

Prospectus 2021



Mini Munchkins Nursery
Where children learn through play

Welcome to Mini Munchkins Nursery

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

Mini Munchkins Nursery is privately owned and run by Michelle Turner and Louise Martin. The Nursery is situated in a semi-detached house over two floors with a large garden on Morland Road, Addiscombe in Croydon. The Nursery building itself has been designed to create warm and welcoming environment for children and families.

There is 3 main rooms for our Munchkins which include our Bumble bee's (babies), Ladybirds (Toddlers) and Butterflies (preschool) and has a large landscaped secure garden with a separate astro-turfed area for our children to explore and investigate in all weathers.

What we Provide



At our nursery you will find a wide range of activities taking place both indoors and out. Children are encouraged to spend as much time as possible in our garden designed to be accessible to all. All children have a key person who is responsible for their care routines and is the parent's main point of contact in nursery. The key person role is to get to know the child and their interests then plan activities and experiences to extend the child's skills and knowledge.

We provide healthy and balanced meals by our qualified nursery cook. Our nursery is registered with the regulatory body Ofsted, We provide spaces for up to 28 children aged from 3 months 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 0208 662 5934 or email info@minimunchkinsnursery.co.uk

Children's learning and Development

Our nursery day is carefully planned to give a balance of adult-led and child-led activities. We try to adapt the planned activities typically called 'in the moment planning' to individual children in order to reflect their particular skills, interests and development needs. The staff record their "observations" in what is known as a "learning journey" which is a collection of different documents prepared by the Key Person to provide a picture of a child's development under various areas of learning such as Physical Development, Communication & Language, etc. Forward planning of activities in each room is informed through the children's identified next steps and their current interests. While there is a statutory need to record and monitor progress, we also need to ensure that this process doesn't get in the way of actually interacting and playing with the children.



A Typical Day

A typical day is a flexible one with our children, being encouraged and supported to select their own activities from the wide range of resources on offer. We feel that children learn best in a warm welcoming environment where self-independence and creativity are fostered.

The morning starts with breakfast between 8.00 and 9.00 am. Afterwards, when the children have settled and met their friends, there is a circle time for the older children to share news and information with their dedicated staff member. They will be encouraged to take turns in speaking and listening and can all contribute to the discussion. During each session children can access a range of activities indoors and outdoors. There is Free Flow time which provides opportunities for all children to choose their own activities. There will also be one-to-one or small group focussed learning experiences led by a key person. Key areas and activities include messy play, role play, physical/active opportunities, books and language, discovery/sensory play, music and movement, calm/cosy areas, maths, science and nature experiences and ICT. We believe that every child is a competent learner from birth who can be resilient, capable, confident and self-assured. Our commitment is to have each child at the heart of all that we do in partnership with parents and carers. We observe children and plan for them on an individual basis considering what they already know and what interests and fascinates them. Our nursery staff engage in play and conversation with all our children, helping to make sure that play is meaningful and supports learning. Our mentoring system supports newly qualified staff in developing skills. Our daily routines offer a range of experiences giving children consistency of care whilst also challenging them.



Settling your child in

All new children and their families are offered free settling in sessions. We recommend a minimum of two sessions. The first visit is spent filling in forms and in conversation with your child's key person, giving you the opportunity to start to get to know each other. Once your child is busy and playing you will be invited to leave the room for a short period, and the key person spends time with your child. A plan can then be formed for the next and subsequent visits. We usually suggest allowing two weeks for settling-in sessions ideally during the same hours as your child will be attending so that nursery becomes a part of their accepted routine.



Session Times and Fees from September 2020

Our full day sessions start at 8am and finish at 6pm.

Breakfast is 8.00 - 9.00am, Lunch 11.45 and Tea 4.00pm, with morning and afternoon snacks.

For morning sessions children must be collected by 12pm or 1pm if staying for lunch. For afternoon sessions children are to be dropped off no earlier than 1pm.

Children must be dropped off and collected within the time they are booked. Without prior arrangement outside of booked hours we will charge £15.

We also provide Nursery Education Funded hours up to 30 hours for eligible 2, 3 and 4 year olds subject to availability.

Please see Price list separately.

Bumble bees (babies) Prices start from £71 a day

Lady birds (Toddlers) Prices start from £63.00 a day, £38 a session

Butterflies (Preschool) Prices start from £61.00 a day, £36 a session

**Our Fees are calculated by adding up weekly sessions multiplying this by 48 weeks, allowing for bank holidays and Christmas closure, and dividing by 12 months. For term time only places, the weekly cost is multiplied by 38 weeks and divided by 11 months, no payment during August.*

Government Funding

Government Childcare choices information

From September 2017 the government has launched a new scheme to help with childcare costs. This includes offering 30 funded hours during term time to eligible families. To find out more about the new and existing offers, and how they can help you, go to the Childcare Choices website at www.childcarechoices.gov.uk

To check your eligibility for the 30 hours free childcare you can use the online childcare calculator www.gov.uk/childcare-calculator.

If you are eligible submit an online application as soon as possible and once signed up you will receive an eligibility code. Take this code to your childcare provider who will check it with their local authority. You are able to use more than one childcare provider over a week.

Government Funded sessions Times and Fees 1st September 2020

Mini Munchkins Nursery provide the Government's "Nursery Education Funding" to all eligible 2, 3 & 4 year olds. The funded hours we offer are two 3 hour sessions per day Monday to Friday, term time only.

Morning 3 hour session 9 am – 12pm

Afternoon 3 hour session 1.00 pm – 4.00 pm

Whole day 9am to 4pm with a paid lunch session

You are able to book any combination of these sessions up to the 15-hour entitlement, or 30 hours if you are eligible. Funding is only available during school term time, which is 38 weeks of the year.

Terms and Conditions

***Fees are inclusive** of hot home cooked meals, snacks, drinks and extra-curricular activities. Extracurricular activities are provided by outside companies, and the activities provided and the days they visit are subject to change.

***Fees are calculated** over a 48 week a year divided by 12 months. Term time care can be offered and calculated over 38 weeks of the year. We will require a deposit upon registration.

***Funding:** Children are entitled up to 15 hours per week of funded sessions from the term after their third birthday. This entitlement is term time only. We also offer up to 30 hours funding for children over 3 years old.

***For funded sessions,** we charge a £2.10 fee for every 3 hours to cover for items such as gloves, snacks, drinks, crafts and extra-curricular activities. We also charge £6.90 each day to cover the cost of the lunch session between 12pm and 1pm.

***Booking Patterns:** To increase your booking pattern we require 24 hours' notice, subject to availability. To decrease your booking pattern, you must provide us with 30 days' notice by email to the nursery manager.

***Missed sessions:** No refunds or additional sessions will be given for sessions missed due to holidays, sickness, Bank Holidays, Christmas closure or for the closure of the nursery due to circumstances beyond our control.

***Nursery Closure:** 2 Weeks at Christmas, 1 week in August, 1 week at Easter and Bank holidays.

***Late collection:** Is charged at £1 per minute after the end of your child's session



Registration

To register your child, complete the registration form which is available at Nursery for collection or request a online form. Once your registration form has been received, we will contact you to confirm availability and arrange a start date. Closer to the start date we will call to arrange your child's first settling-in visit, a contract will then be issued. Fees are due on the 1st of each month in advance. If your child starts part way through the month, then fees will be due on their first day. There is no charge for settling in sessions.

Payment methods

Our preferred payment method is by direct debit or childcare vouchers. However, fees can be paid by cheque or cash. Session changes should be requested in writing. For changes to be implemented there is a notice period of one month. Increases in sessions are subject to availability.

What to bring on the first day

For babies we ask that you supply nappies, wipes, cream and a cot sheet for your baby. If your baby is having formula milk during the day, this should be supplied in the original container. 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. Also a pair of indoor shoes. As we go outside every day, it is important that children have the appropriate clothing for possible weather conditions. Therefore, we ask that parents of mobile children supply a named pair of wellingtons and all children have a named sun hat. Nursery will supply Hypoallergenic Suncare Lotion SPF50+ unless a parent prefers to supply their own sun cream which must be in the original container and clearly labelled with the child's name.

Safeguarding

At Mini Munchkins 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. As part of this policy mobile phones must be switched off and not accessed on the nursery grounds.

Policies and Procedures

We have available for parents in each home base copies of our Safeguarding and Complaints/ Compliments policies. Other policies and procedures are stored in the hallway; 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, Covid-19, mobile phones, recording devices, Medicine, Sickness and Illness. Special educational needs policy and many more.

Parents as Partners

At Mini Munchkins Nursery we believe that in order for children to receive quality care and early learning that suits their individual needs, parents and staff need to work together in close partnership.

As part of this we operate an open-door policy, with parents welcome to come into the nursery at any time, because we recognise the importance of their role as the child's primary carer. Safeguarding At Mini Munchkins 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. As part of this policy mobile phones and Smart watches must be switched off when entering the building.

For more information or to arrange a visit
please contact us via our email below:

Info@minimunchkinsnursery.co.uk

www.minimunchkinsnursery.co.uk

Or call us on 0208 662 5934

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