all children’s progress is held from day one.
These records are available for parents to view at any time upon request. For further information, Building Blocks is delighted to have consistently achieved high overall ratings from OFSTED for both the delivery of our care as well as our education. (visit www.ofsted.gov.uk for a copy of our reports)

Note: More detailed curriculum information for each age group can be found on the following pages.

**The General Routine**

Wherever possible, Building Blocks will try to maintain the schedule you and your baby have developed at home. Once your child becomes a bit older, a more uniform routine will try to be encouraged so that your child can benefit from the full range of activity throughout the day.

Building Blocks will provide everything you will need for your child including: Pampers Nappies and wipes, Tommy Tippee and Avent bottles or beakers, a range of formula milk (up until your child’s 1st birthday) including: Aptimal, Hipp Organic, SMA and Cow & Gate, a cot or mat designed specifically for rest times with sheets and blankets provided also.

It is most important that your child feels happy and secure while in Nursery and you may bring any other items that will make your child feel more comfortable.

Potty training facilities are available and we will respond to the apparent readiness of your child, together with the desires of parents before embarking on this.

**Mealtimes**

What children eat is integral to how they perform, feel and develop. We understand this and, consequently, place great importance on ensuring that our food is freshly prepared by our own chef on a daily basis and selected on the basis of its wholesome and nutritional value.

- Fresh vegetables are included in every cooked meal
- Organic products are a significant feature of all meals and snacks
- The use of sugar is minimal, with evening desserts comprising fresh fruit for our Under 5’s

Milk or water is offered with breakfast and at snack times. Water is provided with lunch and dinner and is available throughout the day.

All food and drink required for three full meals is provided by Building Blocks for all children and we will accommodate any specific dietary requirements. Our intention is that when you collect your child at the end of the day, you will be able to spend the evening not cooking, but playing together.

Please note: We have no religious preference at Building Blocks and therefore do not accommodate halal or kosher meat within the setting. We have a well thought out and balanced vegetarian menu that will be provided to any child who has these specific requirements.
Some Main Events

In addition to our regular outings to the park, swimming pool for lessons and academic field trips, a large field trip is arranged each summer. Parents are encouraged to attend and are notified well in advance.

The Nursery will also Host:

- A Christmas concert, where the children may show themselves as dancers, storytellers & thespians
- An annual Graduation Ceremony for our Nursery School Children
- An annual Sports Day
- A Parents as Partners Evening
- Curriculum support and child development evenings

Parents as Partners

Parents: The Early Years Foundation Stage (EYFS) 2014 clearly states that “Parents are children’s first and enduring educators. When parents and practitioners work together in early years settings, the results have a positive impact on children’s development and learning.” We welcome and encourage your participation in your child’s early education at any time. Be it joining in with any activity at any time (either in person or as a web cam viewer), attending one of our ‘Stay and Play’ days or joining us on an outing. It is extremely important that you are actively supporting your child’s learning at home because “how parents relate to their children from the moment of birth and the activities they do with their children, inside and outside the home during their early years has a major impact on children’s later social, emotional and intellectual development.” (Roberts K, 2009)

Our Responsibility: We will regularly send home informative newsletters to spark discussion and give you the capacity to support what your child is doing. We will maintain a continuous dialogue with you regarding how your child is getting on, areas they are excelling in and where we are working on developing their skills/knowledge. We will ensure we are meeting all the statutory requirements set out in the Early Years Foundation Stage including ongoing assessment of your child’s progress and a formal written Progress Check will be carried out the term in which your child turns 2yrs.

Together: To ensure that every child is developing to their full potential it is vital that we work together in partnership as studies have proved that “the greater the continuity between home and setting, and the richer the learning environment in both, the more children will benefit.” (Wheeler et al 2009) Parent evenings are held three times a year where you will meet with your child’s key carer to discuss, in private, your child’s progress. Together you will set an action plan detailing your child’s next steps/targets, discuss your aspirations for your child and how these will be supported both in the setting and at home.
Our Rooms

Below is an overview of the curriculum across the nursery programmes. It is important to note that your child’s movement across rooms is based upon a range of factors including developmental readiness and friendship groups, as well as age. Consequently, the ages noted below are approximations.

(Under 2’s)

Beautiful Babies (0 – 18 months)
Our primary concern is to ensure that your Beautiful Baby is safe and feels completely secure within a warm, cozy and stimulating environment. Sensory experiences, exploration and lots of opportunities to develop their physical skills will be the main focus for this room and with the luxury of their own environment we can fully support and enable them to become confident walkers.

Our staff are affectionate, providing the kind of loving care that babies need. A rigorous hygiene policy is also in place. Your child will be allocated a primary key carer who will be responsible for your child’s personal care on each day s/he attends, with a secondary key carer in place to support when necessary. Once your child is fully settled with us, all other staff within our babies will start to form a strong bond with your child and will interact with and care for your child each day alongside the primary and secondary key carers.

Top Toddlers (15 – 28 months)
Once babies are stable on their feet and deemed ready, they will join our fantastic Toddler room designed specifically to meet our Toddler’s growing needs. Here they will benefit from a large open space, including a dedicated outdoor area, where they can toddle to their hearts content! The Top Toddlers’ programme will capitalise on your child’s desire to roam and explore independently. A wide range of activities and opportunities are consistently provided to encourage investigation, experimentation, cooperation and communication within both the indoor and outdoor environments.

The Curriculum

The typical infants’ brain is 25% smaller than at three years old. Everything your baby sees, hears, tastes and feels helps his/her brain to develop. To capitalise on this developmental readiness, all aspects of the design and the curriculum aims to bombard the senses. It would not be unusual to see your infant sitting in a mist of coloured bubbles while listening to Mozart, or crawling through the cool grass at the park, and lying on his/her back under the rise and fall of a giant parachute.

For our over 1’s, while sensory input remains important, language development becomes a primary focus at this stage and is facilitated through stories, song, role play and conversation. To accommodate the diverse developmental readiness of one year olds, our curriculum also includes mental, linguistic, physical, creative, and social goals that are met throughout the day on a more individual basis. The aim is to follow the children’s lead at this stage, responding to their individual interests, needs and abilities while, at the same time, increasing their independence, self-esteem and social etiquette.

Overall, the primary focus within the Early Years Foundation Stage for our Under 2’s are the three Prime Areas of the curriculum; Personal, Social and Emotional Development, Communication & Language and Physical Development.
Your key carer is responsible for ensuring your child is developing where expected in each of these areas and will carry out observations and plan effective next steps to ensure your child’s continued progression. They will then assess your child against the Early Years Outcomes at 3 set points throughout the year. (End of March, June & November)

At the age of 2yrs, children will be given a progress check. This is a statutory requirement of the Early Years Foundation Stage and will be a written report compiled by your child’s key carer. It will detail your child’s progress in line with the Early Years Outcomes.

Once it has been established that your child is progressing where expected within the Prime Areas of the curriculum then they will begin their transition into our Premier Pre-School where their focus will extend to include the Specific Areas of the Curriculum; Literacy, Maths, Expressive Arts & Design and Understanding the World.

In summary;

**Our specific developmental aims for the Babies are to encourage:**

- Large and Small Muscle Development
- Creativity
- Language Development
- Self-Help Skills
- Musicality Exploration and Discovery
- Socialisation

**Our specific developmental aims for our Toddlers are to encourage:**

- Large and Small Muscle Development
- Basic Decision Making Skills
- Self-Help Skills
- Language Development
- Exploration and Discovery
- Introduction to basic numeracy and Literacy
- Creativity
- Musicality
- Independence
- Socialisation
- Attention and Memory

**Over 2’s**

**Premier Pre-School (24 – 48 months)**

Safety and hygiene are top priorities for your pre-schooler. At Building Blocks, your child is secure in an environment that allows for independence and unrestrained self-expression. All our Premier Pre-Schoolers are treated with love, support and affection and are encouraged to reciprocate this both towards staff and each other. This provides a sound basis from which important social skills can be developed.

**The Curriculum**

A thoughtfully planned curriculum allows for free play as well as the introduction of a slightly more structured environment. In addition to teaching basic skills, our objectives include aspects that predispose children to learning, including facilitating a positive self-identity and high self-esteem, enthusiasm, curiosity, mental agility and social consideration. These are fostered by our staff, who provide a well-rounded variety of activities where our children can be excited and motivated, supported, encouraged and challenged. As you walk into our room of Premier Pre-Schoolers, it is likely you will hear an enthusiastic, “I DID IT!!!” above the din. Our 2yr olds are very lucky to have free flowing access to their own outdoor classroom throughout the day, which is always a popular choice.
Planning supports all 7 areas of the curriculum with equal weight given to both our **Prime Areas:** Personal, Social and Emotional Development, Communication & Language and Physical Development and our **Specific Areas:** Literacy, Maths, Expressive Arts & Design and Understanding the World.

Your child’s key carer will lead a daily Focus Time with their key group of children. There will always be at least 2 elements a week focused on ‘Letters and Sounds,’ a government initiative which teaches children the skills required to become competent in reading and writing. Other activities will support the current needs of each specific group of children. This might be counting with 1:1 correspondence or learning how to use a knife and fork. Alongside Focus Time your child’s key carer will continuously be observing your child and setting next steps to ensure they are progressing where expected. You will be kept fully informed of your child’s progress at all times and what you can do at home to support your child’s development further.

For our **Premier Pre-Schoolers,** art, cooking, drama, dance, computer skills, and tumble gym are all an integral part of the curriculum. Skilled specialists provide Music, Drama and Movement, Dance, Sports and Swimming. Private swimming classes are provided by qualified swimming instructors.

**Our developmental aims for this group are to encourage:**

- Large and Small Muscle Development
- Basic Computer Literacy
- Sharing/Co-operation
- Basic Visual Discrimination
- Socialisation
- Basic Decision Making Skills
- Considering Friendships and Feelings
- Pre-Reading Skills
- Independence
- Pre-Numeracy Skills
- Exploration and Discovery
- Pre-Writing Skills
- Creativity
- Musicality
- Attention and Memory
- Basic Hygiene
- High Self-Esteem

**The Nursery School (36 – 60months)**

Our primary aim is to provide your child with all of the skills and confidence required for a successful experience at whatever school you may ultimately select.

Our programme is run by a qualified and experienced primary teacher whose focus is on developing the “total” child; enhancing intellectual potential, perpetuating empathy and social propriety, and encouraging a positive attitude towards work and learning. At the same time, there is an emphasis on academic achievement and one of our ultimate goals is for our children to leave us with basic competence in reading and mathematics.

**The Curriculum**

A thoughtfully planned curriculum allows for both free play as well as adult led activities within a more structured environment. Our programme is uniquely devised in accordance with the understanding of developmental and learning psychologists, and allows for the enhancement of predisposing factors to learning including; “thinking and decision making”, “attention facilitation”, and “increased memory capacity”. The programme will also ensure that your child develops important social and emotional skills, such as respect for others, high self-esteem, boldness in the face of challenge, and an inherent enthusiasm and curiosity about the world.
All skills are taught through multi-sensory experiences using themes, stories, drama, music, art, and other hands-on activities that stem from your child’s interests. Common objects from the child’s environment are used to bring meaning to the learning of reading, writing, science and mathematics. Throughout the day, teaching is differentiated to suit individual needs and abilities.

Planning supports all 7 areas of the curriculum with equal weight given to both our **Prime Areas:** Personal, Social and Emotional Development, Communication & Language and Physical Development and our **Specific Areas:** Literacy, Maths, Expressive Arts & Design and Understanding the World

Your child’s key carer will be responsible for maintaining your child’s learning journey profiles and carrying out all formal assessment. The Teacher will lead a daily Focus Time with the whole class and there will always be least 2 elements a week focused on ‘Letters and Sounds,’ a government initiative which teaches children the skills required to become competent in reading and writing. Other activities will support the current needs of the group of children which could be simple addition and subtraction, problem solving, the ability to retell a story to the group etc. Much of the Teacher’s planning is also based upon the input of the Key Carers who regularly feedback your child’s interests and abilities. For children who need either developmental support or further extension in an area of strength, our Teacher plans and delivers daily ‘Booster Groups’. This might include small reading groups, maths focus groups or writing support groups. You will receive a termly summary from the Teacher to keep you fully informed of your child’s progress within their ‘Booster Group’. Alongside Focus Time and Booster Groups your child’s key carer will continuously be observing your child and setting next steps so that progress remains where expected across all 7 areas of the curriculum. You will be kept fully informed of your child’s progress at all times and what you can do at home to support your child’s development further.

**Our developmental aims for this group are to encourage:**

- Large and Small Muscle Development
- Social Etiquette/ Sharing/ Co-operation
- Insight into Friendships and Feelings
- Independence
- Enthusiasm and Motivation
- Creativity
- Increased Attention and Concentration
- Increased Memory Capacity
- Visual Discrimination
- Understanding Consequences
- Decision Making Skills
- A Basic Ability for Self-Assessment

- Basic Reading
- Basic Numeracy
- Basic Writing
- Musicality
- Competent Socialisation
- Basic Computer Literacy
- High Self-Esteem
- A Basic Understanding of Science
- The Natural World
- Appreciation for Other Cultures
- Respect for Individual Differences
- High Communication Skills
- Personal Health and Hygiene
The creative curriculum for your child is extensive and includes Computer, Cooking, Physical Education and a Variety of Art Forms. Skilled specialists visit daily to teach Music, Foreign Language (French), Drama and Movement, Dance, and Swimming.

**Kids’ Club: Before/After-School and Holiday Club**

*(Reception to end of Year 5 for After-School Club and end of Year 6 for Holiday Club)*

This program was specifically created to support our families in providing consistent and continuous childcare for our children once they start reception. A waiting list operates for this program with places first allocated to those with a sibling already in our Kids’ Club, children who have attended our Nursery or are older siblings of children in the nursery.

Our objectives for the children who attend our Kids’ Club is to provide a safe, enriching experience that fosters the wonder and excitement of learning while enhancing self-confidence, mental and physical agility and cooperation and respect for oneself and others in a home from home environment.

While relaxation time is needed and provided, age-appropriate activities are also thoughtfully planned based around the children’s interests and developmental needs. Activities are practical and hands-on while at the same time enhancing National Curriculum Targets. Our youngest children might be sent on a skipping treasure hunt to find all the objects that begin with the sound “B”, for example, or you may walk in on a bubbling volcano that the children have created as part of a project on materials and the earth. When necessary, the children are also individually guided and supervised by our staff in their homework.

In addition to our regular programme, activities scheduled into the timetable include a weekly sports session and Arts and Craft class that are led by external teachers.

During the Holiday Clubs, a fun packed schedule is devised that incorporates a mixture of day trips, in-house art and craft days, drama and dance, cooking, sports, science and technology and themed days that may link to an upcoming festival or just be a particular interest of the children at that time. Generally, day trips happen twice a week and at no extra cost and during the longer summer break the children are often given the option to take part in an extensive week of sports e.g. Tennis Camp, Swimming, Multi-Sports etc.

**Please note:** Our Holiday Clubs generally operates in line with the local state school calendar so if your child has holidays outside of these times then you will need to arrange alternative childcare. You are more than welcome to drop your child to Kids’ Club from 3pm if it is a usual day of attendance but unfortunately we cannot accommodate your child during the day.

**School Drop-Offs and Collections**

The school runs have been carefully co-ordinated to ensure that your child arrives at school safely and on time. We have 2 mini-buses for those children who attend the more distant schools which have specially fitted seatbelts that are adjustable to suit each individual child. The buses are driven by our Building Blocks drivers who all have the relevant license to drive a larger vehicle, are highly experienced and, of course, fully insured. Children whose schools are within easy walking distance will be accompanied by an adult and enjoy the fresh morning air.
In the afternoons your child will be collected from school and brought back to **Kids’ Club** for a healthy snack and to start the afternoon’s activities. We have attempted to create the most efficient system for collection. However, please be aware that due to the number of schools we attend and the fact that many finish at the same time, it may mean that your child has to wait five or ten minutes for our staff at the end of the day. The school are fully aware of this and work in partnership with us and you will be made aware if this applies to your child’s school.

**Please note that we currently drop off and collect from the following schools;**

- Collis
- St Mary’s and St Peter’s
- Stanley
- St James

If your child’s school is not currently in our remit, we would be happy to discuss arrangements if you were able to locate someone who could manage the drop off and collection for you.

**(Sessional Pre-School: 2 – 4yrs Term Time Only)**

Whilst the children are at school we utilise the building for our sessional Pre-School program. This runs everyday from 9am – 12pm term time only and we welcome children who are eligible for the 2yr old funding. There has been a host of academic research highlighting the long-term value in children attending a quality pre-school. The aim of our Premier Pre-School is to provide children with access to these benefits at the earliest possible stage, while at the same time giving you the opportunity to care for yourselves knowing that your child is not simply being babysat, but is gaining real benefit from your time apart. Many children by rising two years demonstrate a clear readiness for the social and “educational” input that can be provided from a quality facility. Yet, most programmes require a child to be 2 ½ years old (and generally potty trained) before entry. Our aim is to ensure that your child has access to quality care whenever he or she is ready to enjoy it.

Safety and hygiene are top priorities for your two year old. At **Building Blocks**, your child is secure in an environment that allows for independence and unrestrained self-expression. All our children are treated with love, support and affection and are encouraged to reciprocate this both towards staff and each other. This provides a sound basis from which important social skills can be developed.

**The Curriculum**

A thoughtfully planned curriculum allows for free play as well as the introduction of a slightly more structured environment. In addition to teaching basic skills, our objectives include aspects that predispose children to learning, including facilitating a positive self-identity and high self-esteem, enthusiasm, curiosity, mental agility and social consideration. These are fostered by our staff, who provide a well-rounded variety of activities where our children can be excited and motivated, supported, encouraged and challenged.

As you walk into our room of **Premier Pre-Schoolers**, it is likely you will hear an enthusiastic, “I DID IT!!” above the din. Our 2yr olds are very lucky to have free flowing access to their own outdoor classroom throughout the day, which is always a popular choice.
Planning supports all 7 areas of the curriculum with equal weight given to both our **Prime Areas**: Personal, Social and Emotional Development, Communication & Language and Physical Development and our **Specific Areas**: Literacy, Maths, Expressive Arts & Design and Understanding the World.

Your child’s key carer will lead a daily Focus Time with their key group of children. There will always be at least 2 elements a week focused on ‘Letters and Sounds,’ a government initiative which teaches children the skills required to become competent in reading and writing. Other activities will support the current needs of each specific group of children. This might be counting with 1:1 correspondence or learning how to use a knife and fork. Alongside Focus Time your child’s key carer will continuously be observing your child and setting next steps to ensure they are progressing where expected. You will be kept fully informed of your child’s progress at all times and what you can do at home to support your child’s development further.

**Our developmental aims for this group are to encourage:**

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<th>Large and Small Muscle Development</th>
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<td>Sharing/Co-operation</td>
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<td>Socialisation</td>
<td>Basic</td>
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<td>Considering Friendships and Feelings</td>
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<td>Attention and Memory</td>
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<td>High Self-Esteem</td>
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<td>Computer Literacy</td>
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<td>Basic Hygiene</td>
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**Our Over 3’s (For those staying on with us under the 3 & 4 yr old funding)**

Our primary aim is to provide your child with the skills and confidence required for a successful experience at whatever school you may ultimately select. The focus for our over 3’s is on developing the “total” child; enhancing intellectual potential, perpetuating empathy and social propriety, and encouraging a positive attitude towards work and learning. At the same time, there is an emphasis on academic achievement and one of our ultimate goals is for our children to leave us with basic competence in reading and mathematics. We believe these are skills that can be taught in fun, non-threatening ways and will inherently enhance your child’s interest in, and capacity for, deeper understanding.

**The Curriculum**

There is high proficiency in planning, assessment, record keeping and observations. While there is a combination of free play and more structured activity, the basis of the curriculum is devised from the early learning goals suggested by government guidelines.

Our programme is also uniquely devised in accordance with the understanding of developmental and learning psychologists, and allows for the enhancement of predisposing factors to learning including; “thinking and decision making”, “attention facilitation”, and “increased memory capacity”. The programme will also ensure that your child develops important social and emotional skills, such as respect for others, high self esteem, boldness in the face of challenge, and an inherent enthusiasm and curiosity about the world.
All skills are taught through multi-sensory experiences using themes, stories, drama, music, art, and hands-on activity. Common objects from the child’s environment are used to bring meaning to the learning of reading, writing, science and mathematics. Throughout the day, teaching is differentiated to suit individual needs and abilities. We implement a very specific reading and cognitive development programme that can be discussed with you when you come to visit.

Our developmental aims for this group are to encourage:

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<tr>
<td>Exploration, Expectation and Discovery</td>
<td>Basic Computer Literacy</td>
</tr>
<tr>
<td>Creativity</td>
<td>High Self-Esteem</td>
</tr>
<tr>
<td>Increased Attention and Concentration</td>
<td>A Basic Understanding of Science</td>
</tr>
<tr>
<td>Increased Memory Capacity</td>
<td>The Natural World</td>
</tr>
<tr>
<td>Visual Discrimination</td>
<td>Appreciation for Other Cultures</td>
</tr>
<tr>
<td>Understanding Consequences</td>
<td>Respect for Individual Differences</td>
</tr>
<tr>
<td>Decision Making Skills</td>
<td>High Communication Skills</td>
</tr>
<tr>
<td>A Basic Ability for Self-Assessment</td>
<td></td>
</tr>
</tbody>
</table>
Fees Sept 2017 – Aug 2018 (Teddington)

Fees listed below are per calendar month to be paid by Direct Debit

**Beautiful Babies, Top Toddlers & Premier Pre-School**

Our normal daily rate is £79.85 per day

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Fees per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>346.00</td>
</tr>
<tr>
<td>2</td>
<td>692.00</td>
</tr>
<tr>
<td>3</td>
<td>1038.00</td>
</tr>
<tr>
<td>4</td>
<td>1384.00</td>
</tr>
<tr>
<td>5</td>
<td>1657.00</td>
</tr>
</tbody>
</table>

Please note we offer half days to our Beautiful Babies ONLY 7.30am – 1.00pm or 1.00pm – 6.30pm £39.93 per ½ day. Minimum attendance for our Babies is two ½ days or 1 full day.

**Nursery School**

Our normal daily rate is £68.05 per day

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Fees per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>295.00</td>
</tr>
<tr>
<td>2</td>
<td>590.00</td>
</tr>
<tr>
<td>3</td>
<td>885.00</td>
</tr>
<tr>
<td>4</td>
<td>1180.00</td>
</tr>
<tr>
<td>5</td>
<td>1353.00</td>
</tr>
</tbody>
</table>
Fees listed below are per calendar month to be paid by Direct Debit

**Top Toddlers / Premier Pre-School**

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>2yr Old Funding</th>
<th>Universal Funding (15hrs)</th>
<th>Extended Entitlement (30hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>1</td>
<td>195.00</td>
<td>231.00</td>
<td>194.00</td>
</tr>
<tr>
<td>2</td>
<td>389.00</td>
<td>462.00</td>
<td>389.00</td>
</tr>
<tr>
<td>3</td>
<td>733.00</td>
<td>809.00</td>
<td>583.00</td>
</tr>
<tr>
<td>4</td>
<td>1079.00</td>
<td>1155.00</td>
<td>929.00</td>
</tr>
<tr>
<td>5</td>
<td>1346.00</td>
<td>1423.00</td>
<td>1203.00</td>
</tr>
</tbody>
</table>

**Nursery School**

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Universal Funding (15hrs) for eligible 3 &amp; 4yr olds</th>
<th>Extended Entitlement (30hrs) for eligible 3 &amp; 4yr olds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>1</td>
<td>180.00</td>
<td>143.00</td>
</tr>
<tr>
<td>2</td>
<td>361.00</td>
<td>286.00</td>
</tr>
<tr>
<td>3</td>
<td>655.00</td>
<td>430.00</td>
</tr>
<tr>
<td>4</td>
<td>950.00</td>
<td>725.00</td>
</tr>
<tr>
<td>5</td>
<td>1119.00</td>
<td>1019.00</td>
</tr>
</tbody>
</table>

We offer 3 free stand-alone places for children in receipt of the Universal Funding attending our Nursery School. These places are Term Time only 1pm – 4pm.
Kids Club Fees Sept 2017 – Aug 2018 (Teddington)

Fees listed below are per calendar month to be paid by Direct Debit

**After School Club** (Reception to end of Year Five: Includes Breakfast Club as Standard)*

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Fees per Day* (£)</th>
<th>Fees per calendar ms to be paid by DD (£)</th>
<th>Ad Hoc Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30.80</td>
<td>133.00</td>
<td>30.75 Break/ AS</td>
</tr>
<tr>
<td>2</td>
<td>30.80</td>
<td>267.00</td>
<td>10.05 Breakfast Only</td>
</tr>
<tr>
<td>3</td>
<td>30.80</td>
<td>400.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>30.80</td>
<td>534.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>28.95</td>
<td>627.00</td>
<td></td>
</tr>
</tbody>
</table>

* Please be advised that fees represent a 3pm collection.

**Holiday Club**
(Reception to end of Year Five)

<table>
<thead>
<tr>
<th>For children in our after-school club</th>
<th>Fees (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£16.00 per day for days of usual attendance</td>
<td>£46.80 per day for days of non-attendance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For children not in our after-school club</th>
<th>Fees (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£49.05 per day</td>
<td></td>
</tr>
</tbody>
</table>

**Sessional Pre-School Term Time Fees Sept 2017 – Aug 2018 (Teddington)**

**The Fees**

**Sessional Pre School – From 2 years**
9am – 12pm

<table>
<thead>
<tr>
<th>Number of sessions</th>
<th>Fees per term</th>
<th>Payable over 3 months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Avg 13 weeks</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>£325.00</td>
<td>£108.00</td>
</tr>
<tr>
<td>2</td>
<td>£650.00</td>
<td>£217.00</td>
</tr>
<tr>
<td>3</td>
<td>£975.00</td>
<td>£325.00</td>
</tr>
<tr>
<td>4</td>
<td>£1300.00</td>
<td>£433.00</td>
</tr>
<tr>
<td>5</td>
<td>£1625.00</td>
<td>£542.00</td>
</tr>
</tbody>
</table>

Ad Hoc sessions - £25.00 per session
Thank you for your interest in Building Blocks Nursery School & Childcare. Due to the large volume of parents wishing to join our nurseries, we operate a waiting list and our aim is to allocate places fairly and under the structure of a consistent policy.

To begin your journey in what we hope will be a long and happy partnership with us, you will be required to complete and return the registration form along with a non-refundable administration fee of £50.00 (£40.00 for siblings.) This cover’s the administration of maintaining the waiting list, updating child/parent details and communicating with parents via email and/or telephone. Once this is received, your child/ren will be placed on our nursery waiting list in accordance with the date of application. Automatic entry onto the Kids’ Club waiting list will take place on your child’s first day in the nursery. In the April before your child/ren starts Reception you will be given the opportunity to validate your interest in our Kids’ Club by completing a further registration form and paying a £15.00 non-refundable administration fee. Please note: For families whose children join the nursery on the same day, your position on the waiting list will be determined in accordance with the date/time of the validation payment. If you decide not to validate your interest then you will be contacted to inform you of removal from our Kids’ Club waiting list.

Please note: joining the waiting list does not guarantee your child a place in the nursery or Kids’ Club at the time of your preferred start date.

The procedure for prioritising the waiting list is by date of application in the following way:

1. Children of staff
2. Children in the room wishing to make changes to attendance
3. Siblings
4. Nursery School leavers for that academic year (applicable to Kids’ Club waiting list only)
5. External Families

Please note: Full days will always take priority over half days for our Beautiful Babies.

- Children are placed on the appropriate waiting list in accordance to their age.
- Places can become available at any time and will be offered to families following the priority list shown above.
- If we are unable to offer your child a place by your preferred start date you will be sent a ‘No Space’ letter a minimum of 8 weeks prior to your preferred start date and you child/ren will remain on the waiting list for the appropriate room. This may mean that your status on the waiting list changes dependant on the families already on that rooms list.
- When we are able to offer your child a place you will be contacted by email letting you know we have days available to offer your child. To ensure the fluidity of the waiting list, a deadline of 48hrs will be set for you to contact us, letting us know whether you wish to accept or decline the place.
- If you decline the place or do not respond within 48hrs, you will remain on the waiting list and be contacted when this next becomes available and again be given a deadline of 48hrs to respond.
- Should you decline the place a second time, or fail to respond, you will be moved to the bottom of the waiting list as of that date.
- Should we offer you a place on a third occasion and you choose to decline or do not respond within 48hrs, you will be permanently removed from the waiting list and a letter will be sent out to you confirming this.
- You have the option to defer your place once and retain your status on the waiting list.
- If you are offered and accept a place in the nursery/ Kids’ Club a deposit will be required to secure your child’s place. The amount will be the equivalent of a month’s fees and will be refunded to you approximately 4-6 weeks after your child’s last day at the nursery/ Kids’ Club provided that notice is given in line with our terms and conditions and your account is up to date.

Please note: Once your deposit has been received, should you then decide not to start with us unfortunately your deposit will not be returned.

We also operate an Internal Waiting List for current families wishing to increase or change days of attendance. The procedure is as follows:

- Families we are not able to offer all days to at initial point of entry will automatically be added to the internal waiting list from the date the place is accepted.
- For other families, requests to change or increase attendance must be made in writing (email is fine) to join the internal waiting list and confirmation of this will be emailed to you.
- When a space becomes available families will be offered according to their date of entry on the internal waiting list and the above procedure will be followed in regards to the acceptance, decline or deferral of that space.

It is important that we are kept informed of any changes to your contact details to ensure we can reach you when a place becomes available.

The Registration Officer
Building Blocks Nursery
Office: 24 Henley Drive,
Kingston upon Thames,
KT2 7EB
Tel:   020 8949 8833
email: info@buildingblocks nurseries.co.uk
www.buildingblocks nurseries.co.uk
Reg No. 04005432

Registered in England & Wales