



**Where we learn from our experiences inside and out  
in a nurturing home from home environment**

Dear Parents/Carers,

Thank you for your enquiry

Please find enclosed details of our nursery that includes an enrolment and sessions form if you wish to register your child at Riverside!

If you would like to see Riverside CDN in action, please call or email us  
Monday - Friday  
Between 8.00 - 6.00pm

Please do not hesitate to contact us, if you require any further information.

Thank you.

Tina Heighes  
Nursery Manager



Behind Cavendish School  
Edensor Road, Chiswick, W4 2RG

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riversidecdn@outlook.com  
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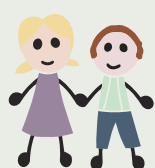


 [daynurseries.co.uk](http://daynurseries.co.uk)

## OUR SESSIONS AND HOURS

|                                        |                                                                |
|----------------------------------------|----------------------------------------------------------------|
| Morning Pre-school                     | 8.45am - 11.45am                                               |
| Full Time Day-care                     | 8.00am - 6.00pm                                                |
| Part Time Day-care                     | 8.00am - 1.00pm or 1.00pm - 6.00pm                             |
| Wrap around school<br>(Term time only) | 8.00am - 9.00am (optional)<br>12.00pm - 6.00pm (minimum 3 hrs) |

There is a minimum of three days for all sessions  
Please enquire about flexible day-care hours between 8-6pm if required  
(limited spaces available).



## CURRICULUM

At Riverside we practice the Early Years Foundation Stage that is the foundation stages to the early year's curriculum. We are part of the Early Years Partnership that provides funded places for children who are eligible.

All children are given the opportunity to develop their skills in the 7 areas of learning - personal social and emotional development, communication and language, physical development, literacy, mathematics, understanding of the world and expressive arts and design.

We provide all children with a wide variety of activities through observation, recordkeeping, themes, and topics. We aim to include as many different learning experiences as possible with the children, this could be a trip to our local library, a forest school session in the garden, a walk around the local community or to the park to feed the ducks at Chiswick house grounds or even to post a letter.

## ROUTINE

The nursery is set up the night before and is linked to the children's developmental interests, this enables the children to start their busy day with a positive happy outlook.

When the children arrive, all children change into their slippers (provided by parents), ready to start their day.



Various activities take place throughout the day that includes a fun developmental approach to the curriculum, this could be with either a creative, experimental, or physical activity.

All children are given the chance to develop their own individual skills and independent choices.

Depending on the time of year we plan and provide various activities around Topics/Themes, where we aim to include as many different learning experiences as possible inside and out.



The children have news time where they all talk about their experiences, group story time, multi-sensory music and movement with singing throughout the weekly routine with various resources and early musical instruments to experiment with. All children have access to a wide range of books in a quiet area, where they are encouraged to sit and look at books independently or supported.

## DAYCARE

We provide full and part-time day care for children aged 15 months - 5 years old. Our sessions start from 8.00am and finish at 6.00pm, we are open for 50 weeks of the year for up to 26 children.

We close to all children on bank holidays, 2 weeks at Christmas break and the occasional training day. We cater up to three babies aged between 15-24 months where they have their own baby and toddler area, equipped with a wide range of resources to stimulate and promote their development. All babies automatically transition to the main nursery room between 22-24 months.



We provide breakfast between 8:00 to 8:30am with a choice of cereals, toast, yoghurt and fruit a morning and afternoon snack, a hot lunch and a dessert is provided at 11:45am and a tea time meal at 4:00pm

A full menu is displayed on the Parents Notice Board where dietary requirements are catered for if required. We aim to provide a varied selection of homemade cooked meals with an emphasis on freshly prepared ingredients including fresh fruit and vegetables.

Our menu examples - Salmon Carbonara, Chicken enchiladas, Cheese & spinach puffs, Jacket potatoes, Fish, Macaroni cheese, Shepherd's pie, Roast Chicken, to children's favourite's fresh Chicken goujons, Omelette, Spaghetti meatball Bolognese, Pizza and garlic bread.

At teatime we provide a varied choice of light meal options, such as Houmous and Pitta bread salad, sandwiches, cheese & cracker salad, pasta bake, beans on toast, croissants, bagels, and noodles.

At meals times the children are encouraged to serve themselves their drinks, enhancing their fine & gross motor and independence skills.

## PRE-SCHOOL PLAYGROUP

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Playgroup sessions run in term time only, holiday term sessions can be requested, subject to availability. All the children are integrated together with the same routine and activities as the Day-care children.

Playgroup is an ideal introduction to learning for pre-school children; supporting and encouraging your child to take those first gentle steps towards independence in a safe and caring environment, this also works alongside and supports their transition into school.



## MORNING / AFTERNOON SNACK BAR

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All the children are offered a snack, with a choice of water or milk accompanied by a variety of healthy snacks including fresh fruit, bread sticks, houmous, carrots, rice cakes, cheese, crumpets, and fruit bread.

All children serve themselves as this encourages them to be independent and make choices of their own.

## BACKGROUND INFORMATION AND OUR FACILITIES

Riverside Community Day Nursery (formerly Riverside Children's Centre) was established in 1980 by a group of parent volunteers based at the community hut in Alexandra Gardens and initially started as a term time playgroup. In 1984 the nursery became a day nursery and moved to our current site at Cavendish Primary school.

We are situated within the leafy grounds of Cavendish Primary School and are ideally linked between the school's nursery and reception class.

If your choice school is Cavendish for nursery or reception provision, then the early year's link can be a positive transition for your child, but we very much welcome families from all over the borough who decide to go on to other schools.



Our nursery is purpose built and comprises of one large nursery area, where a portion of the room is divided for children aged between 15-24months. We have a separate room that is used for groupwork, quiet time and if your child requires a sleep in the afternoon, it transforms into a sleeping zone to get some well-deserved rest for an hour or so.

A full kitchen area that overlooks the nursery floor, with a divided door attached, is where all the home cooked meals are prepared and served from.

There is a large colourful bathroom with nappy changing facilities and 3 child sized washbasins and toilets.



We have a large outdoor garden play area at the front of the nursery, where there is a wide variety of outdoor equipment for the children to experience and explore their outdoor physical needs. There is a mud area with various tools and logs to enable the children to investigate, a large sandpit area to explore and a balancing beam and a small rolling hill. To explore water play, we have a water butt for the children to access.

To encourage the children to learn about food sources, we have a growing area where we plant and grow our own vegetables such as tomatoes, onions, green beans, strawberries, carrots and a flower bed.



## KEY PERSON

Your child will be allocated a key worker who will be responsible for keeping an up to date record on your child's development. Your child's progress will be monitored and recorded through record keeping and observations via EYLog a digital education tracker that your Keyworker will be responsible for, where parents have access to see.

If you wish to discuss any concerns regarding your child or otherwise, your child's key worker will be there to help in any way possible and vice versa, if your key worker has any concerns about your child.

Although we have an open-door policy, you will have the opportunity to discuss with your child's key worker on how your child is progressing developmentally, this happens twice a year, along with an end of year progress report. In the parent meetings you will be able to discuss together, your child's next steps as the parent/child/key worker relationship are important to us and we value your support.

## KNOWING ME, KNOWING YOU

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Starting a new nursery can be a very exciting new experience for both child and parent, but it can sometimes be a traumatic one as all children settle differently. We always encourage new children to be settled in gradually to enable them to adjust to their new environment in a positive and exciting manner. To support this, we ask on the registration documents to complete an 'All about me' document detailing what your child interests are so we can prepare and plan for their first day.

We provide a named nursery logo bag (small charge applies in settling) which will support their sense of belonging. Each child will have had various experiences; mainly the child dictates their settling in period in how they settle.



Each child is encouraged to join in with all activities that are on offer at the nursery and given lots of praise and encouragement. We pride ourselves on not having a high staff turnover, where most of the childcare team have been at Riverside 10+ years, which we feel is very important in the first stages of your child starting nursery and throughout your child's time with us.

When you arrive at nursery we want you and your child to feel happy, safe and secure, greeted at by the same familiar welcoming happy faces every day.

## BRITISH VALUES

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Riverside Community Day Nursery is committed to providing Equal Opportunities and inclusion for all children and their families. We strongly believe that no child should be excluded from activities on the ground of gender, class, family status, means, disability, colour, ethnic origins, culture religion or belief. We always encourage good manners and respect for all.

## HOW THE NURSERY IS RUN

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Riverside is a non-profit voluntary organisation with registered charity status. We are managed by a trustee committee who is made up of volunteers who oversee the important issues regarding the nursery.

As well as the committee there is a Manager, a Deputy Manager, 5 childcare members of staff who run the daily routine in the nursery.

Families who use the nursery are expected to participate/attend our fundraising events held throughout the year. We rely on fundraising events to purchase resources and new equipment for the in and outside areas and for experiences like Zoolab and butterfly stages, where this is for all the children to explore and enjoy.



## WAITLIST

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On enquiry, if we have no places available straight away, we operate a waiting list, where we allocate places on where your child's name is placed on the list, but consideration is given to whether the child's age corresponds with the vacancy. At certain times of the year, we may not have exactly what you require, but if we can offer an alternative option.

*We ask for a one off £10.00 registration fee, which must be included with your enrolment form N/A to free funded places only.*

## PRIVACY POLICY

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As you are providing us with personal information, we value your privacy under the General Data Protection of Date Act. We will only use your information to process your application at this point, with your signed permission. If you do not take up the offer of a place, we will automatically destroy your information.

When your child commences at Riverside you will receive all our policies that includes our policy on Privacy notice and Information sharing.

## EARLY LEARNING AND EDUCATIONAL ENTITLEMENT FOR UNDER 2'S, 2 AND 3 YEARS OLDS 15-30HRS \*(CRITERIA)

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\*We offer free educational hours for under 2 - 4year-olds up to 15 hours per week either for our day-care or pre-school sessions. Depending on age funding is eligible for children after the term of their birthday. Day-care, part/full-time and pre-school sessions require additional fees if your hours exceed the free hours, depending on the sessions, the cost will differ.

The additional costs will cover additional hours plus voluntary consumables charges such as breakfast, snacks, lunch and tea, cooking activities, birthday cakes and trips otherwise all food will be required to be provided by the parent/carer subject to our food policy and a daily food charge.

30 hours childcare – apply now from this September 2025, 15 hours childcare for working families with children under 3 will expand to 30 hours, meaning eligible working families can now apply for 30 hours of childcare from the term after their child turns 9 months until they reach school age.

This expansion is designed to support your child's early education and help you better balance work and family life. It's the final phase of the childcare expansion, which could save families up to £7,500 per year.

### Apply for your childcare code

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What you need to do:

- Check if you're eligible: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Working parents in England may be entitled to up to 30 hours of childcare per week for children aged 9 months to school age, during term time (38 weeks per year).

- Apply online via [www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working](http://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working)

If you're eligible, apply now for your childcare code – you'll need this to access your hours.

## Apply

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- Make sure you apply before the deadline dates.
- Please speak to us as soon as you know what sessions you're looking for to ensure you receive the hours and days you require.
- Please remember to always keep your code up to date, you'll need to reconfirm your details every 3 months via your GOV.UK account. You'll get a reminder when it's time.

## Already using 15 hours childcare for working families?

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You don't need to reapply for a new code. Simply continue to reconfirm your details every 3 months on your GOV.UK account and your existing code will update automatically to enable you to take up 30 hours from September.

For a step-by-step guide on how to apply, watch the video below with Early Years Educator, Steff, explaining the process:

[www.youtube.com/watch?v=d0B7F3eMG0Y](https://www.youtube.com/watch?v=d0B7F3eMG0Y)

How to get help with the cost of childcare: government-funded support in England.

Free hours are only applicable to 38 weeks of the year, but as the term exceeds the free hours, weekly fees will be expected to be paid in full and applies to all sessions we provide.

There will be NO free hour sessions in holiday term time but can be added on and paid for.

If you are eligible you will be required to provide an eligibility code to us

Please note that the additional free hours are applicable after the term of your child's birthday ie: January, April and September.

You will have extra costs such as extra hours and a choice to pay for food and trips.

## VISITING OUR NURSERY

We do not have on site car parking BUT free parking is near Market Drive/Alexandra Gardens

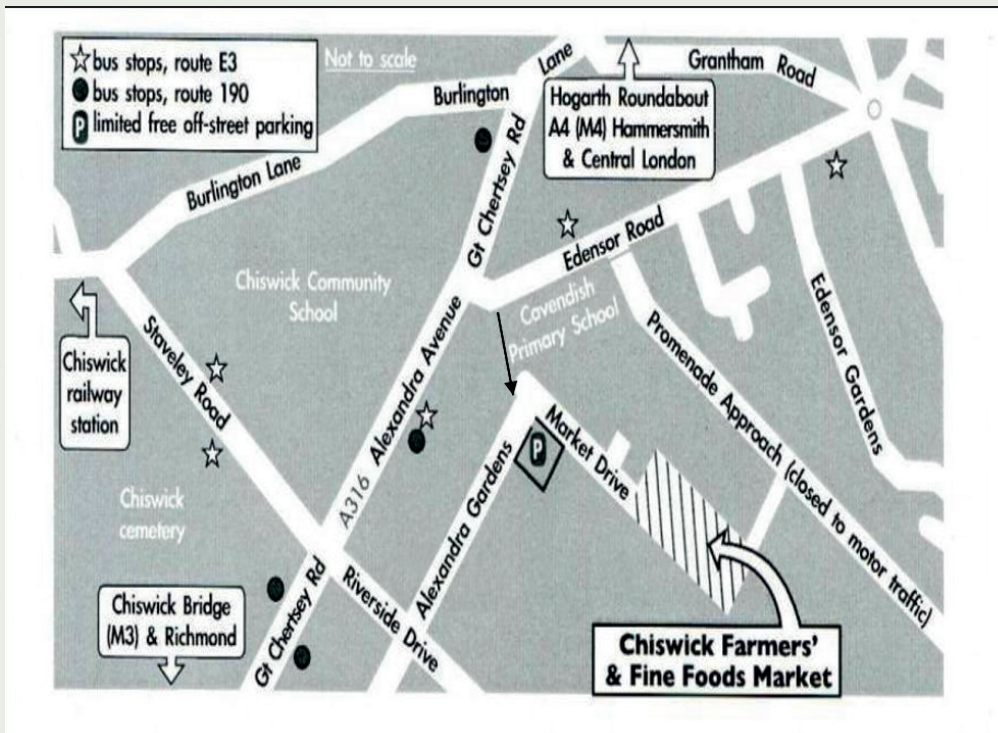
Our entrance is at the back of Cavendish Primary School.

If travelling by car please enter Sat Nav code W4 2RY please drive to the bottom of the road.

Please park near P sign, our blue side gate is on the left.  
Please press the Riverside intercom button to enter the school grounds and we are the first gate on the left.

If you are walking (see arrow) there is a path from the top of Edensor Road traffic lights to market Drive (our gate access is here) that leads up to Dukes meadows play park.

If you would like to view Riverside, please call, or email us to arrange Monday-Friday at 11.00am or 2.30pm (subject to availability).



For parking and access to our nursery please park where the P sign is right at the bottom of Alexandra gardens as this is where our gate is just in front on the left.

Sat Nav code:  
W4 2RY

Please note that access restrictions are in place from both junctions leading onto Staveley Road from 8am-7pm unless exempt from passing through and the Hartington Road via A316