

Little Munchkins

little things matter



PROSPECTUS

About us

Nick Gregory is the owner of Little Munchkins and currently employs ten members of staff to work within the setting. All names and positions of staff can be seen alongside their photographs on our parent's notice board in the entrance hall. All our staff hold childcare qualifications or are working towards them. Children are cared for in a bright, warm and homely environment where their safety is of paramount importance to us there for we use CCTV in the setting.

Opening hours

We are open for 51 weeks of the year; we are closed for all bank holidays and Christmas break, we finish at 1pm on Christmas Eve for those that don't receive any government funding; If you do your last day will be the last day of the school term, you can find this online or staff will notify you. In addition to this you can pay the extra if you would like to attend until Christmas Eve, we will need two weeks' notice for this. We are open Monday to Friday from 8.00am to 6.00pm although a 7.30am start is available.

Registration form and fees

A registration fee of £45.00 is required when you return your completed registration form. This fee is to reserve your child's place, to cover administration costs and includes two introduction sessions for you and your child. Due to the high demand for childcare places, we are only able to reserve places for one month without additional charges. Reserved places longer than a month will require payment of childcare fees for their first month to hold a place open, this is not refundable should you cancel their place. We require one month's notice in writing if you are removing your child from the nursery.

Session fees and government funding

The session fees are payable weekly, monthly or in full for each term depending on what suits you best (All monthly payments must be made by 6pm of 1st of each month (£30 late payment applies if you go over the 1st) or if paying weekly; to be paid on your child's first session of each week. Your first month's invoice must be paid before the first day your child attends. If we do not receive payment by the 10th of each month, childcare will be suspended and if fees are not paid by the end of the month, your childcare place will be offered to the next family on our waiting list. We offer term time contracts for funded children in our nursery and the pre-school team only. Please see the academic calendar on the notice board for term dates. The government pays for 15 hours per week during term time for children from the term after their third birthday also for under 3's if you have been approved on the 2-year-old funding scheme. Additional 15 hours free funding for 3 to 4-year olds is available from the government if your family meets the governments statutory requirements / guidelines, we are happy to advice or help.

There are two options with Government funding;

Standard scheme;

Which means funding only covers school academic year (15 – 30 hours per week)

Stretch Scheme;

Which means funding is used to cover throughout the year including school holiday's

(Children receiving 15 hours, use only 11 hours each week, Children receiving 30 hours, use only 22 hours each week)

Nursery offers breakfast until 8:30, a snack at 10am Hot Lunch at 11:30 and a snack tea (beans on toast, sandwiches, crumpets etc) at 4:00 during sessions, **we do not accept Lunchboxes, prices include food. Please speak to Nick if you have any queries regarding your invoice.** We accept a range of childcare vouchers; please ask if you need more details.

Session Prices

Booking administration fee £45.00 with completed application form. (This fee covers taster sessions and administration & is non-refundable)

Government funding does not cover any food requirements.

Full 51 week and Term only sessions

We do not accept Term Time Only children under 3

Full day 8am to 6pm	£65.00 Including food.
Morning sessions are 8.00am-1.00pm	£38.50 Including food.
Afternoon sessions are 1.00pm-6.00pm.	£35.50 Including food.
6 hour School day session 9.00am-3.00pm	£45.00 Including Food.

7.30am early starts are available for all age groups at a cost of £7.50.
Extra hours above funding is £6.50 per hour.

If you are using the government Funding your food prices are as followed (you will be invoiced this monthly);

Breakfast	£2.20
Hot Lunch	£4.20
Tea	£2.20

Parents are requested to strictly adhere to the nursery opening times. A late collection fee of £7.50 will be invoiced to you and for every 5 minutes you are late. However, if you experience any problem during the session and are likely to be delayed. Please phone the nursery to advice in advance. **All children must be collected by 6.00pm.**

Payment can be made through on-line banking , card payments or cash at the nursery.

NO CHEQUES

Settling your child

Prior to your child's start date, you will be invited to bring your child for settling visits. Settling sessions consist of two, one hour sessions unless staffs feel your child will benefit for more. At this point you will have the opportunity to chat to the staff and provide them with all the essential information we will need to help and support your child to settle. Please use these opportunities to ask any questions; the staff will be happy to help you. Taster sessions usually are planned between 9.30-10.30am or 1.30-2.30pm, but we can work round timings if needed.

[Collection arrangements](#)

If you arrange for your child to be collected by someone other than yourself, would you please inform nursery to avoid any misunderstanding. **For the safety of your child and to ensure the right person collects them, we operate a password system.** (You are required to provide a password on your registration form). No child will be released without prior permission from the parent/carer and knowledge of the password.

[Policies and Procedures](#)

Our full range of policies and procedures are available to view in the entrance hall. Please ask a member of staff if you have any questions or require assistance.

[Food and drink](#)

Children attending the morning sessions can have breakfast, if they arrive before 8.30am. Children also receive a mid-morning snack of milk or water and a variety of fresh fruit, dried fruit, raw vegetables and bread sticks. We can cater for dietary needs. Children attending the afternoon sessions are provided with tea at approximately 4.00pm. Drinking water is available throughout the day.

[What you need to bring](#)

You will need to bring a change of clothes for your child in a named bag (**NO PLASTIC BAGS PLEASE**). Please ensure **all items of clothing are labelled** as we cannot be held responsible for lost items. In the cold weather please bring coats and wellies and in good weather supply sun hats and sunscreen. If your child is in nappies or is having breast or formula milk, we ask for you to please supply this. We are happy to take items in bulk and will let you know when we need more. You do not need to supply bedding, flannels, wipes or nappy sacks. If your child needs a comforter to go to sleep, please bring it with you.

[Early Years Foundation Stage and the Key Person](#)

When your child starts with us, they will be allocated a member of staff as their key person. This person or management team will be your main contact point with any queries and will be responsible for your children's general well-being, such as feeding and changing nappies. The key person will also take responsibility for planning activities to meet your child's individual interests in line with the requirements of the Early Years Foundation Stage. The key person will undertake regular observations and record them on Tapestry, which produces a learning journal of your child's development, which will be shared with you on a regular basis.

We record children's progress in the six areas of learning which are:

- Personal, social and emotional development
- Communication and language
- Physical development
- Literacy
- Mathematics
- Understanding of the world
- Expressive Arts and Design

The key person will provide you with feedback on how your child has been and parents of babies will also receive a written daily sheet with information about nappies, sleeps, feeds and general activities. If your child's key person is not in, the co-key person will take responsibility for your child and for the daily hand over.

Illness and infection

We are unable to care for sick children and politely request that you do not bring them in if they are ill, if we feel they are unwell we will call for an adult to come and collect.

Our ratios are;

1:3 under 2 years

1:4 for 2-year olds

1:8 for children aged 3-5 years.

We are therefore unable to provide 1:1 care for children that are poorly and ask that you provide us with contact details of people we can contact in an emergency should children become unwell during the day. *If your child has sickness and/or diarrhoea, they MUST be kept away from nursery for at least 48 hours after the last occurrence to reduce the spread of infection to other children and staff.* If children are off nursery due to sickness or holiday, childcare fees are still required.

Complaints

We ask that if you have any concerns about any aspect of the nursery that you talk to the owners in the first instance so problems can be quickly resolved. If you do not feel comfortable to do this or if you have tried and are not satisfied with the outcome you can contact Ofsted who have legal responsibility for regulating us. Our registration number is EY392543 and Ofsted can be contacted on 0300 1231 231 or in writing to:

Ofsted,
Picadilly Gate
Store Street
Manchester
M1 2WD

Contact details

Owners: Nick Gregory (mobile-07748 640737)
Nursery address: 67 The Avenue, Fareham, Hampshire. PO14 1PE
Nursery telephone number: 01329 230681
Nursery email: little-munchkins@btconnect.com or admin.little-munchkins@btconnect.com
Web-site

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

Childs Name _____
D.OB ____/____/_____
Home Address _____
Post Code _____

Gender Male Female
Home Language _____
Religion _____
Home Phone No _____

Are there any aspects of the child's religion or culture that you want us to know?

Does your child attend any other early year's provisions, name of provision please? _____

Family Details

Which parent / carer has legal responsibility for the above child or both _____

Parent/Carer 1 ; Address	_____	Parent/Carer 2 Address	_____
Post Code	_____	Post Code	_____
Mobile No	_____	Mobile No	_____
Work No	_____	Work No	_____
E-mail Address	_____	E-mail Address	_____

EMERGENCY CONTACT DETAILS (Who else can we contact in the event of an emergency)

Contact Name _____ Relationship to child _____
Address _____ Post Code _____
Contact No _____
PASSWORD _____

HEALTH DETAILS

Doctors Name _____ Health Visitor _____
Surgery Address _____ Telephone No _____

Are your child's Vaccinations / immunisations up to date? YES NO

Does your child suffer from any medical conditions? Asthma, Diabetes or Epilepsy?

Does your child require or take any special medications? _____

Does your child have any special needs, or allergies? (including Diet) _____

Has your child had chickenpox? _____

Requested Sessions (Please circle what required)

Day required	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sessions	(8am – 1pm)	(9am – 3pm)	(1pm -6pm)	(8am – 6pm)	

Start date ____/____/____ Term time (38weeks) or Full time

Office use Register () On accounts () Tapestry ()
Birth Certificate check () Child's Files ()

Show around completed by

Permission and Acknowledgement Signatures

I **do/do not** give permission for nursery staff to administer medication prescribed for my child by their doctor, or across the counter medication authorised by myself if the staff feel the child requires it during their sessions. (I understand that I will be required to complete medication forms for each occasion)

I **do/do not** give permission for the nursery to obtain emergency medical treatment if I cannot be contacted. This may include transportation, blood transfusion, surgery recommended by a doctor or dentist to proceed without delay for an acute condition or alleviation of pain.

I **do/do not** give my consent for my child to attend any local outings organised by the nursery i.e. nearby park. (Major nursery trips will require separate permission forms).

I **do/do not** give permission for nursery staff/students to carry out observations on my child for their learning journals/college work. (I understand that no names will be on any observations forms from students doing college work).

I **do/do not** give permission for my child's photograph to be taken at the nursery for Key Person records and understand that s/he may be in the background of other children's Key Person photographs. Key Persons may take children's learning journals off site to up-date from time to time. (I understand that the nursery cannot be held responsible for children's photographs once they have been handed to the parent/guardian)

I **do/do not** give permission for my child being in videos taken at nursery events i.e. Christmas show and leavers party.

I **do/do not** give permission for nursery staff to change my child's soiled nappies/clothing. (I understand that I must supply all nappies).

I **do/do not** give permission for nursery staff to apply sun block to my child. (We recommend factor 30 or 50 sun block is supplied).

I **do/do not** agree to the nursery keeping key person notes on my child and passing their details on to their future school.

I **do/do not** agree to the nursery contacting any other early years setting that my child attends to share information about their development and help in identifying the next steps in my child's learning.

Advertising

I **do/do not** give permission for the nursery to use photographs of my child on their website and Yell Directory

I **do/do not** give permission for the nursery to use photographs of my child on their Facebook page.

I **do/do not** give permission for the nursery to use photographs of my child for advertising i.e. posters or local newspapers.

Should you give permission for any of the above advertising, we would be happy to remove any pictures should you change your mind and request it.

I have read and understood the information provided to me and agree to abide by it.

Parent/Guardian of: _____

Parent/Guardians name: _____

Parent/Guardian Signature: _____

Date: _____