



# PROSPECTUS

## About us

Welcome to Little Angels Day Nursery where caring for your child in a safe, free flowing and stimulating environment is our main objective. We understand that leaving your child in the care of others is a difficult decision to make and hope the information in our prospectus is helpful. However, please contact us if you need any further information.

Little Angels Nursery is privately owned and managed by Natalie Sandom. We are situated within the New Milton Memorial Centre.

Our opening hours are Monday to Friday 8am – 6pm, offering hourly sessions for children aged from birth to 5 years' old

Our enthusiastic staff are qualified in childcare, we also provide Apprentices with an opportunity to gain their childcare qualifications. All staff (including any Apprentices) are DBS checked. A high percentage of the team have level 2 food hygiene and Paediatric first aid training. The team work together in a child-led environment, using the Early Years' Foundation Stage curriculum (EYFS) to provide high quality learning and care opportunities supporting your child's development.

At our nursery, you will find a wide range of activities taking place both indoors and out.

All children have a key person who is responsible for their care routines and is the parents main point of contact in the nursery. The key person's role is to get to know the child and their interests then plan activities and experiences to extend the child's skills and knowledge, building on all areas of the EYFS.

Our nursery is registered with the regulatory body Ofsted and in May 2017 we received a "good" rating on our first unannounced inspection in May 2018. We provide spaces for up to 30 children aged from birth to 5 years. The best way to decide if a nursery is right for your child is to visit, meet the team and see children learning and playing together. Please do call us on 07789965594 or email [littleangelsnursery.newmilton@outlook.com](mailto:littleangelsnursery.newmilton@outlook.com) to make an appointment to visit. We look forward to meeting you.



**OUR  
AIM**





At Little Angels Nursery, we provide high quality care and education for children through play, work and learning together.

Provide age appropriate toys and activities daily that meet each individual child's ability and needs.

To work in partnership with all parents/carers, offering every family help and support when requested and offering an open approach for parents/carers, making them feel welcome at our Nursery and feeling involved in all aspects of their child's development. Promoting equality and value diversity.

To create an environment that is safe and that is inviting and stimulating for all who attend.

To make every child's experience at our Nursery a happy one.

To cater for the needs of all children and their individual needs, adapting curriculum where necessary and seeking support and advice from other agencies outside of the nursery with the families' agreement.

To allocate all children with a suitable key person who can build a close relationship, know their needs and support the child in all development areas, allowing them to reach their full potential.

Support children as they approach school age in their transition to their chosen school and give them the encouragement and tools to learn their letters and numbers and develop basic writing skills.



## OUR DAY

Our nursery day is carefully planned to give a balance of adult-led and child-led activities. We try to adapt the planned activities to individual children in order to reflect their particular skills, interests and development needs.

The staff record their “observations” on a secure website called “Tapestry” which parents have access to at all times (Parents are only able to access their child not all children in the nursery), parents can view their child’s progress in all areas of development and make comments if they want to, Parents can view their child’s next steps and areas their child’s key worker may be focusing on. Parents can arrange a meeting with their child’s key worker or the manager to discuss any aspect of their care or learning.

Children are offered a selection of activities from drawing and painting to messy play, cookery and free play, our activities change daily giving your child a wide range of activities. We have use of a lovely outdoor park situated on the recreational green which children are encouraged to use as often as possible, this area has a wide range of outdoor play equipment.



Children enjoy a structured but enjoyable day at our Day Nursery, in addition to the daily activities we encourage story time where the children can talk about the story and use their imagination to recreate the ending. Children are given the opportunity to show items from home, maybe their favourite toy or a family photo, this encourages children to speak freely giving them confidence whilst the other children learn that listening to others is important.



We celebrate cultures and special events from all around the world giving the children an opportunity to learn more about other beliefs and cultures and how they celebrate, this could include making food, decorating, painting and even dressing up.

Children are given the time to use our Nursery tablets with a range of age appropriate and educational games on, all tablets are password protected and children are encouraged to learn and understand about the safety of using technology. Children are monitored in small groups whilst technology activity is taking place.

Our youngest children have access to a variety of sensory toys to stimulate and educate them from an early age.



Young children who require a sleep whilst with us have the use of our sleep room. We provide a comfy cot and soothing music for allow for a nice sleep. Staff monitor this using a baby monitor and we check sleeping children every 10 minutes.



We value the opinion of all children in our care as well as their parents/carers and will happily listen to any comments/suggestions to improve our care or daily activities.

### **Fees and funding**

When signing your child up we ask parents for a £35 deposit to hold your child's space. This will be returned out of your last payment when the child leaves. We also ask for a minimum of 4 hours per session in order to help settle your child.

Little Angels offer 15/30hours government funding during term time ( stretched funding of 11/22 hours is also available for 50 weeks of the year if required) for all eligible children/families aged 3-4 years, children who are aged 2 and that have been allocated the government funding will also be entitled to the hours set by Hampshire county council.

Session/hour of care changes should be requested in writing. For changes to be implemented there is a notice period of one month. Increases in sessions/hours are subject to availability

<b>Age group</b>	<b>Hourly rate</b>	<b>full day rate</b>
<b>under 1 years</b>	<b>£6</b>	<b>£60</b>
<b>1-2 years</b>	<b>£5.50</b>	<b>£55</b>
<b>3-4 years</b>	<b>£5.50</b>	<b>£55</b>

For parents who require additional hours or parents that wish to choose their own hours to suit their family/work commitments we offer an hourly rate which is charged at £5.50 per hour for children under 1, £5.00 per hour for children aged 1-5 years. The hours required would need to be booked in advance and can only be offered if space is available on the day/hours required.

We provide two healthy snacks throughout the day that come at a charge of 50p per snack. Alternatively, there is the option for carers to bring snack from home.

#### Payment of fees

All payment for fees is to be paid in advance of care on a monthly basis, all parents will receive a childcare invoice in the last week of the month ready for prompt payment on the 1st of each month. Any parents that wish to have a different payment date should discuss this with management before entering into a contract with the nursery, we aim to accommodate all families in any way we can.

We offer parents several payment options. Payment can be made via bank transfer/standing order, or via childcare vouchers. Unfortunately, we do not accept cheques or card payments. Any parents wishing to pay cash for their childcare need to inform management in advance.

Any late or missed payments will incur a 10% of fee charge per monthly invoice.

100% of contract hours are chargeable during our 2 closure weeks.

Parents are encouraged to discuss any payment concerns with management at the earliest opportunity to prevent care from being suspended or terminated, management will arrange for a reasonable payment plan when necessary and offer any support needed to families.

Management reserve the right to take any legal action required to recover any unpaid fees.

#### What to bring



Children that will be staying at the nursery for lunch, we ask that they bring a suitable and healthy packed lunch. If your children requires their food to be heated up at lunch time please inform a staff member on arrival so their lunch can be prepared in good time.

For babies, we ask that you supply nappies, baby wipes and any creams required for your baby. If your baby is having formula milk during the day, this should be supplied together with bottles.

Following the latest advice, bottles will be made up fresh for each baby as required.

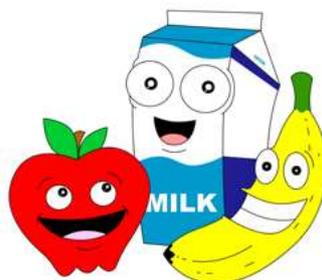
For all children, you should provide at least one spare change of clothes. These should be named and in a small rucksack or drawstring bag which will be kept on your child's coat peg along with a suitable coat.

As we go outside regularly, it is important that children have the appropriate clothing for possible weather conditions. Therefore, we ask that parents supply a named coat in the winter and a named sun hat during the summer.

Parents are asked to supply sun cream for their children, this must be named so we know it is suitable for your child, sun cream will be applied to all children when we are going outside, if you are unable to get any sun lotion or it has been forgotten please inform a member of staff and arrangements will be made to make sure your child is adequately protected when In the sun.

### **Food and drink throughout the day**

We provide all children with a healthy mid-morning snack and a mid-afternoon snack. Children have access to water throughout the day and during snack time a selection of juices, water and milk are available to all children. Lunch should be provided by parents/carers.



## **Safeguarding**

At Little Angels Day Nursery, we will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be kept safe from abuse in whatever form.

Our safeguarding policy will be verbally explained to all parents/carers and a copy supplied on request. All staff at Little angel's nursery have relevant safeguarding training, this is updated regularly and includes the prevent training.

## **Policies and Procedures**

All parents/carers can have access to all of our policies and procedures on request copies of our Safeguarding, payment and Complaints/ Compliments policies will be briefly explained with any other necessary policies when parents meet with the manager to register their child. All policies and procedures are available; parents are welcome to have copies if they request them.

Policies and procedures in place include: -

Accident and First Aid

Allergies and Allergic reactions

Behaviour Management

Camera, mobile phones, recording devices

Medicine

Sickness and illness

## Early Years Foundation Stages

During your child's time at Little Angels Nursery, they will be following development matters in the Early Years Foundation Stage.

We reflect on four themes and their principles:

A Unique child: every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

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Positive Relationships: children learn to be strong and independent through positive relationships.

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Enabling Environments: children learn and develop in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

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Learning and Development: Children learn and develop in different ways. The framework covers the education and care of all children in Early Years provision, including children with special educational needs and disabilities.

The Early Years Foundation Stage Framework follows children from birth to the end of their Reception Year at school and is split into 7 areas of learning.

There are 3 Prime Areas:

PSED: Personal, Social and Emotional Development

PD: Physical Development

CL: Communication and Language

The Prime areas begin to develop quickly in response to relationships and experiences and run through and support learning in all other areas. The Prime areas are crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive. They form the basis for success in the 4 specific areas.

The 4 Specific Areas:

L: Literacy

M: Mathematics

UW: Understanding the World

EAD: Expressive Arts and Design.

The Specific Areas include essential skills and knowledge for children to participate successfully in society providing important contexts for learning.

Parents can access their child's development at a time that suits them via a secure website called Tapestry.

Parents will be provided with a secure login to their children's development, this will show each area of learning and the stage your child is at along with photos of your child.

Tapestry will show your child's next steps and how the nursery/keyworker are supporting your child

Parents can comment and add to this site, this is an area that only your child's keyworker and management will have access to.



### **Starting care at our setting**

Before your child begins their learning journey with us they may find it useful to have a visit or two to become familiar with the staff and their surroundings. If you would like to do this, please speak to a member of staff who will help you to arrange a suitable time.

At Little Angels, we understand that you know your children best and so work together with parents and carers to ensure we always meet your child's needs understanding they are unique.

We welcome parent involvement within the setting. If you would like to come in and be involved at any time, maybe you have a particular talent to share, please let us know.

### **Absences**

Unfortunately, if your child misses a session, for any reason, you will still have to pay for their place. In the event of a long-term absence, please speak to management.

### **Nursery closure**

Our Nursery is open for 50 weeks of the year Monday to Friday

We are closed on Bank holidays

We close for 2 weeks over Christmas and New year, this includes the first week of January each year for the annual pantomime held at the New Milton Memorial Centre.

If you would like any more information please feel free to contact Natalie the Nursery Manager or Hattie the Deputy

Manager on 07789965594 or via email  
[littleangelsnursery.newmilton@outlook.com](mailto:littleangelsnursery.newmilton@outlook.com)