

information pack

Thank you for your recent enquiry about rubadubs.

rubadubs nursery was established in 2005 and is run by an experienced, enthusiastic and caring team. We offer full-time and part-time places for children aged between three months and five years, and are open Monday to Friday, 8.00am to 6.00pm throughout the year excluding Bank Holidays and four days of staff training.

Children are cared for in a light, spacious and stimulating environment, equipped with a broad range of toys, lovely outdoor play area and soft play surfaces where they can take part in fun and creative activities. We have a well-equipped sensory room and are developing a sensory garden where children can plant and grown their own herbs and flowers.

The aim of our nursery is to create a secure, homely and happy environment where the children can achieve intellectual, social, emotional, and physical development.

If you are interested in a place for your child, we would recommend that you come for a visit to see our facilities and to meet our team of carers and the children we currently look after.

Please contact us by email at contact@rubadubsnursery.com or call us on 020 8699 0782 if you have any questions or to arrange a visit.

our team

Babies are cared for by qualified staff, with a ratio of one carer to three children. For children over two, we have one carer for up to four children and in the pre-school, our fully-qualified members of staff have up to eight children in their care. Each child has a Key Person who is the main day-to-day contact for families and who is responsible for keeping a record of the child's Learning Journey.

At rubadubs, the staff-to-child ratio exceeds the Ofsted guidelines. We also have contingency arrangements in place for qualified staff to cover emergencies and unexpected staff absences. We are especially proud of the diversity of our team of carers who are able to share an exceptional breadth of cultural experience, additional languages and creative skills.

Early Years Foundation Stage Learning Journey at rubadubs

The EYFS Learning Journey is aimed at achieving the correct balance of physical, social and intellectual stimulation for young children. Within a child-centred environment, children can develop confidently and at their own pace. Where necessary, we develop Individual Education Plans for children with additional needs and work with other specialists, such as speech and language therapists to support children in their Learning Journey.

special activities and visits

We have visiting tutors who come into the nursery to teach the children special skills and who run creative workshops such as Sport and Games, Dance and Movement, Arts and Crafts and these sessions benefit even the youngest babies. The children also enjoy local trips such as to the library or shopping to buy ingredients for our cooking sessions. And of course we make excellent use of the Horniman Gardens and Museum which are nearby.

sessions available

We recommend that children attend a minimum of two daily sessions a week at nursery. Typically, more than half of the children at rubadubs are siblings, or are the sibling of a child who attended the nursery before starting primary school. We no longer offer part-day sessions as we found this was too disruptive for the children staying at the nursery all day.

keeping children safe

All our carers are DBS-checked and have paediatric first aid and food hygiene training. We have a CCTV system in operation and visitor access to the premises is by appointment only. Staff regularly undertake Safeguarding (formerly Child Protection) training and we have a full range of risk assessments covering the premises, equipment and visits outside the nursery.

We have comprehensive policies covering every aspect of a child's safety and wellbeing while at nursery. Copies of all our policies and procedures are available to view at all times.

keeping in touch with families

At rubadubs, we understand how important it is for parents and carers to be kept informed of what their children have been up to at nursery and how they are developing. Each day we send home a daily diary which lets you know how your child has eaten that day; when they have had their nappy changed (if applicable); when they have slept and gives you a little information about what they have been doing. There is also space for families to give feedback on what has been happening outside the nursery and to make sure that channels of communication are kept open.

We also produce a monthly newsletter, which lets parents and carers know about special events at the nursery or visits the children will be making. The newsletter will also give information about any changes to the rubadubs team or our policies. We keep in touch with parents and carers through Parent mail and also have a Facebook newsgroup which parents and carers can use to share information and arrange get-togethers.

Each child's progress is recorded in an EYFS Learning Journey portfolio and as the child progresses through the nursery, parents and carers will have regular updates on their child's development. At two year of age, each child has a more formal written progress review which can be shared with his or her Health Visitor as part of the Two Year Health check.

Parents are encouraged to contact the manager or their child's Key Person at any time to discuss any concerns they may have.

personal care and hygiene

We encourage children to maintain good standards of hygiene at the nursery, washing their hands before meals and after trips to the toilet and brushing teeth after lunch. When they are able, children are encouraged to be independent with their toileting, although we do always check that they have washed their hands.

travelling to rubadubs rubadubs is close to excellent public transport links - Forest Hill London Overground Station is less than 150 metres away and there are many bus stops nearby. We believe that walking or cycling are the best and healthiest ways for children to travel to nursery. Buggies and scooters may be left in our external buggy store during the day, at the manager's discretion.

ofsted registration

Following a change in our business structure to become a limited company, we were obliged to re-register with Ofsted in February 2015. We have had an Ofsted Inspection (Feb 2018) .The URL to the report is detailed below.

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY490615>

meals at rubadubs

All the meals we give the children at rubadubs are prepared freshly each day, on the premises, using natural and healthy ingredients. Our menu is nutritionally balanced and has been developed with the help of the families of children already at the nursery.

At rubadubs, we believe that it is both advisable and desirable for young children to have the opportunity to experience a wide variety of food tastes and textures as part of their daily diet. We feel that the babies should also be provided with a good variety of textures, from freshly-prepared foods, and that by around 12 months of age, they should be eating the same food as the older children in the nursery.

We are able to cater for children with special dietary needs, whether religious or medical, and offer options suitable for vegetarians and for children from different ethnic backgrounds who have specific dietary requirements.

To drink, children have milk at snack and tea times, and water is freely available throughout the day. We do not allow sweet drinks or snacks at the nursery, other than for rare, special occasions such as a birthday when we will bake a special cake – shop bought cakes may not be sent in to nursery because of potential allergens.

Our menu changes each week and is emailed to all families via ParentMail. Below is a sample menu from January 2018.

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast cereal/porridge/toast	Breakfast cereal/porridge/toast	Breakfast cereal/porridge/toast	Breakfast cereal/porridge/toast	Breakfast cereal/porridge/toast
Lunch roasted vegetable pasta with salad	Lunch chilli con carne with rice or Vegetable risotto	Lunch shepherd's pie with fresh vegetables or vegetarian pie	Lunch Curried Chicken and rice with fresh vegetables pasta with vegetarian sauce	Lunch Fish pie with fresh vegetables
Banana and custard	Semolina pudding	Selection of fresh fruit	Poached plums with custard	Rice Pudding
fresh fruit	fresh fruit		fresh fruit	fresh fruit
Tea Vegetable soup fresh fruit	Tea Macaroni cheese fresh fruit	Tea Pumpkin & sweet potato soup fresh fruit	Tea Cheese sandwiches with cucumber sticks fresh fruit	Tea Pasta in tomato sauce fresh fruit

our daily routine

Our daily routine varies slightly between Room Groups to ensure that the routine and activities offered are age-appropriate.

This is our Pre-School routine which gives an indication of the sort of things the children do at the nursery during the day. Children are able to participate in whichever activities take their interest and there is scope to change and adapt the routine at any time. Some activities, such as sand and water, are always available.

The combination of a fairly rigid framework for the routine with an entirely flexible and responsive approach to offering tailored activities gives children the security they need to be comfortable with stretching themselves and trying new things.

08.00-09.00	Welcome and breakfast
09:00-10:00	Circle time register taken, news from home, show and tell, music and singing
10:00-10:45	Snack time followed by Key Person focus time Age-appropriate activity sessions for learning through play. Examples include local trips to the library, museum or park, outdoor activities such as planting seeds and creative activities such as painting, sticking or water play.
10:45-11:00	Tidy up time followed by outdoor play
11:20-11:30	Reflection time followed by washing hands
11:30-12.30	Lunch followed by bathroom visit, brushing teeth
12:30-14:00	Quiet time opportunity to take a nap, if required, look at books, complete puzzles or do yoga while listening to tranquil music
14:00-15:30	Focused learning activities using children's individual interests to develop tailored opportunities to learn through play (indoor or outdoor). Details are listed on the <i>Weekly Activity Planner</i> on the noticeboard.
15:30-16.00	Music time and group games <i>followed by washing hands</i>

16:00-16:30	Teatime
16:30-17:00	Storytime
17:00-17.45	Free Play
17.45-18:00	Quiet time treasure box, stories followed by home time

schedule of fees and sessions

Fees for the Babies & First Steps, Second Steps and the Pre-School Transition group are calculated at a fixed monthly rate based on your child's normal weekly sessions: number of sessions x 52 (weeks) divided by 12 (months). Fees are due monthly in advance. For the Pre-School, there is a fixed monthly rate based on the number of days a week the child attends Pre-School.

Children under 24 months

Daily rate	£72.50
Weekly rate	£362.50
2 days a week	£628.33 per calendar month
3 days a week	£942.50 pcm
4 days a week	£1,256.67pcm
Full time**	£1,335.21pcm

Children over 24 months

Daily rate	£70.00
Weekly rate	£350.00
2 days a week	£606.67 per calendar month
3 days a week	£910.00pcm
4 days a week	£1,213.33pcm
Full time**	£1,289.17pcm

Pre-School from the beginning of the term following the child's third birthday*

2 days a week	£369.17 per calendar month
3 days a week	£672.50pcm
4 days a week	£975.83pcm
Full time**	£1,051.67pcm
Extra days, where available	£70.00 per day

**also for children aged 2 years who are eligible for the Free Entitlement*

*** includes 15% discount for full time children*

sibling discount

We offer a Sibling Discount of £75.00 per calendar month for each full month that two children from the same family are registered at rubadubs. This discount is entirely at the discretion of the manager and discounts for families with more than two children at the nursery will also be considered at the manager's discretion.

free entitlement programme

At rubadubs, we offer free early years education through the Free Entitlement Programme, funded by the local authority. We are open 52 weeks a year so we 'stretch the offer' and deliver the 570 hours of free early education across the full year (not just term times). Because of this, we are able to offer the full entitlement of 570 hours to all children, even if they only attend Pre-School for two days a week.

Children join the Pre-School at the start of the term following their third birthday on either 1st September, 1st January or 1st May.

schedule of fees and sessions *(continued)*

Our participation in the Free Entitlement Scheme is reviewed each term. One term's notice will be given of any decision to withdraw from the scheme.

childcare vouchers

Some employers offer childcare vouchers as part of a salary sacrifice scheme. We accept electronic childcare vouchers from all main providers. All childcare vouchers must have the child's name as a reference in order to ensure that they are credited to the correct account.

- A registration fee of £50.00 is required to secure a place at the nursery. This fee is non-refundable.
- All fees are payable on the first day of each month by standing order. Alternative methods of payment will only be accepted at the discretion of the manager.
- A late payment fee of £25.00 is payable if fees are more than 4 days overdue and for each calendar month that fees are outstanding.
- Fees are not refundable due to sickness or holidays.
- rubadubs closes for Bank Holidays and four days during the course of the year for staff training. A minimum of one month's notice is given for closure for training. Please note there is no fee reduction for such closures.

- One month's notice in writing or payment in lieu of notice is required if you wish to withdraw your child from the nursery.
- Any variation in the sessions a child attends (either in quantity or in which sessions are attended) is made at the manager's discretion. A change from full-time to part-time will depend on the availability of part-time places.
- There is a late collection fee of £20.00 if a child is not collected promptly at the end of the session and £20.00 for each 15 minutes or part 15 minutes that the child remains on the premises – minimum charge £20.00. This will be Invoiced the following day.

joining the waiting list

At rubadubs, we welcome all children to the nursery, regardless of ethnicity, religion or ability. When the nursery is full, we operate a waiting list and will endeavour to give a provisional indication of when a vacancy is likely to emerge.

If you would like to add your details to the waiting list, please complete the attached form. Regretfully, we only have availability for a small number of new families each year so there is no charge to add you details to our Waiting List.

allocation of places

When allocating places, priority is given in the first instance to the children already in our care who require additional sessions, and then to their siblings.

Sibling priority will apply even if the older sibling has already left the nursery to start school (that is, there does not need to be an overlapping period when both children attend the nursery). Most years, around half of the new children joining the nursery are siblings.

Most of the places which become available for new children are in our Babies & First Steps group, as children already at the nursery make the transition to the Second Steps. We do not often have places for new children in Second Steps or the Pre-School as places are filled by children moving up from within the nursery.

Unfortunately, we are only able offer a very limited number of places to new families each year. In 2015, 18 new children are joining the nursery, just under half of whom are siblings. One of these children joined our Pre-School, three joined Second Steps and fourteen joined as babies.

If you would like an update on progress of the Waiting List, please email your enquiry to colette@rubadubsnursery.com

Offers of places are made entirely at the nursery's discretion and confirmation of the offer of a place will not be made until a deposit has been received.

the registration process

When a suitable place becomes available which meets the requirements of a new family, the child's primary carer is sent an offer letter, giving details of the place for the child – start date, regular sessions and fees payable. The start date is the first full day the child will attend nursery and for which a charge is made – the settling in procedure takes place during the two weeks before the start date. There is no charge for the settling in sessions.

The offer of a place is made subject to receipt of a deposit of one month's fees (if the child is starting part-way through the month the fees for these sessions will also be due as part of the deposit).

A number of documents accompany the offer letter:

- the first invoice
- a childcare voucher form
- rubadubs fees and charges policy
- rubadubs terms and conditions

Once the offer of a place has been accepted, settling in sessions will be arranged by the nursery manager and a registration pack will be prepared. The registration pack includes the following information:

- welcome to rubadubs
- safeguarding children policy
- nursery opening times
- privacy policy
- EYFS at rubadubs

During the first settling in session, the parent/carers will be asked to complete the following forms:

- registration
- Learning Journey: all about me
- emergency contacts
- personal items checklist (if appropriate)
- child health and well-being

Parent/carers will also be asked to complete the following consent forms:

- consent for emergency treatment
- consent for who can collect
- consent for photos and recording
- consent for day to day trips

When the child has attended rubadubs for one month there will be a brief settling in review and parents will be asked to complete a *settling in* form.

joining the rubadubs waiting list

Child details				
<i>First Name</i>		<i>Family Name</i>		
<i>Date of birth/due date</i>		<i>Gender</i>		
Carer Details				
<i>First Name</i>		<i>Family Name</i>		
<i>Address</i>				
<i>Post code</i>		<i>Contact number</i>		
<i>Email address</i>				
Sessions Required				
<i>Earliest preferred start date</i>				
Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
<i>Please circle preferred sessions</i>				
<i>Signature</i>		<i>Date</i>		

Please send completed forms to rubadubs, 17 Davids Road, London SE23 3EP or to
colette@rubadubsnursery.com