

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 term-time only and closed on all bank holidays.

We are open Monday to Thursday from 8.00am to 6.00pm and 8.00am to 3.00 pm on a Friday although a 7.30am start is available at extra cost subject to availability.

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.

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.

Nursery offers breakfast until 8:30, a snack at 10am, hot lunch at 12.00pm with a dessert and a snack tea (beans on toast, sandwiches, crumpets etc) at 4:00pm during sessions, we do not accept Lunchboxes.

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

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.

Full 51 week and Term only sessions (we do not accept Term Time Only children under 3)

- Full day 8am to 6pm £70.00 Including food.
- Morning sessions are 8.00am-1.00pm £40.00 Including food.
- Afternoon sessions are 1.00pm-6.00pm. £37.50 Including food.
- 6 hour School day session 9.00am-3.00pm £50.00 Including Food.
- 7.30am early starts are available for all age groups at a cost of £8.
- Extra hours above funding is £7.00 per hour.

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

- Breakfast £2.20
- Hot Lunch £4.20
- Tea £2.20
- Consumables £0.75 per funded 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. 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 6.00pm.

Payment can be made through on-line banking ,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 10.00-11.00 am or 1.30-2.30 pm, 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 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.

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, 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, 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 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.

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 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:	littlemunchkinsfareham@gmail.com
Web-site	https://www.little-munchkins.online/

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