



EVELINE
DAY AND NURSERY SCHOOL LTD.

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Introduction

The Eveline Day and Nursery Schools have been established for over 40 years. Our aim over the years has been to provide the best care and education for the children in our care, to create a stimulating environment and to offer the highest standard of service to all. The Eveline Day and Nursery Schools have six branches and a Preparatory School.

BRANCHES

30 Ritherdon Road, Tooting, SW17 8QD

Tel: 020 8672 7549

Registered for 3 months – 5 years

Seely Hall, Chillerton Road, SW17 9BE

Tel: 020 8672 0501

Registered 3 months – 5 years

East Hill United Reformed Church Hall, Geraldine Road, SW18 2NR

Tel: 020 8870 0966

Registered 3 months – 5 years

89A Quicks Road, Wimbledon, SW19 1EX

Tel: 020 8545 0699

Registered for 3 months – 5 years

Grand Drive, Raynes Park, SW20 9NA

(Located in the former NHS Health Clinic by St. Catherine's RC Middle School)

Tel: 020 8544 9832

Registered for 3 months – 5 years available

Trinity Crescent, 14 Trinity Crescent, SW17 7AE

Tel: 020 8672 4673

Registered 3 months – 5 years

Email: info@evelinedaynursery.com

The Eveline Day School,

Swan House, 207 Balham High Road SW17 7BQ

Tel: 020 8673 3188

Email: eveline@evelinedayschool.com

Registered with DFE for 3 – 11 years

The Eveline Day and Nursery Schools was founded first as a crèche with Maria Keaveney-Jessiman as Principal in 1964 and in 1965 expanded to a Day Nursery when a partnership was formed with her husband Alfred Jessiman. The company was formed in 1970 when both Maria and Alfred became Directors of the Company. Terry Larche (Mrs Keaveney-Jessiman's sister) joined the company in 1971 as Deputy. The Eveline Day Nursery Schools is a family concern: Maria Keaveney-Jessiman's daughter Eveline Drut is the Day School Educational Director and her son Gordon Jessiman is her Property and Management Development Director.

Maria Keaveney-Jessiman became interested in the care of the under 5's in the sixties after the birth of her daughter Eveline, hence the name 'EVELINE' Day and Nursery Schools. In those early years there were few nurseries and very little day care facilities available. This was an anxious and worrying period principally because of attitudes and the stigma attached to the working mother.

Eveline trained to be a Teacher, worked for eight years as a Teacher in Paris and has always managed very successfully to incorporate her family life with her work. She has run the Eveline Day School since 1991.

The first nursery was located at 68 Huron Road. This branch was opened in 1965 with 25 children and four staff. We now have 400 children in seven premises with 190 staff. In 1974, the Huron Road branch was moved to 30 Ritherdon Road which is a large double-fronted corner house with seven large nursery rooms, several ancillary rooms and a large garden for outdoor play. We are now registered for 36 children in this building.

Seely Hall branch was opened in 1974. The premises have plenty of outdoor space. The accommodation is suitably arranged for four units and registered for 41 children from 3 months. This nursery got "Outstanding" in their last Ofsted inspection.

Geraldine Road branch was opened in 1985 and replaced our branch at Down Lodge, Merton Road, which opened in 1976 and closed in 1985. These premises are again suitably arranged on two floors; the ground floor is carpeted and equipped for young babies and the upstairs is suitably carpeted, furnished and equipped for the older children with plenty of indoor and outdoor space. We are registered at this branch for 63 children from 3 months. This nursery got "Good" in their last Ofsted inspection.

89A Quicks Road, Wimbledon, was opened in November 1997, this is a 50 placement nursery. The accommodation has three individual baby units on the ground floor and there are open-plan units on the second floor. This nursery got "Good" in their last Ofsted inspection.

Grand Drive branch opened in September 2001, this is a 54 placement nursery. The accommodation is all situated on ground level with 6 individual units and access to the garden from all units. This nursery got "Outstanding" in their last Ofsted inspection.

Trinity Crescent branch opened in February 2012. It is a large double fronted house with five large nursery rooms, several ancillary rooms and a beautifully designed garden. This is a 50 placement nursery and has recently been refurbished to an excellent standard. This nursery got "Good" in their last Ofsted inspection.

All our nurseries are constantly upgraded and equipped, suitable for the age groups catered for.

QUALITY COUNTS

All the Eveline Day and Nursery Schools have already achieved the National Day Nurseries Association Quality Counts Accreditation Award. This award is only awarded to nurseries that meet very high standards of Early Years care and operational planning. This award is even more special as it is given by the N.D.N.A., an organisation dedicated to early years.



Maria Keaveney-Jessiman
Principal



Principal's Policy Statement



The philosophy and attitude which shaped our first Nursery still holds good. Our aim has always been to help the child in his/her all round development, to supplement the home but not to substitute for it. We try to provide an extension of the home with a close relationship between parents and staff. Our Nursery Schools are entirely child centred and the environments are planned with the needs of the Nursery child in mind. The daily routine/programme is geared to the level of the children's development allowing ample freedom in the choice of occupations but at the same time having a routine.

The teacher has an important part to play in the provision of activities and play materials. The children need materials which allow them to think and offer scope for experimental, creative and constructive work. Each child is an individual, the teacher must try and get to know the emotional, social and educational needs of each child.

We believe that each child will grow and develop at his/her own rate, although the better the environment and the more the child's brain is stimulated, the nearer each child will be to attaining his or her full potential.

Maria Keaveney-Jessiman



Every Child Matters

Every Child Matters states that every child, whatever their background or circumstances, should have the support they need to:

- **Stay Safe**
- **Be Healthy**
- **Enjoy and Achieve**
- **Make a positive contribution**
- **Achieve economic wellbeing**

These five outcomes are at the heart of everything we do and is reinforced through every aspect of the curriculum.





Nursery Policy Statement



The order of priorities are:

1. Safety

2. Welfare

3. Education

All members of staff are briefed on the safety aspects in working with very young children; this training is on-going. Staff are made aware that young children are inquisitive and are continually exploring both physically and mentally, that this is how they learn but that the process of learning can be precarious and therefore continual vigilance must be maintained for the safety of the children.

OPEN DOOR POLICY

The Eveline Day and Nursery Schools have an "Open door policy." We invite you to make an appointment and visit the Nurseries and spend some time getting to know the staff.

NON-DISCRIMINATION POLICY

The Eveline Day and Nursery Schools is an equal opportunities provider. Applications for enrolment are accepted without regard to race, religion, gender, special needs/disability or national origin.

PARENTS' COMMENTS

We are always interested in your comments regarding the care and education that your child receives at the Eveline Day and Nursery Schools. Your manager will be able to help you with any concerns. All Nursery Branches are supervised by the Principal/Deputy of the company. If you should wish to discuss anything with the Principal/Deputy, a phone number is available at your nursery.

CHILD'S ADJUSTMENT

It is normal for your child to have fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns, reassuring your child that you will be back after work, is all that is needed. Our caring staff will take it from there. Usually the child settles down after the parent leaves. We suggest, particularly with babies, that the parent brings the baby in the week before starting for one or two hours each day for a settling in period. Feel free to call the nursery manager when you arrive at work to find out how your child is doing. Depending on the age of the child, some children will be upset, but these problems are temporary. If your child is treated lovingly by both parents and staff, the child should settle down very quickly.

Our staffing levels conform at all times with the requirements of the Children's Act 1989. We endeavour to ensure consistency of care for all children. Our managers and deputy managers are supernumerary and are always free to talk to parents and other visitors and to manage and monitor the work in the Nursery School.

The Eveline Day and Nursery Schools operate a Key worker system. The Key worker ensures that the children are happily integrated and settled and as they develop a personal relationship with each child in their care ensuring that their physical, emotional and educational needs are met at all times.

Staff liaise closely with the children's parents so that the parent has full knowledge of the child's activities and progress on a daily basis.

CHILD'S PROGRESS

Parents are encouraged at all times to discuss their child's progress or any problems which may arise. A written report on your child's progress will be available twice yearly. Our parent open evening is held twice yearly and is designed to enable the child's Key worker to share the developmental progress of the child with the parent.





Beautiful babies, toddlers & early learners daily schedule



7:30	Children arrive – constructive play and socialising
8:30	Breakfast
9:00	Morning – Child-led activities (including outdoor play depending on age groups, please see individual nursery plans)
10:15	Drink/Snack – child-led activities continued
11:15	Preparation for lunch
12:30	Rest period
2:00	Drink/Snack
2:30	Different Activities – outdoor/indoor (please see individual nursery plans)
3:30	Prepare for tea
4:15	Child-led activities
6:30	Nursery school closes for the day

Education and play work hand in hand at Eveline Day and Nursery Schools. We recognise the importance of providing exciting opportunities for all children to help them make progress in their development and learning.

For all children from birth to five years we follow the Early Years Foundation Stage principals.

The Early Years Foundation Stage, Themes and Commitments celebrate the uniqueness of each child and highlights the interrelationship between growth, learning, development, environment and partnership with parents.

The four Themes & Commitments are;

A Unique Child

Positive Relationships

Enabling Environments

Learning & Development

Our babies have an environment that is homely, bright, colourful and safe. Children have the opportunity to explore their environments indoors and outdoors through a range of activities to help their development. Texture is explored through Messy Play and Heuristic/Treasure Baskets. Sound is experienced through Music and the Human Voice.

The Early Years Foundation Stage Curriculum followed by all ages from birth to five and this introduces seven areas of learning. Babies from birth to two follow the three prime areas and two to five year olds follow the prime and specific areas.

Prime Areas:

- **Personal, Social and Emotional Development**
- **Physical Development**
- **Communication and Language**

Specific Areas:

- **Mathematics**
- **Literacy**
- **Understanding of the World**
- **Art and design**

The Early Years Foundation Stage should underpin all future learning by supporting, fostering, promoting and developing children.

Our older children enjoy and experience a range of activities focused around the child. They enjoy encountering new challenges and experiences. A varied selection of activities are always available for children to actively explore and develop new skills as well as practising and developing existing ones. We help to do this by including Sport, Dance, Drama, Mark Making Skills, Messy Play and Role Play opportunities.

We like to introduce a varied range of learning opportunities that will allow and encourage thinking skills and make learning fun, including ICT, French, Maths, Science, Literacy, Music Making, exploring our local community and Cooking. We never forget that each child is respected as a growing individual who is encouraged to develop at their own pace with praise and encouragement, developing self confidence, respect for others, independence and an inquisitive mind.

The inclusion of children that may have special educational needs or disabilities are welcomed. Eveline Day and Nursery Schools will ensure that appropriate support is available to them by the staff who care for them so that they have equal opportunity to access the Early Years Foundation Stage.

OUTINGS

Children enjoy regular visits to local parks, libraries, Polka Theatre, local attractions and local shops. The nurseries also invite community visits from dentists, police, fire brigade, road traffic advisors and doctors.





Behaviour

We believe in self-discipline, firmness and fairness – good manners are ALWAYS ENCOURAGED. In caring for your child, it is important that good communication exists between home and the Eveline Day and Nursery Schools. If your child is experiencing a change in the home environment that may result in changes in his/her behaviour at the Nursery School, it is important for you to notify your Manager who will keep you informed of any problems which may occur with your child.

Baby Units

The Baby Units are bright and colourful with a variety of bean bags and cushioned areas to allow the children to play and crawl around safely. There is a very relaxed and happy atmosphere in which the children thrive. Play is a very important part of their development and is on-going in the Baby Units. Throughout the day the staff and children participate in both group and individual play activities providing the children with plenty of stimulation and interaction with both staff and peer groups e.g. singing, stories, looking at pictures and continually talking to the

children. There is a wide range of equipment to aid the child in his/her physical, intellectual and social development, i.e. baby walkers, push/pull along toys, building bricks, stacking toys and various soft toys, shape sorting and many more. The child is encouraged to share the equipment and enjoy group games. The staff are always at hand to give the child comfort, love and attention that he/she requires throughout the day aiding their emotional development. Sleep patterns vary from child to child therefore there is no set sleep time; when a child is tired he/she will be able to sleep in their individual cot or for the older children, on their individual mattress with a sleeping bag. Daily records of the children are kept in the room so that parents can be given an account of the day's activities.

Staff

The majority of our employees hold a recognised qualification in Child Care. There is on-going in-house training linked to the various agencies; the staff undergoing training are assessed at their workplace by qualified assessors. A high percentage of our staff qualify in NVQs each year. Throughout the year we have training days with the early years network. References are taken up by Eveline Day and Nursery Schools with staff and followed up by police checks.

We select our staff for their sensitivity and knowledge. They should be able to offer a way of life which, while seeming informal, in fact supports and substantiates both children and adults. Our staff are instructed that the emotional care of the child is as important as the physical care. Our nursery schools are staffed with a high proportion of qualified and experienced staff i.e. NNEB and NVQ trained staff. Early years training for staff is continuous throughout the year.





Meals

Our Cooks are qualified in Food and Hygiene and the weekly menus are designed by a qualified nutritionalist, providing a healthy, nutritional, well balanced diet that all children can enjoy.

We provide breakfast of a selection of cereal and toast for the all in the morning.

For lunch the children eat a varied and interesting two course meal in which the emphasis is on fresh food and good nutrition. We have organic meat from a registered butcher. We provide a hot meal / high tea for the children in the afternoon. A copy of our menu can be seen on our notice board in each of our establishments.



Security

No child will be handed over to anyone other than the known parent or relative without a written note from that child's parent being produced.

All our premises and equipment is of the highest standard. Our play and learning equipment meets the recognised safety standards. All branches undergo a risk assessment review covering all of our operations.

Policies

Our Policies and Procedures files are available to all parents who wish to review them.

They cover areas such as

- **CHILD PROTECTION,**
- **COMPLAINTS PROCEDURES**
- **HEALTH AND SAFETY**
- **EQUAL OPPORTUNITIES ETC.**

These files are held in the Managers office and can be seen on request.





Requirements

Items that parents should provide for their child are as follows:

- **Two changes of clothing**
- **Formula Milk (for babies from 3 months)**
- **Nappies for babies and toddlers**
- **Indoor footwear**
- **Clothing should be marked with the Child's name**

Note 1: Whilst every reasonable effort is made to take care of a child's belongings, no responsibility can be accepted for loss or damage of a child's personal effects.

Parents' contact numbers

Parents must keep the Nursery School informed of any changes in their contact numbers; if a parent changes their telephone number at work or at home please let the nursery know immediately.

Enrolment

If you would like your child to attend the Eveline Day and Nursery Schools please complete the registration form, and return it together with the Registration Fee of £40, which is not refundable to:

The Secretary
The Eveline Day and Nursery Schools Ltd.
30 Ritherdon Road,
Tooting SW17 8QD

Admissions Policy

EVELINE DAY AND NURSERY SCHOOLS LIMITED are registered for: children between the ages of three months and five years.

The above statement is taken from the registration document and is the overriding policy in respect of admissions. Other matters which are taken into account in deciding which child can be offered a place in the nursery are:-

1. Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.
2. When the application is received (extra weight is given to those who have been on the waiting list the longest).
3. Any extenuating circumstances affecting the child's welfare or his/her family.
4. Those children who have siblings already with us, or where there is proven existing connection.

We never have, and have no intention, of discriminating against any child on the grounds of gender, race, religion or special needs/disability.





Terms & Conditions



REGISTRATION & DEPOSIT

If you decide to send your child to Eveline Day and Nursery Schools you will be required to pay a registration fee, which will place your child on the waiting list. This registration fee is non refundable. When we are in a position to offer you a place for your child, a deposit for one month's fee will be required to secure the place. The deposit is retained by the Nursery until the child leaves and will be refunded one month after the child leaves providing that a months notice has been given prior to the child leaving and that no additional payments or fees are outstanding. If there is money outstanding to the Nursery, this will be deducted from the deposit.

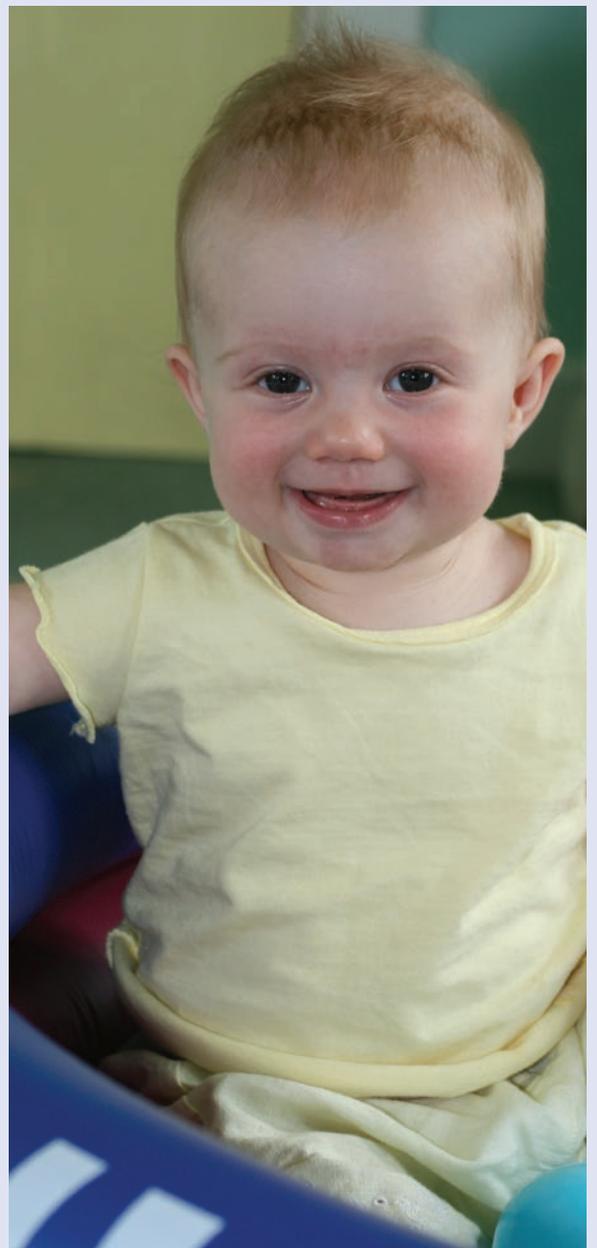
The deposit is non refundable if the place has been accepted and the child does not attend.

FEES

All fees are inclusive of full day care and food. Hours daily are from 7:30am – 6:30pm Monday to Friday. Fees are paid weekly, monthly or termly in advance, preferably by standing order.

Fees are payable all year round including Bank Holidays and one week at Christmas when we are closed. Refunds or deductions cannot be made if a child is ill, or on holiday or for any other reason.

At present we review our fees annually and we intend to continue this practice, however, we reserve the right to alter fees at any time should this become necessary. We will always give at least one month's notice of any alteration to the fees.

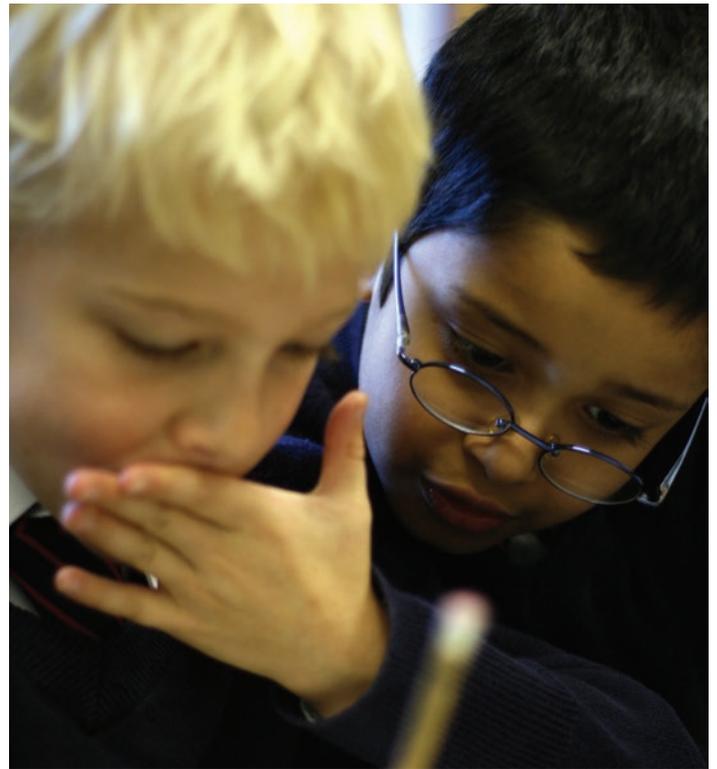


The Eveline Day School

Independent Preparatory School
for 3-11 year old children.

Registered by DFE 1990

The Eveline Day and Schools is registered with the Department for Education as an independent school. It was founded in September 1989 by the Directors of the Eveline Day and Nursery Schools in response to a continuing demand by Nursery School Parents.



Eveline Drut
School Education Director





ACCOMMODATION

Swan House is a Grade II listed building in the heart of Balham. The accommodation has been refurbished throughout to meet the needs of the school and create a homely environment.

The rooms are spacious and easily adaptable to enhance the children's learning. This includes:

- **A large area for creative work / cooking / art / drama.**
- **An "Expressive Arts" Centre for music with potential for a variety of activities such as sport, music, dance, drama and assemblies.**
- **Large outside play area including a marked, soft play area, an artificial grass pitch, planting beds and a secret garden, all of which are safe and secure.**
- **Excellent facilities for extra-curricular lessons.**
- **Communal eating area for the children.**

The Eveline Day School is co-educational; girls and boys stay until the age of 11 years and during their final year they are preparing for entrance examinations and entry to other schools.

AIMS

The Principal's aim is to provide an excellent education in the early years of schooling in a happy and loving environment. The school's policy is to maintain small classes of 11-16 students so that individual teaching can be given. Good manners and respect for one another are encouraged. The school places particular importance on high standards of behaviour and academia and high

levels of personal achievement. All students are encouraged to be self-confident, polite and respectful.

SECONDARY SCHOOLS

We have successful entrants and have gained scholarships to the following schools at 7 and 11 years of age:

- **Alleyns**
- **Burntwood**
- **City of London**
- **Dulwich College**
- **Dulwich Prep**
- **Emanuel**
- **Graveney**
- **Hall School Wimbledon**
- **James Allen Girls**
- **Kings College**
- **La Retraite**
- **Marymount International School**
- **Streatham and Clapham High**
- **Surbiton High**
- **Sutton High**
- **Tiffins**
- **Ursuline**
- **Virgo Fidelis**
- **Wallington**
- **Wilsons**
- **Wimbledon High**

A high percentage of our students gain scholarships / bursaries to many of the above schools.



The Eveline Day School has a high staff/pupil ratio of well qualified, enthusiastic and committed teaching staff. Our teachers and staff are selected for their unique understanding of the individual needs of their pupils and their genuine love of children. We encourage children to grow academically and emotionally which enables each child to develop their full potential.





Education

THE CURRICULUM

The Eveline Day School follows the National Curriculum for all subjects and uses the new Primary Frameworks for Literacy, Numeracy and Science. Our teaching and learning at School are both of a high standard and our pupils enjoy challenging and exciting activities.

COMPUTING

The Eveline Day School has a network of computers. We have desktops, laptops and tablets in all of the classrooms. Computing is incorporated into lessons daily and we have a specialist teacher who teaches the children new skills and computer programming. We have high specification interactive white boards in all of the classrooms, which are available for all students to use.

SPORT

At Eveline Day School we want to develop our students' love of sport and recreation. This encourages children to incorporate fitness into their daily lives and develop life-long participation.

We aim to:

- Provide opportunities for children to gain confidence with fundamental movement skills, spatial awareness and manipulative skills.
- Provide sport attitudes, values and sportmanship.
- Provide opportunities for students to be creative, competitive and to face up to the different challenges as individuals and in a team environment.

We use local amenities for sports lessons which include:





‘All Learning is Experience, the rest is just information’

Albert Einstein

Invasion Games; netball, football, tag rugby, handball, dodgeball
Strike and Field; rounders, cricket, softball
Net and Wall; tennis, badminton
Athletics; short and long distance running, hurdles, long jump, javelin.
Fitness, Gymnastics and Weekly Swimming Lessons.

MUSIC

Music plays an important part of the Eveline Day School curriculum. All students have weekly singing lesson and some students belong to our special choir and individual private singing lessons are on offer. The school’s aim is that every child will play a musical instrument before they leave school. Weekly trumpet lessons are compulsory for students from Years 3 to 6 and these children form part of a Wandsworth orchestra called ‘Bandworx’. Private lessons in violin, piano, guitar and drums are also available. Students take their individual grade exams. The children have the opportunity to show their talents in our annual Christmas recital, Graduation ceremony, termly orchestra performances and musical recital in the summer term.

SPEECH AND DRAMA

In Speech and Drama we aim to develop in our students the ability to communicate effectively which, in turn, builds self-confidence. We cover the following areas; poetry, improvisation, mime, sight/prepared reading, solo, duo and group acting, public speaking and work on correcting speech faults. The students work in small groups with individual attention from the teacher. Each year all students aged 5 years and over are entered into a local drama festival. Over the years students have gained very good gradings, including many gold, silver & bronze medals. In addition, all students take the New Era Academy

examinations. Over the last 20 years all our students have passed their exams, and frequently gained Distinctions & Merits. During the year the whole school joins together to present a musical theatre production which is both challenging and rewarding and brings the school together as all ages integrate.

LANGUAGES

French and Spanish are incorporated into our curriculum twice a week for all classes and Spanish is taught weekly from Years 3 to 6. We also have Spanish club for Years 1 & 2. Languages are taught through songs, games and activities which lead onto oral participation, reading and writing.

EXTRA CURRICULAR ACTIVITIES

Extra curricular activities are available on the premises after school hours. These usually consist of 10 lessons a term including sport and creative arts activities.

SPECIAL EDUCATIONAL NEEDS

At The Eveline Day School each child’s needs are of paramount importance. Our special needs policy is in line with the Department for Education and Skills SEN code of practice. We have weekly visits from an Educational Consultant Psychologist who is on hand to work with individual children and advise staff on any special programmes needed to meet a particular child’s needs and offer support to parents. A moderator oversees and guides our testing methods. Pupils are continually assessed throughout the year to track their progress.



NUTRITION

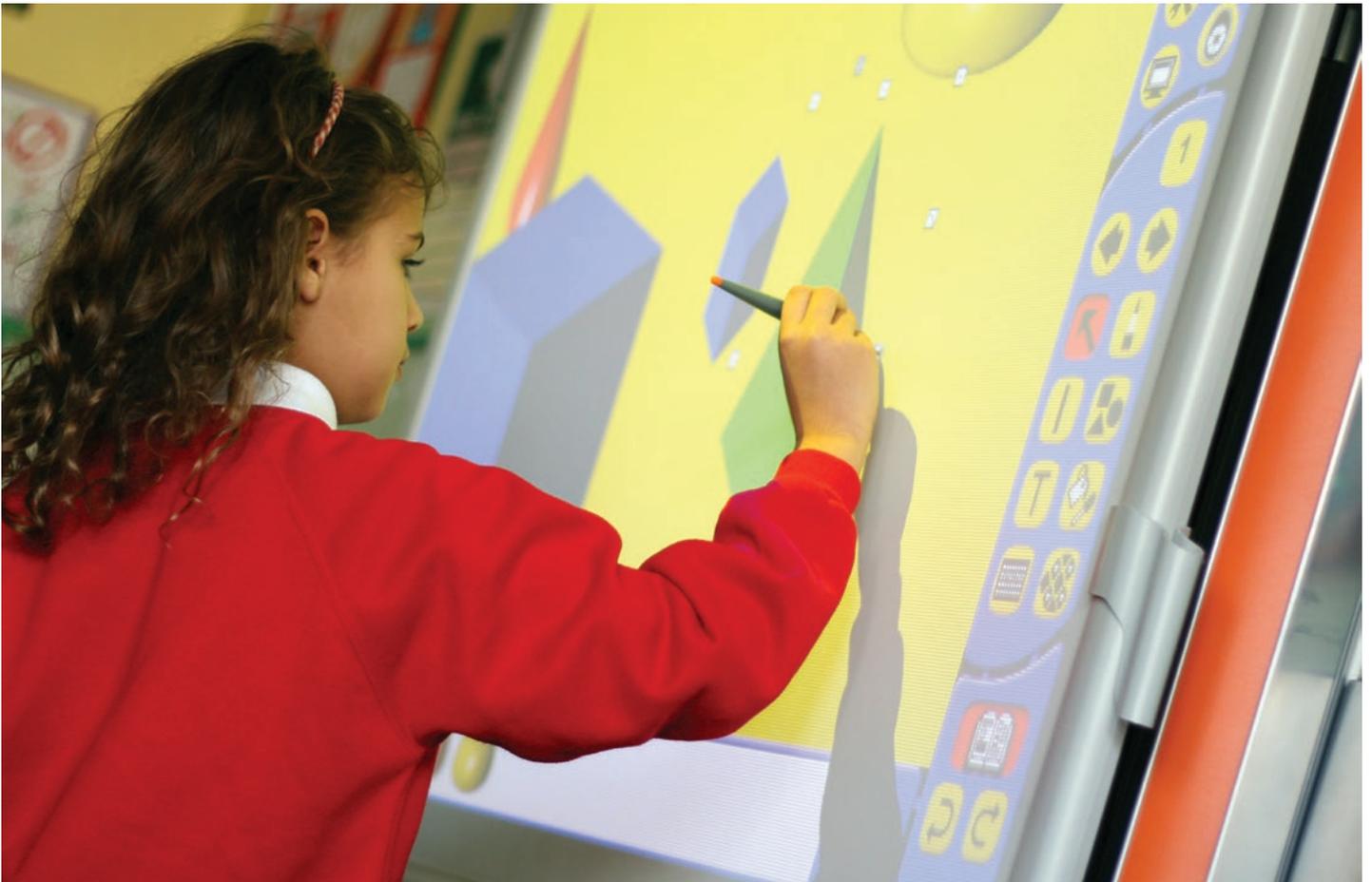
At the Eveline Day School we believe that providing good quality food for our children is essential. We endeavour to provide food that is additive free and all allergy and dietary requirements are catered for. We use organic meat and we encourage children to eat fresh fruit daily in school. We also encourage drinking plenty of water as this is known to enhance children's learning state. We teach the children about healthy eating and balanced meals and encourage them to eat sensibly and with good manners.

THE SCHOOL DIRECTOR

The School Director and Deputy will be pleased to discuss any matters with parents at any time. They can be contacted by phone or an appointment can be made.

OUTINGS

Our school endeavours to give as many outside experiences as possible through frequent visits to museums, the fire station, local theatres, shops, the library, places of worship, galleries and nature centres. From Year 2 to 6, the children go on residential trips to places such as Juniper Hall, Sayers Croft, JCA Centres, PGL Centres and Wide Horizons Centres. These trips give the children a chance to bond and experience the outdoors and to enjoy new physical challenges.



SCHOOL TIME

Our school is open daily throughout the year except for annual Bank Holidays and Christmas, when we close between Christmas Day and New Years Day. Our school offers a unique service opening at 7:30am and closing at 6:30pm for 51 weeks a year, providing before and after school care. The teaching day is between 9:00am and 4:00pm during term time. Pupils must attend daily except in cases of illness or with written permission from the school in consultation with parents. A note of absence and a medical must be produced on returning to school.

SCHOOL YEAR

The school has three school terms that run for 38 weeks per year and during that time the children are taught all areas of the curriculum. During the holiday periods the school remains open for children to attend and enjoy less structured activities including sports, arts and crafts and free play. The children are not required to wear uniform during the holidays.

UNIFORM

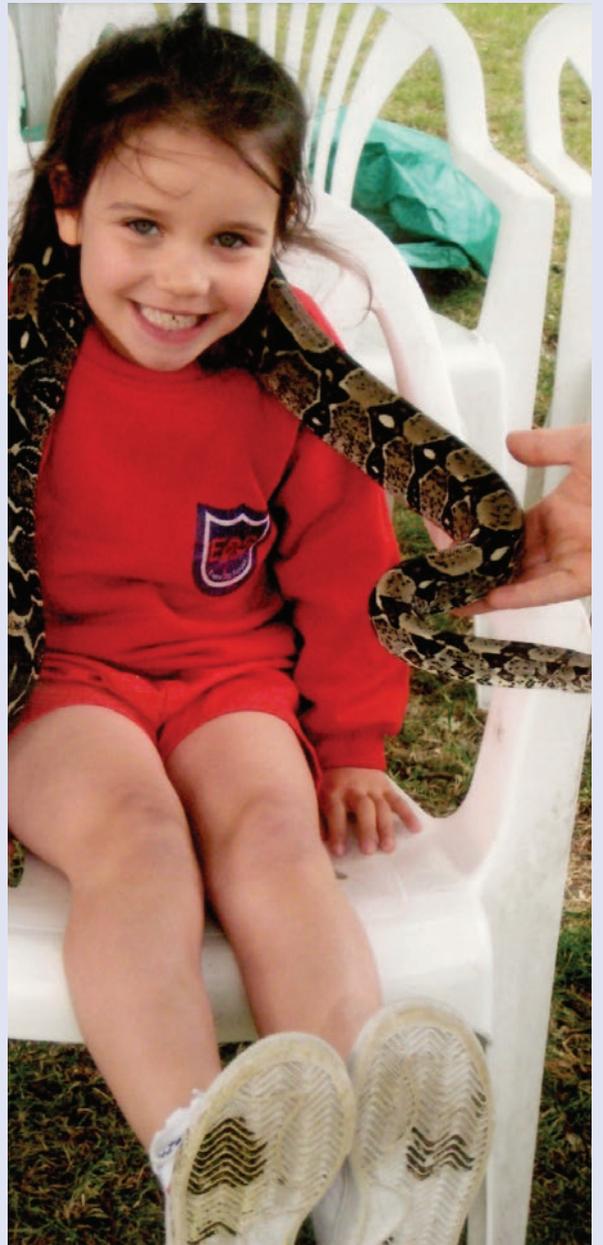
The colours of our uniform are red, navy and white and the outfitters are Village Sports, Wimbledon. Uniform must be worn when your child starts school and all articles of clothing and equipment brought to school must be clearly marked with your child's name. Parents are asked to co-operate by ensuring that their child is sent to school each day with the correct uniform and personal equipment.

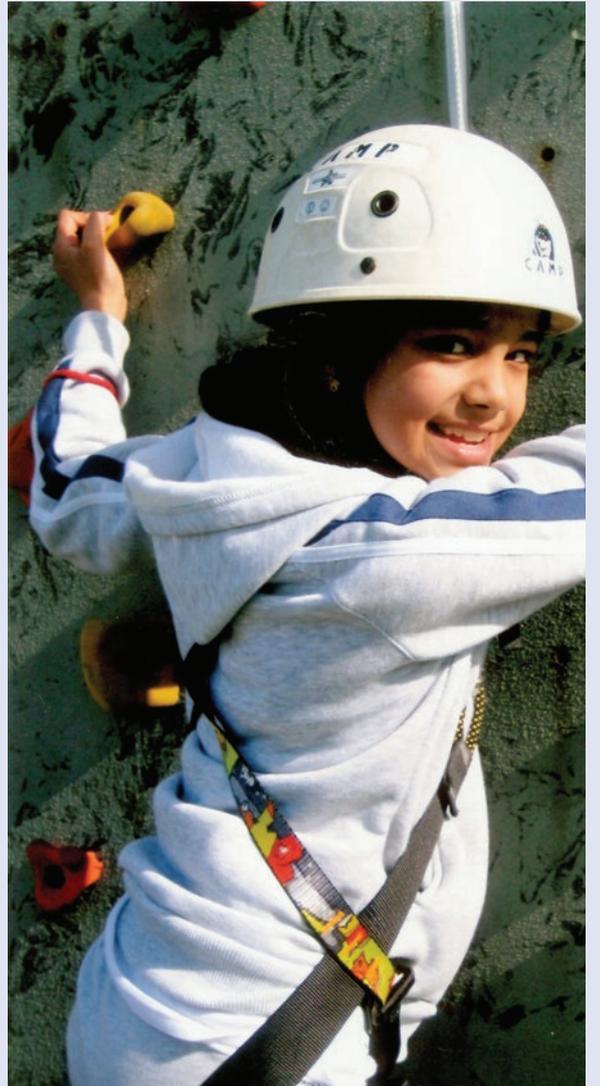
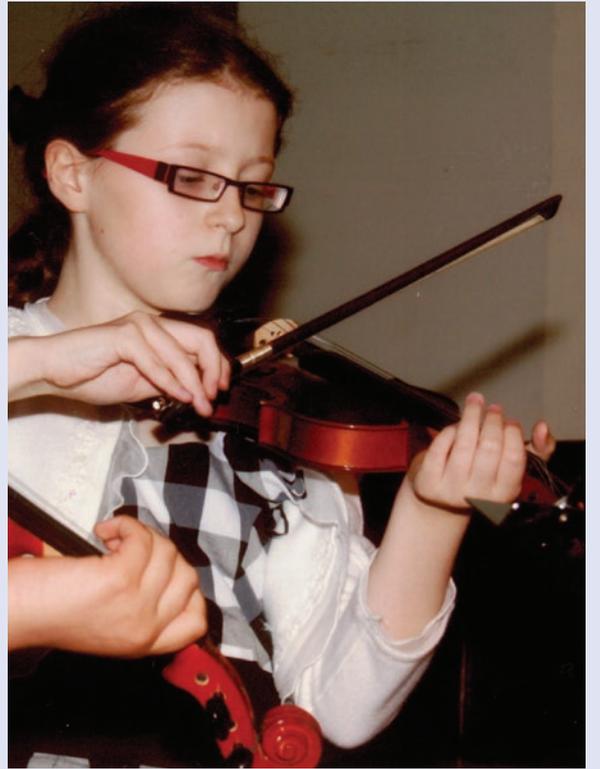
SPECIAL EVENTS

During the school year we have many special events that are fun for the children and we also encourage parents to get involved.

- Foundation Stage Tea Parties for children and parents.
- Friendship Day where the children do different activities in their House Teams.
- Christmas Recital
- Musical Theatre Production
- Family Fete Day
- Sports Days
- Funding raising for the local community
- Sponsored Walk
- Family Picnic









Dear Parent,

As all of our parents are aware, we are a family concern celebrating 50 years in 2014. We are as committed today as the first day I started our nurseries in 1964.

We are fortunate to have had the experience of many beautiful, confident, children leaving our school at the age of 11 years, many of whom commenced in our nursery at the age of 3 months. This makes us realise what a privileged, unique position we are in and what responsibilities we have to every child in our care.

It is important for us that all the children in our care are happy and well looked after and that parents are satisfied with the care that their child is receiving.

I am fortunate to have an excellent family team working within the company who are very dedicated. My daughter Eveline, is the Director of our School and visits the nurseries from time to time. My son, Gordon our Creative Director is responsible for all our buildings. He checks on the safety aspects of all our nurseries and the school. Eveline and Gordon are constantly checking on everything including staff. Terry, my sister and Deputy (who has been working with the company for over 40 years) and myself, visit the nurseries and school on a daily basis. My husband, Alf has been my constant advisor and has given me valuable advice over our many years. My grand daughter Adeline is now our Area Manager and visits all 6 nurseries and the school, to make sure that high standards are maintained. My grand daughter Lucy is our Facilities Manager and she ensures that all Policies and Procedures are in place. Our Health and Safety Officer is Kay Fahey and she is very focused on all aspects of the running of the nursery and the school. All our team supports the Managers and Deputies and we hold Managers Meetings once a month.

We are in constant touch with our managers on a daily basis and any concerns that they may have are discussed and if necessary investigated and dealt with.

Fortunately for me, my family team is equally responsible and caring for every child in our care and we are constantly reminding our staff about the responsibility to each and every child. Terry, my Deputy and I interview prospective staff and our Office Staff Manager checks references and completes all Enhanced CRB checks. Ofsted Inspectors check the records of every staff member during an inspection. The results from the most recent inspections are two of our Nurseries gaining "Outstanding" and four of our Nurseries and our School gaining "Good" with "Outstanding" for certain areas.

I regularly see each member of staff to have a personal and private talk with me. This gives them an opportunity to discuss any problems that they may have, both in their private life and professionally. It is so important for staff to know that they can discuss any problem they may have at the highest level. This exercise is invaluable.

Please be assured, that we in Management are constantly checking and endeavouring to continue to improve all aspects of your child's care. If at any time you as a parent have any concerns about the care of your child, please do not hesitate to phone Head Office.

We constantly support all Managers and Staff in awareness training of all Policies and Procedures within the Eveline Day and Nursery Schools.

I hope that I have helped, in some small way, to give parents the confidence to make their decision when they are thinking of placing their child with the Eveline Day and Nursery Schools.

Please see the notice board in the nursery, which will display photographs of the staff and their qualifications.

Yours sincerely,

Maria Keaveney-Jessiman
Principal



NURSERY BRANCHES:
30 Ritherdon Road,
SW17 8QD
Tel: 020 8672 7549

Wimbledon Branches:
89a Quicks Road,
Wimbledon
SW19 1EX
Tel: 020 8545 0699

Adjacent to St. Catherine's
Grand Drive
Raynes Park
SW20 9NA
Tel: 020 8544 9832

EVELINE DAY SCHOOL
Swan House
207 Balham High Road
SW17 7BQ
Tel: 020 8673 3188



OFFICE: 30 RITHERDON ROAD SW17 8QD
TEL: 020 8672 7549 • FAX: 020 8672 7259
EMAIL: info@evelinedaynurseryschools.com
www.evelinedaynursery.com
www.evelinedayschool.com

Seely Hall,
Chillerton Road,
SW17 9BE
Tel: 020 8672 0501

East Hill United Reformed
Church Hall,
Geraldine Road,
SW18 2NR
Tel: 020 8870 0966

Trinity Crescent