

# Little Munchkins

little things matter



## PROSPECTUS

### **About us**

Nick Gregory is the owner of Little Munchkins and is passionate about ensuring that he employs excellent staff to child ratios to work within the setting. All the staff have childcare qualifications or working towards attaining them. Children are cared for in a bright, warm and homely environment where their care and safety is of paramount importance to us. We use have tight entry and exit policies in place and we use CCTV in and around the building.

### **Opening hours**

We are open Monday to Friday from 8.00am to 5.30pm

We are closed on all bank holidays and weekends.

Full time **availability i.e. Monday through to Friday daily**; starts from **the January 2026 term**.

In the UK (England), the government now funds up to *30 hours of free childcare per week* for eligible working parents, starting from when a child is 9 months old until they begin school.

All children's stretch funding from January 2026 is explained as; children with universal 15 hours will be entitled to 11 hours per week throughout the year, likewise children with extended 30 hours funding will receive 22 per week. All hours required outside the government funded hours will be charged at £8.00 to £10.00, per hour dependant on age, payable by the parent.

### **Registration form and fees**

There is NO registration fee, however a £45.00 booking fee is required when you return your completed registration form. This fee is to reserve your child's place and cover all introductory sessions for you and your child. 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 would like one month's notice in writing if you are removing your child from the nursery, however this is not a legal requirement, but gives us and their new settling to support your child in their transition.

### **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 on the 1st of each month (£30

late payment fee applies if you go over the 1<sup>st</sup> of each month) 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 are happy to discuss and help with any opportunities under the Government free funding schemes if required, we are here to help and can offer to assist parents with filling in on-line applications.

## **Session Prices**

The booking administration fee is £45.00, which is payable with the completed application form.

(This fee covers taster sessions and administration & is non-refundable)

Government funding does not cover any food requirements, so a packed lunch is required

For children aged 3 years plus:

- Full day 8am to 4pm £64.00.
- Morning sessions are 8.00am-12.00pm £35.00
- Afternoon sessions are 1.00pm-4.00pm £26.25
- 6-hour school day session 9.00am-3.00pm £52.50 (pack lunch must be supplied)
- Extra hours above funding are £8.00 per hour.

For children 18 months to 3 years of age: charge rate per hour is £10.00 per hour.

- Full day 8am to 4pm £80.00
- Morning sessions are 8.00am-1.00pm £50.00
- Afternoon sessions are 12.00pm-4.00pm £40.00
- 6-hour school day session 8.00am-3.00pm £60.00. (pack lunch must be supplied)
- Extra hours above funding are £10.00 per hour.

**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 for your child. However, if you experience any problems during the session and are likely to be delayed, please phone the nursery to advise in advance. All children must be collected by 4.00pm.

**Payment can be made through on-line banking transfer ,or cash at the nursery.**  
**NO CHEQUES PLEASE.**

## **Settling in your child**

Prior to your child's start date, you will be invited to bring your child for settling in visits.

Settling in sessions consist of two one-hour sessions unless staff agree with you that your child will benefit with a slowed introduction.

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 10.00-11.00 am or 1.30-2.30 pm, but we can work around timings if needed.

## Collection arrangements

If you arrange for your child to be collected by someone other than yourself, you must inform the nursery to avoid any misunderstanding or embarrassment. **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. **In the event that children are not collected at the correct time without notification by parents, the nursery will try to contact them and the named emergency contact.**

**Should the nursery get NO response, after 20 minutes under safeguarding requirements we will contact the Police and Children's Services.**

## 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 receive a mid-morning snack of milk or water and a variety of fresh fruit, dried fruit, raw vegetables and bread sticks. We require parents to supply lunch packs. Drinking water is available throughout the day. Children will not be allowed fruit juices to be added to their water.

## 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 cold weather please bring coats and wellies, and in good weather supply sun hats and sunscreen. If your child requires nappies or has breast or formula milk, please supply. 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 ensure learning opportunities for your child's next steps, and are always available 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 our electronic notes system '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. If your child's key person is not at work, the co-key person will take responsibility for your child and for the daily handover.

## 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. Our ratios are:

1:3 under 2 years  
1:5 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 diarrhea, 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.

## Safeguarding

Little Munchkins follows strict safeguarding requirements, all assessment under safeguarding is undertaken through the Hampshire County Council Threshold Reference Chart. (Copy can be emailed if required)

**Designated Safeguard Leaders (DSL's)** within the nursery are:

Main Leader: Nick Gregory (owner and Manager)  
Deputy DSL: Vicky Savage SENCO

If there is an allegation against anyone of the DSLs, that person will NOT be involved in any investigation.

The duty DSL will take overall control and contact HCC LADO, OfSTED and the POLICE if required or advised.

Please take time to read our Safeguarding Policy, and the importance of this policy in the care and education of your child. If you have any questions, please do ASK

## Complaints

We request that if you have any concerns about any aspect of the nursery that you talk to the owner in the first instance, so problems can be quickly resolved. If you do not feel comfortable in doing 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 123 1231 or email on: <https://www.gov.uk/complain-to-ofsted>

### Contact details

<b>Owners:</b>	<b>Nick Gregory (mobile 07748 640737)</b>
<b>Nursery address:</b>	<b>67 The Avenue, Fareham, Hampshire. PO14 1PE</b>
<b>Nursery telephone number:</b>	<b>01329 230681</b>
<b>Nursery email:</b>	<b><a href="mailto:littlemunchkinsfareham@gmail.com">littlemunchkinsfareham@gmail.com</a></b>
<b>Website:</b>	<b><a href="https://www.little-munchkins.online/">https://www.little-munchkins.online/</a></b>

**PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE**