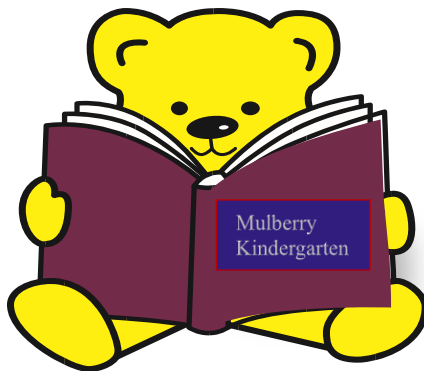




the  
mulberry



## PROSPECTUS 2025 - 2026

*Quality Care & Education for your Child*  
Ages 6 months - 5 years

Open 51 weeks a year from 8am to 6pm Monday to Friday

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10 Howard Road South Norwood SE25 5BU

Tel: 0208 656 4945

Email: [themulberrykindergarten@hotmail.co.uk](mailto:themulberrykindergarten@hotmail.co.uk)

**PROPRIETORS:** Mrs Kim Dixon BA(Hons), NNEB, ADCE  
Mrs Fay Blake BSC(Hons), Montessori NFTC



# ***WELCOME***

I am Kim Dixon, Kindergarten Manager and Co-Proprietor . I am a qualified practitioner with a BA(Hons) in Early Childhood Studies, the NNEB and the Advanced Diploma in Childcare and Education (ADCE). I have many years' experience working in schools, private nurseries and social services day care.

And I am Fay Blake, Kindergarten Manager and Co-Proprietor. My qualifications include the Montessori Nursery Foundation Teaching Certificate, as well as a BSc (Hons) with strong child development elements. I too have many years' experience working with children.

We have a very strong team of childcare workers, some of whom have been with us since we opened in 1997. Presently the majority of our staff hold childcare qualifications with a substantial number of the remainder working towards such qualifications.

From this it should be clear that we have a wealth of knowledge and experience in the field of childcare and education. This we have used to make The Mulberry the best of places for your child. This quality care has been recognised by Ofsted whose Inspection Report is available on request or online.

Our aim at the Mulberry is to provide you with **quality** childcare, **quality** equipment, books and toys, **quality** experienced and skilled staff dedicated to catering for the physical and emotional needs of *your child in a safe, caring and happy environment.*

# ***to the mulberry kindergarten!***





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## CURRICULUM

Play is recognised as one of the most powerful tools for learning and as such is highly valued as we work towards the Early Years Foundation Stage (EYFS)

Working towards the early learning goals of the foundation stage in our activities, resources and teaching we will focus on :

<b>Personal, social, emotional development</b>	Increasing self-confidence; reinforcing the difference between right and wrong; being considerate to others; increasing independence, etc.
<b>Communication and Language</b>	Skills to be developed – listening and speaking confidently
<b>Literacy</b>	The beginnings of writing, enjoying books and reading
<b>Mathematics</b>	Using stories, songs, imaginative play to develop an awareness of numbers, and the concepts of weight, shapes, size, patterns, etc.
<b>Understanding the World</b>	Helping children to explore and understand the world around them – through themes such as transport, farming, mini-beasts, different cultures, past events in their lives
<b>Physical Development</b>	Through a variety of activities we will help the child to develop fine and gross motor skills.
<b>Expressive Arts &amp; Design</b>	We will develop creativity through art, music and stories, drawing/painting



## THE PLAY ENVIRONMENT - To play is to learn and to enjoy learning!

**ROLE PLAY** - Home corner, dressing up, shop, hospital play. Children use their imagination and learn so many personal and social skills – sharing, negotiating, alongside the development of their maths and language/literacy skills

**CONSTRUCTION** - Building structures develops hand-eye co-ordination (preparation for writing) and problem solving skills

**DOUGH PLAY** – very therapeutic, a great way to vent frustrations! Lots of role play and creative play. Good for developing co-ordination, maths and language skills and much more

**SMALL WORLD** - Cars, little people, dinosaurs, animals, playhouse, etc. develop imaginative and creative skills, personal and social skills, knowledge and understanding of the world, language

**SAND & WATER PLAY** – Sand and Water are very therapeutic materials to play with. They aid sensory development and feed the imagination. Mathematical and scientific concepts are learnt with little effort, eg. small/big, empty/full, wet/dry, heavy/light, too much/too little. Creative ideas flow, as they recreate their beach holiday, or re-discover the dinosaurs. Even the most active child benefits.

**BOOKS** – Book areas are scattered all over the Kindergarten, including the baby unit. Children love books and with these they develop their love of language and their literacy skills, their imagination and their cognitive skills.

**PUZZLES** – Puzzles help to develop concentration, hand-eye-co-ordination, problem solving, language and mathematical skills, etc.

**OUTDOOR ENVIRONMENT** – Here children can run, ride, jump, climb, push and pull as they develop their gross motor skills. They can grow their own tomato and beans, sunflower. They can go for a stroll with their best pal, and stand and contemplate the wonder of the butterfly or aeroplane passing over, gather their leaves and twigs for their works of art.. Again any indoor activity can be done outdoors, and in the warmer months most of them are!

**PAINTING** – Hand paint, finger painting, string painting, foot painting, brush painting, sponge painting, potato painting, bubble painting, splatter painting. **Fun painting.**

You will see that resources equipment are stored at the child's level so that they can select, use and hopefully return to their correct location. You will also permanently set up areas such as role play, soft play, book corners, sand tray, painting area.

**STICKING& GLUING**  
Messy, gooey, imaginative, creative, problem solving. Using paper, sellotape, staples, masking tape, string to create that masterpiece.



## THE MULBERRY KINDERGARTEN

### DAILY ROUTINE (Subject to change from time to time)

The daily routine offers structure to the child's day and thus helps him/her to feel secure in the environment. It is however only a guide, and our planning allows for spontaneity with the children's needs/interests being paramount.

8.00-8.30am	<b>BREAKFAST</b>
8.30-9.30am	Free Play
9.30am-9.45 am	<b>Morning Snack</b>
9.45am-10.00am	Circle Time
10am-11.30am	Structured Activities
11.30-12.00 noon	<b>LUNCH</b>
12.00-1.30pm	Rest Time or Quiet Time (books, puzzles, etc.)
1.30-2.00pm	Free Play
2.00-3.00pm	Structured Activities
3.00-3.30pm	<b>TEA</b>
3.30-4.00pm	Structured Activities
4.00-5.00pm	Free Play
5.00-6.00pm	Story/Circle Time

**Free Play:** Children choose from a variety of activities including - Duplo/Lego/bricks/threading, painting/stencilling/drawing, sand/water/outdoor play, role play and soft play, books, table top games.

**Structured Activities** – Teacher led (in groups or individually) and including Spanish and Dance (optional ), computer, music - singing/instruments/movement, P.E., cooking, creative activities, literacy & numeracy skills.

Children are encouraged but are never forced to participate in activities

### Babies

Routines for babies are generally organised around feeds and sleep. They are offered age appropriate opportunities to enjoy activities such as painting, play dough, sand and water play, duplos and other 'construction' resources, 'treasure' baskets, board and textured books, and using 'open-ended' materials such as boxes, tins, tubes, filled or empty for their experimentations and explorations! They also get to enjoy our large outdoor environment and soft-play area.

Details of planned activities for each group are displayed on our noticeboard.





## THE MULBERRY KINDERGARTEN

### TIMES

*Full Time:* 8.00am-6.00pm Monday to Friday  
*Part Time:* 8.00am-6.00pm (Two to four days)  
*Sessions:* 8.00am-1.00pm 1.00-18.00pm

The Mulberry is open 51 weeks a year taking children from 6 months to five years. We close on Bank Holidays and one week during Christmas. We also close for two In Service Training (INSET) Days each year. You will be informed of all closure dates well in advance and fees have been calculated to allow for these closures.

By arrangement there can be some flexibility in the dropping off and collecting of children. However please let the Kindergarten know if it is to be after 8.30am and before 4.30pm to enable us to plan activities and catering. **In accordance with registration requirements and for insurance reasons children must not be dropped off before 8.00am and must be collected by 6.00pm.** We charge £5.00 for every 10 minutes a child is collected late.

**SECURING A PLACE:** Once your child has been accepted and a starting date agreed a refundable deposit is required in advance. To fulfil our statutory duties we will require a copy of your child's birth certificate and proof of address.

For funded places only – the deposit will be refunded 4 weeks after a child starts.

**SPECIAL NEEDS:** Children with special needs may be offered a place provided any extra resources required by the child, ie. extra staff, special equipment, etc. have been agreed between the Kindergarten, social services and carers, and are in place prior to the child starting with us.

**COLLECTION:** If you are sending anyone else to collect your child please let us know in advance with a written request, an accurate description of that person and an agreed password.

**UNIFORM:** Children 2 years and over wear a simple uniform consisting of burgundy jogging bottoms and sweatshirt (with the Kindergarten 's motif) and a yellow polo shirt. These are available from the Kindergarten. Optional – Girls: grey skirt/pinafore(winter) and red summer dress; Boys: grey shorts (summer). All items of clothing must be clearly marked with the child's name. The Kindergarten will not accept responsibility for any loss or damage to personal possession therefore please do not send your child wearing jewellery or with toys, tapes, etc. Hair beads are a safety hazard and should not be worn in Kindergarten.



## THE MULBERRY KINDERGARTEN

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**SETTLING IN PERIOD:** We encourage parents to visit the Kindergarten with their child before they start and if at all possible to spend time at the Kindergarten to see them settled in.

**ON THE FIRST DAY:** We ask that you provide a bag with comb/brush, change of clothes, all clearly labelled. We provide cots/beds and bedding for those children who need to rest during the day.

**MEAL TIMES:** The Kindergarten supplies a well balanced and nutritious menu, details of which are displayed on the Notice Board. We cater for individual religious, cultural or health requirements. Some special dietary items however may need to be provided by parents

**BIRTHDAYS:** The Mulberry is happy to celebrate your child's birthday during Tea Time. We do ask parents to provide a cake for the celebration.

**RELIGIOUS AND SECULAR FESTIVALS:** We celebrate the major world festivals throughout the year with stories, creative activities, etc. As the emphasis is less on the religious aspects and more on celebratory activities we hope parents have no objections to their children joining in. However should this not be the case please let us know.

**OUTINGS:** From time to time we organise outings to the library, parks, zoo, etc. Nominal charges will be made to cover transport and entrance fees where applicable.

**HOLIDAYS:** The Mulberry will be closed for one week over Christmas. No fees will be payable for this week. Full fees are payable otherwise, including Bank Holidays and INSET days. Parents taking their children on holiday are required to pay the appropriate week(s) fees in advance.

**MEDICINES:** We will administer prescribed and also some non-prescribed medicines such as Calpol and Piriton on the basis that we will not be held responsible for any problems which may result from our doing so. We provide a medicine consent form for you to complete on a daily basis. All medicines must be clearly marked with the child's name. Any invasive treatment that you wish us to administer (eg Epi-pen) will require a letter from your GP which we are required to pass on to our insurance company.

**ILLNESS:** It is essential that parents notify the Kindergarten if their children are unwell or have been in contact with any infectious disease (eg. measles, chickenpox, etc). We are able to accept children suffering from common ailments such as coughs and cold; for others such as sickness, diarrhoea, measles, conjunctivitis, chickenpox, etc. they should be kept at home for the specified time. If your child becomes ill at the Kindergarten we may need to ask you to collect him/her.



## THE MULBERRY KINDERGARTEN

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**TOILET TRAINING:** The Kindergarten will work in partnership with parents to encourage children to use the toilet if they are not already trained. Disposable nappies/pants must be provided for those children needing them as well as spare clothing for those accidents!

**ACCIDENTS:** Your child may receive the occasional bruise/scratch through normal play and such injuries will be recorded in the accident/incident book which you will be asked to read and sign. If your child suffers a head injury we will contact you by telephone to advise of the accident. We would normally recommend that the child be taken to their doctor/hospital as a precaution.

Some minor injuries obtained through play activities (eg. scratches, bruises) may not be apparent at the time and you could well be the first person to notice them. This does not mean that your child is not being properly supervised. Please feel free to speak to us about any injuries you feel might have occurred in the Kindergarten which we have not previously brought to your attention, and likewise, any injuries your child is brought into the Kindergarten with will require a written explanation from yourself.

**BEHAVIOUR MANAGEMENT:** We never raise our voices nor smack. Rather we encourage positive behaviour. We will clearly communicate what is expected in the way of positive behaviour from each child, setting firm boundaries and being consistent in our expectations. We encourage the children to have respect for each other, the equipment and the environment, praise good behaviour and boost confidence and self esteem. We would expect parents to work in partnership with us as we tackle any problems. Our Behaviour Policy can be found in the Hallway.

**INCLUSION AND EQUALITY** We undertake to treat each child as an individual and respect specific needs with regard to religion, racial origin, culture and linguistic background, as well as gender and disability. This commitment will be reflected in books, equipment and activities undertaken. We will challenge any behaviour from children, parents or staff that contravenes our policy and commitment to anti-bias. Our Inclusion and Equality Policy can be found in the Hallway.

**SAFEGUARDING:** Childcare providers have a statutory duty to report to the social services and child protection agencies any case of suspected child abuse. Child protection involves protecting children from abuse whether this be physical, emotional, sexual or neglect (Our Safeguarding and Child Protection Policy is in the Hallway).

It is a statutory requirement that all nursery staff are police checked through the Criminal Records Bureau's DBS system and no adult will be left unsupervised with children until they have been checked. Cameras are used to record activities and performances. Staff who bring in mobile phones/smart watches are required to hand them in until they are off duty. CCTV is in operation on the premises.





## THE MULBERRY KINDERGARTEN

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**PROGRESS MEETINGS:** We have bi-annual Progress Meetings which gives you a chance to meet the staff and ask any questions you may have about your child's development and the Kindergarten. You will also have many informal opportunities to talk to staff. Outside of these opportunities, parents are welcome to make an appointment to come in and to talk to Managers if the need arises. Also please make use of our email.

**SHARING INFORMATION:** Each child has an Early Years Foundation folder in which are stored examples of their work.. This folder also serves as a developmental record which parents can view on request. We would encourage parents to share information with us to be included in this folder, ie. a record of a special event, or visit. Parents will be asked to read, comment on and sign the Foundation Stage Records and a Transfer Sheet at the last parental meeting before their child transfers to school.

Each child also has a Daily Record Sheet on which are recorded details about their day at the Kindergarten, included will be information about meals, activities, toileting, etc. . Please note that for the last two terms of their stay at the Mulberry, pre-schoolers will not have 'Daily' Record Sheets, instead there will be a 'home/Kindergarten' bag..

**ACCESS TO YOUR CHILD'S RECORDS:** Parents have a right to see records, including work folders, held on their child at any time.

**CONFIDENTIALITY:** -Only in exceptional circumstances (i.e. Child Protection issues) will confidential information be disclosed without the consent of parents/guardians.

**PARENTAL INVOLVEMENT** – We actively encourage parental involvement in the Kindergarten. You may help whenever you have the time and in any way you can. We particularly ask for parental contributions in Music Week, Father's Week. Planned themes/activities are on display on Noticeboards and we would encourage to take note and if possible offer any contributions/help/suggestions.

**INSURANCE:** We are fully insured by Everywhen (formerly Towergate Insurance). A copy of the Insurance Certificate is displayed on the Notice Board.

**OUTSIDE FACILITIES:** We are fortunate in having a large, well resourced garden which gives the children ample and varied opportunities for outdoor activities.

**PHOTOGRAPHS:** We may from time to time take photographs of the children for display purposes within the Kindergarten and very occasionally for promotion outside of the Kindergarten. If you have any concerns about this please let us know



## THE MULBERRY KINDERGARTEN

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**COMPLAINTS:** If you have any complaints please feel free to approach management. Written complaints will be recorded and investigated. Complainants will be notified of the outcome or action taken (where appropriate) within 28 days. It is our statutory duty to keep a record of complaints and make this available for inspection. If your complaint is not resolved to your satisfaction then you can contact our regulatory body, Ofsted: Telephone Number 0300 123 4666; Address: Piccadilly Gate, Store Street, Manchester M1 2WD

**CHANGE OF ADDRESS:** Please inform us as soon as possible of any change of address, or telephone number (home, work or emergency).

**PARKING:** Due to residential location of The Mulberry parents are asked to show due consideration for the local residents as they drop off and collect their children; especially, please turn off that radio, switch off that engine and do not block driveways!

**BUGGY STORE:** We have limited space for the storage of buggies. If there is a shortage of space at any time we might have to ask parents to take their buggies with them.

**LOCATION:** The Kindergarten is located just off Portland Road, South Norwood, within easy reach of Thornton Heath, Selhurst, Croydon, Addiscombe, Shirley. It is well served by buses, the tramlink, and there is a railway station within ten minutes' walk.

**VIEWING:** In order that staff:child ratios can be maintained, viewing is by appointment only, so could we ask prospective parents to contact us to arrange a mutually convenient time to visit.

**SMOKING:** The Mulberry is a smoke-free zone. We would ask parents and visitors to respect this.

### **NOTICES:**

- ◆ One month's notice in writing is required to cancel or amend registration.
- ◆ We reserve the right to cancel registration should a parent abuse operating hours or fail to pay fees promptly.
- ◆ We reserve the right to cancel registration should a child or parent's behaviour threaten the safety of other children, staff or visitors to the Kindergarten or is incompatible with the required standards of the Kindergarten.