



Director: Bena Sangani  
Manager: Jean Phipps  
Deputy Manger: Sarah MacFarlane

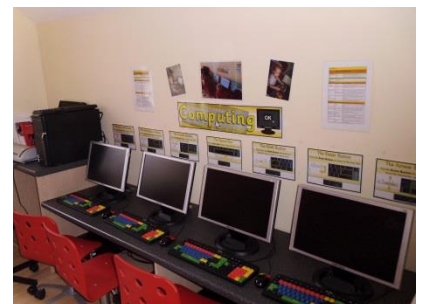
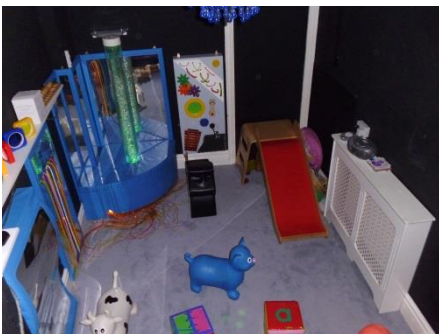
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[www.topoftheclassnursery.co.uk](http://www.topoftheclassnursery.co.uk)

# WELCOME

Top of the Class Nursery and Pre-school was first opened in 2010. We are situated in a large converted house on three levels, with a separate two storey building which houses our 2-3 year olds. The main building consists of five play rooms, a sensory room, an I.C.T suite, a separate sleep room for the under two's, and children's toilets and changing facilities on every level. We also have a spacious outdoor area, with a variety of equipment that is suitable for all age groups. The Garden also has a large covered sand pit and Sensory Garden to explore.

The Nursery is registered with Ofsted. During our recent inspection in December 2017, we received a "GOOD" rating.



# WELCOME

## Age Groups

**Cubs:** 3months- 16months

**Polar Bears:** 13months – 2 years

**Tigers:** 2- 3years

**Pre-school:** 3- 5 years



## Opening Times

We are open from 8am – 6pm Monday to  
Friday

We close for Bank holidays and Christmas

# OUR PHILOSOPHY

We aim to provide a high level of service for all children at our nursery.

We will employ an enthusiastic and qualified team of staff to provide an excellent educational nursery environment that will impact positively on the children and their families.

## Parents:

We have continual liaisons between parents, carers and staff so that mutual goals in both the nursery and family settings are met. This will be achieved by parents, carers and staff working closely together as a team to develop “The Next Steps” for the children, so to promote his or her learning and development.

All development plans will recognise the child as an individual.



# OUR PHILOSOPHY



## Children:

We will provide opportunities for all of our children to express their individuality.

We aim to encourage each child to be happy and confident through learning from different indoor and outdoor play activities.

Our nursery will aim to provide a stimulating environment in which each child may develop their communicative and social skills as well their educational ability.

As each child learns differently, we will provide the necessary surroundings to take into account a range of abilities and Learning methods.





# OUR PHILOSOPHY



Our aim is to provide a wide range of learning and playful experiences to support each child's development. We will create a safe, secure and stimulating environment for all children.

The environment will also be flexible to adapt to the change in a child's needs on a daily basis.

Each child will be assigned a Key Person when they commence. The Key Person will then be responsible for obtaining observations on the children in their care and then planning activities accordingly.



# Terms and Conditions

## ARRIVAL AND COLLECTION OF CHILDREN

The contract form must be completed in full before any child can attend the setting. We recommend you give extra time to allow for this. We like the child/ children to be settled before being left especially on their first visit with us.

Children will not be allowed to start their session any earlier than the agreed contractible time. Late collection of children could result in a charge of £20 for the first 15 minutes and an additional £5 for every 15 minutes thereafter. This will be at the manager's discretion should you have a problem collecting your child you need to inform us as soon as possible and let us know if someone else is to collect your child. We do suggest a code word as well as the person's name. The registration form must be completed before any child can start at the setting. Payment is made on arrival. Only the emergency contact names on the child's form can be used to collect your child in emergency situations. If your child is not collected within 30 minutes of the due time and if we cannot contact any of the emergency numbers you have provided we will contact social services and the police department. It is vital we have all your relevant emergency numbers.



# Terms and Conditions

## SETTLING IN OF CHILDREN

We recommend that children have visits to the setting with you the parent/ guardian in order to get familiarised with the setting, surroundings and staff. Some children have no problems with settling into new surroundings and others need a lot more reassurance.

It really is important for your child to feel secure and happy in their surroundings, this is why they are assigned a Key Person from their first day of settling in.

We offer up to 2 settling in sessions free of charge of up to 2 hours each before your child commences.

## VALUABLES AND PERSONAL PROPERTY

Children are not encouraged to wear jewellery unless essential to their religion. Children should not bring sweets, chocolates or chewing gum into the setting due to some children having allergies.





# ADMINISTRATION

## FEES

We invite all parents/ carers to view the nursery before taking up a place.

To secure a place we ask for a deposit, which is half of the monthly fees, and the completed registration documentation. A £100 registration fee is also payable at this time. The deposit will be deducted from the final bill, when your child leaves us. We ask for a months written notice of any changes to your child's attendance.

Fees are payable at the beginning of each month, and can be paid by Direct Debit, Childcare vouchers, Cash, and Cheque. A refund will not be given where a child is absent from the nursery due to sickness or holiday. If nursery fees remain outstanding for more than 10 days:

The nursery reserves the right to charge a late payment fee of 5% on any outstanding balance.

The nursery may serve 14 days' notice in writing to terminate the contract. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery and the nursery's notice to terminate shall be regarded as a formal demand for all outstanding monies.



# Policies

Our safeguarding and Behaviour Policies are available to be collected from the Office.



We follow the Early Years Foundation Stage, and plan activities around the individual children's needs and interests.

Top Of The Class fee schedule 2018/19


Full days fee schedule - Monthly Fees

No. Of days per week	Walkers and Bikers	Discounted 'Park and Stride'	Drivers fees			
5 days	£1,700.00	£1,774.50	£1,882.60			
4 days	£1,420.00	£1,488.81	£1,557.00			
3 days	£1,061.00	£1,119.25	£1,167.00			
2 days	£723	£760.24	£790.00			
*1 day	£364.00	£375.00	£395.00			

\*One day per week bookings are for Fridays and Mondays


No. Of days per week	Walkers and Bikers	Discounted 'Park and Stride'	Drivers fees			
5 sessions	£929.00	£976.00	£1,029.50			
4 sessions	£850.00	£892.00	£966.00			
3 sessions	£644.00	£669.00	£707.00			
2 sessions	£427.00	£448.00	£470.00			
*1 session	£216.00	£227.00	£237.00			

\* One sessions per week bookings are for Fridays and Mondays


Session	Walkers and Bikers	Discounted 'Park and Stride'	Drivers fees			
Full day (8am- (6pm)	£90.00	£94.00	£100.30			
Half Day (8am-1pm or 1pm	£50.00	£55.00	£58.00			

**BANK ACCOUNT**

Metro bank  
 One Southampton row  
 London  
 WC18 5HA

**ACCOUNT NAME**

Top of class nursery and  
 preschool  
 a/c number 24749533  
 Sort Code 23 05 80

**Metro Bank**

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