

## Contents

- ★ General information
- ★ Basic Policies & Procedures
- ★ Frequently asked questions
- ★ Pricing structure
- ★ Child Enquiry Form



## General Information

Little Champions Nursery is registered by Ofsted to take 60 children aged from birth to five years. The provision is split into three rooms. Each room is managed by a fully qualified and experienced nursery practitioner, who is able to implement and plan activities in line with the **Early Years Foundation Stage**.

The rooms are as follows:-

- Baby room aged from birth to 18 months.
- Toddler room aged from 18 months to 2 and half years
- Pre-school room aged from 2 half to four years.

The age groups are there as a guide. Each child is looked at on an individual basis. The actual transition of children is largely dependent on the development and emotional well-being of your child.

### Key Person

Your child will be allocated a member of staff called a 'key person'. The key person becomes your child's primary carer, who will ensure that their well-being and progress is carefully monitored and that all their individual needs are met. They will be your main point of contact each day with exception to staff holidays and illness. In times of absence, their colleagues will also closely work with your child and will become a secondary key person.



## General Information Pt. 2

### What you need to provide

For babies:

- You may wish to bring your own bottles of milk which can be stored in our baby milk room or
- If you wish, you may supply formula milk and bottles, which we can make up at nursery for your child.
- Weaning and solid foods until they are able to enjoy nursery meals.
- Nappies
- A spare set of clothes

You may wish to talk to your child's key person about feeding arrangements

For Older children:

- A spare set of clothes to cover for accidents or messy play
- Suitable clothing for outdoor play
- During summer months, please supply a hat and sun cream for your child
- During winter months, please supply wellies/boots, a warm coat and gloves for your child
- As your child enters pre-school (3-5's) we would like to offer you the option of wearing the uniform. More information is available on request

### Your child's education and activities

All activities, daily routines and the health and safety of your child is carried out in line with the Early Years Foundation Stage. This is a new framework which takes into account the following themes:-

#### A Unique child

- Child development
- Inclusive practice
- Keeping safe
- Health and well-being



## General Information Pt. 3

### Positive Relationships

- Respecting Each Other
- Parents as Partners
- Supporting Learning
- Key Person

### Enabling Environments

- Observation, assessment and Planning
- Supporting every child
- The learning environment
- The Wider Context

### Learning & development

- Play & Exploration
- Active Learning
- Creativity and Critical Thinking
- Areas of Learning and Development.

Pre-printed copies of the **Early Years Foundation Stage** are available for you to read.

### Nursery Menu

Meal times are seen as being an important social occasion for children, where they sit together in their key groups and are encouraged to be polite, interacting with adults and each other.

Children are provided with healthy meals each day and a snack of fruit or organic biscuit, both in the morning and afternoon.

A typical weekly menu is available at your request



## Basic Policies & Procedures

### Behaviour Management

A full policy is available for you to read on your induction visit.

At Little Champions, our heart is that the children will grow into their full potential and become unique children. We want them to be accepted for who they are and soar with their strengths.

Therefore, our management of behaviour is always positive. Their boundaries are reinforced in a positive manner, taking into account their age and development.

- Children are offered lots of praise for good behaviour
- Children are given encouragement for all their individual achievements
- We teach the children to be polite to each other
- We teach them to share and take turns
- We encourage the children to be kind and consider each other's feelings
- As they grow older, we encourage them to think about the consequences of unacceptable behaviour

More details of how this is achieved, is available in our policies and procedures handbook for you to see as part of your child's admission.



## Basic Policies & Procedures

### Equal Opportunities

At Little Champions we are committed to ensuring that children are catered for according to their individual needs. We positively value and respect children and adults from all backgrounds.

To achieve this we:

- Provide positive role models through staff, toys, books, equipment and the environment.
- We will plan activities and events that will positively promote our own culture and religion and those of others.
- We seek to promote a non-stereotypical image within the nursery
- We ensure that all children age permitting are involved in constructive play and learning opportunities.

### Provision for children with learning difficulties and disabilities.

We are committed to ensuring that all children reach their full potential and are included, regardless of their starting capabilities and physical abilities. We employ trained staff who will work; in close partnership with parents; the manager and the local area Special Educational Needs Coordinator, to ensure that the inclusion of all children is well planned for and that all children flourish in this growth environment.

**A full policy on how these aims are achieved is available within the nursery.**



## Basic Policies & Procedures

### Complaints

Whilst we strive to offer the best possible care, we offer a warm welcome to parents to contribute your comments, compliments and concerns at all times.

Should we not be able to resolve your concerns, a full complaints procedure which is in line with the regulatory guidelines set by Ofsted is available to you.

To help you, this procedure has been given to you in your registration pack and will also be displayed in each room of the nursery.

Ofsted provide a help-line number.

08456 40 40 40

You may also see a copy of our last report on the Ofsted website [www.ofsted.gov.uk](http://www.ofsted.gov.uk).



## Frequently Asked Questions

### **Q. What do I do if my child is ill?**

Please inform us before 10.00am if your child will not be attending nursery that day. If your child has any illnesses such as:-

- Sickness
- Diarrhoea
- Conjunctivitis

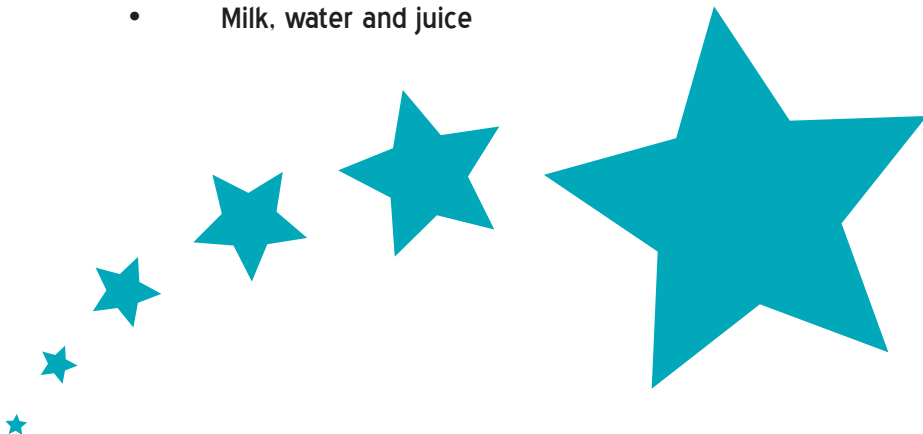
Then you must keep them off for 24-48 hours after the symptoms have gone.

If your child becomes ill while they are at nursery, you will be contacted and you will be expected to collect them as soon as possible. A full policy is available to help you understand what happens if your child is ill on a day that they attend nursery

A list of infectious diseases and exclusion periods are available in the nursery office should you ever need to see this.

### **Q. What will my child eat and drink?**

- Healthy cooked lunch meals
- Fruit and vegetables such as seedless grapes, cucumber batons
- Organic biscuits and fruit bars
- Bread products such as toast, crackers, crumpets etc
- Milk, water and juice



## **Q. What do I need to bring for my child?**

Apart from the items we have asked you to provide on the 'General information' page, if you wish you can bring along:-

- Personal items such as dummies, blankets, wipes, teddy
- Something from home that is small and unbreakable to show the children/nursery staff that relates to the current activity theme
- Car seat - in case another family member collects your child

## **Q. Who do I contact if I have a concern?**

In the first instance, please mention your concern to your child's key person. If you are still concerned, then you should contact the Nursery Manager. You can also refer to the complaints page in your registration pack.

## **Q. What does 'Open door' policy mean?**

'Open door' policy means that you are welcome into the nursery at anytime to discuss any matters relating to your child. We will give you regular updates relating to your child's progression through means such as key persons, Nursery Manager, newsletters etc.



## LITTLE CHAMPIONS DAYCARE FEES - 2008

### Monthly Standing Order Charges

#### Child Under 2

| Days per week | Baby 1 | Baby 2 | Baby 3 |
|---------------|--------|--------|--------|
| 0.5           | 80     | 72     | 72     |
| 1             | 130    | 117    | 117    |
| 1.5           | 200    | 180    | 180    |
| 2             | 260    | 234    | 234    |
| 2.5           | 330    | 297    | 297    |
| 3             | 390    | 351    | 351    |
| 3.5           | 460    | 414    | 414    |
| 4             | 520    | 468    | 468    |
| 4.5           | 580    | 522    | 522    |
| 5             | 630    | 567    | 567    |

#### Child Over 2

| Days per week | Child/Infant 1 | Child/Infant 2<br>(10% Discount) | Child/Infant 3 |
|---------------|----------------|----------------------------------|----------------|
| 0.5           | 80             | 72                               | 72             |
| 1             | 120            | 108                              | 108            |
| 1.5           | 200            | 180                              | 180            |
| 2             | 240            | 216                              | 216            |
| 2.5           | 320            | 288                              | 288            |
| 3             | 360            | 324                              | 224            |
| 3.5           | 440            | 396                              | 396            |
| 4             | 480            | 432                              | 432            |
| 4.5           | 560            | 504                              | 504            |
| 5             | 600            | 540                              | 540            |

For a combination of one baby and one child, the child may be discounted by 10%.



## Little Champions Child Enquiry Form

Step 1. Fill in your details below

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Name of child 1

DOB

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Name of child 2

DOB

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Name of child 3

DOB

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Name/s of parents/carer

Address

Contact details

Home

Mobile

E-mail address



# LITTLE CHAMPIONS DAY CARE

*'RAISING CHAMPIONS OF THE FUTURE'*

Days of week required (please tick)

| Session | Mon | Tues | Wed | Thurs | Fri |
|---------|-----|------|-----|-------|-----|
| AM      |     |      |     |       |     |
| PM      |     |      |     |       |     |

★ Step 2. Post to the address below

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★ Step 3. One of our staff will contact you

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★ Step 4. Initial visits will be arranged

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