



Twinkle Toes Nursery Ltd
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Ofsted Registration Number:
EY414095

PROSPECTUS

INTRODUCTION

Mission Statement

Our mission is to always provide highest standard of care and deliver a childcare service that allows the children to develop and grow in a safe, stimulating and enabling environment.



Our 2.5YRS-5YRS's Area - BUTTERFLY ROOM



3MTHS-2YRS's Area - LADYBIRD ROOM



Our Grass covered Garden Area

We aim to:

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

Choosing a Nursery is an emotional decision, we understand that the most important thing for a Parent/Carer leaving a young child is to feel that the child is safe and secure. At Twinkle Toes we can offer your child(ren) a environment that is home from home where they can learn and grow.

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

Parents

Parents are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

How parents take part in the Nursery

Twinkle Toes Nursery recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the Parent Committee; and
- building friendships with other parents in the setting.

Parents Evenings

We run parents evenings around 3 times a year to give parents and extra opportunity to speak with their child's Key Person.

Children's Development and Learning

The provision for children's development and learning is guided by The Early Years Foundation Stage (DCFS 2012). From September 2008 the Early Years Foundation Stage became law. This brings together Birth to Five Matters and the Curriculum Guidance for the Foundation Stage. Our provision reflects the four key themes and 16 commitments of the Early Years Foundation Stage.

A Unique Child

Child Development: Skilful communicator, competent learner.

Inclusive Practice: Equality and diversity, children's entitlements, early support.

Keeping Safe: Being safe and protected, discovering boundaries, making choices.

Health and Well-being: Growth and developing, physical and emotional wellbeing.

Positive Relationships

Respecting Each Other: Understanding feelings, friendship, professional relationships.

Parents as Partners: Respecting diversity, communication, learning together.

Supporting Learning: Positive interactions, listening to children, effective teaching.

Key Person: Secure attachment, shared care, independence.

Enabling Environments

Observation, Assessment and Planning: Starting with the child, planning, assessment.

Supporting Every Child: Children's needs, the learning journey, working together.

The Learning Environment: The emotional environment, the outdoor environment, the indoor environment.

The Wider Context: Transitions and continuity, multi-agency working, the community.

How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning comprise:

Prime Areas

- Personal, social and emotional development;
- Physical development
- Communication and language;

Specific Areas

- Literacy;
- Mathematics
- Understanding of the world; and
- Expressive Arts and Design.

For each area, the practice guidance sets out the Early Learning Goals. These goals state what it is expected that children will know and be able to do by the end of the reception year of their education.

The practice guidance also sets out in 'Development Matters' the likely stages of progress a child makes along their learning journey towards the early learning goals. Our setting has regard to these matters when we assess children and plan for their learning.

Our approach to learning and development and assessment

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the practice guidance Early Years Foundation Stage to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the practice guidance to the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child moves into a different group or when they go on to school.

Records of achievement/Learning Journeys

Twinkle Toes Nursery keeps a record of achievement for each child. Staff and parents working together on their children's records of achievement is one of the ways in which the key person and parents work in partnership. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

Working Together for Your Children

At Twinkle Toes we maintain the ratio of adults to children in the Nursery that is set through the Welfare Requirements. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

The ratios we operate within the Nursery are according to age and meet Ofsted requirements. They are as follows:

Under 2's	1:3
2-3	1:4
3 and over	1:8

Please note that these are the minimum requirements and often there are more staff on duty.

Staff

Twinkle Toes staff are the heart of our Nursery and our biggest asset. Many are qualified to NVQ Level 3 and their experience and enthusiasm means the children thrive.



Twinkle Toes Staff

Settling In

We offer a period of settling in that is tailored to suit an individual child's needs. We plan settling in after discussion with you and have as many sessions as required.

Little Stars Holiday Programme

We run a holiday programme for ex nursery children and siblings throughout the school holidays to give parents the opportunity to have all their children in one place and to support parents who have childcare issues when there is no school. If you would like more information about this programme. Please speak with Victoria.

General Information and Pricing as at 1st September 2013

Opening Hours:

Full Day Sessions are - 8a.m. - 6p.m.

Half Day Sessions are - Morning 8a.m. - 1.00p.m. and
Afternoon 1.00p.m. - 6p.m.

There is also an additional service available from 7.30a.m. - 8.00a.m.

Pricing:

Room/Session Fees:

From 1st September 2013

Room/Age	Full Day Price	Half Day Price (8-1 or 1-6)	HOURLY RATE
LADYBIRD ROOM (3mths-2½yrs)	£43.00	£24.00	£4.60
BUTTERFLY ROOM (2½-5 years)	£41.00	£22.00	£4.30
3-5 years Free Entitlement Sessions - TERM TIME ONLY <i>(open to qualifying children only)</i>	Upgrade to full day (using 2 sessions) - + £17.20	Upgrade to ½ Day + £8.60	
To Link 2 x funded sessions - includes lunch (BUTTERFLY ROOM)	Upgrade to Full Day (using 1 session) - + £30.10		
3 HOUR SESSION (8.45-11.45A.M. OR 1-4P.M.) LADYBIRD ROOM BUTTERFLY ROOM	£7.50		
	£13.80		
	£12.90		
Early Morning Service	£4.00 per child per day		
Little Stars Holidays Programme	£28.00	£14.00	£3.00

Discounts:

5% for Parents with 2 or more children attending the Nursery.

10% for Abbey School Staff.

Fee Review:

Fees can be reviewed at any time and any increase implemented with 1months notice.

Term Time Only Retainer:

The retainer for Term Time only on anything other than the Free Entitlement sessions (3hrs only) is ½ the normal chargeable fees.

Late Collection Charges:

If a child is collected late a fee of £5 per 5mins will be charged.

Invoice Terms:

Fees are invoiced in advance between 1st and the 5th of the month and fees are due within **7 days** and must be paid in full by **15th** of the month.

Late Payment Charges:

Late payment of fees will incur a charge of £25.00. **This will automatically be added to all invoices that are 30 days or more overdue.** Persistent non-payment/late payment of fees will result in your child's place being withdrawn at Twinkle Toes Nursery Ltd discretion.

Payment methods:

Twinkle Toes Nursery Ltd accepts, Cash, Bank Transfer and Corporate and Government childcare vouchers as payment for fees. Please note, we **DO NOT** accept cheques. You can also set up a standing order to pay weekly, please ask for details.

Free Entitlement for 3-5 year olds and Free for 2 funding places:

Free Entitlement is available the term after a child's 3rd birthday and is a maximum of 15hrs per week. Free for 2 funding can be claimed by application to your local children's centre for qualifying families.

The sessions are offered as follows:

3 hour sessions - Monday -Friday a.m. or p.m. Term Time Only: 8.45a.m. - 11.45a.m. 1p.m. - 4p.m.

For these sessions only there is no retainer payable through the normal school holidays.

There are other options available with the use of top-ups to the free entitlement for extended day care such as $\frac{1}{2}$ or full days but the main points to remember are:

- To claim the full 15hrs per week Entitlement the provision must be split over a minimum of 2 days.
- Anything other than the sessions above run 50wks per year and are chargeable at the full rates in the pricing table throughout the school holidays when the Free Entitlement is not available.
- The retainer for Term Time only on anything other than the Free Entitlement sessions above is $\frac{1}{2}$ the normal chargeable fees.
- Changes to your Free Entitlement claim can only be made at certain points throughout the year at the beginning of each school term (3 terms per year). Dates can be provided upon request. Normal fees will be charged if you increase your hours halfway through a term.

Admissions

To be admitted to the waiting list or accept your place you must fill out the enclosed waiting list form and return along with the registration fee of £30.00. Free for 2 and free entitlement (15 HOURS ONLY) do not incur a registration fee.

Holidays and Absence

We allow 2 weeks holiday at $\frac{1}{2}$ the session cost with the year running from September-August. Although we always appreciate as much notice as possible the notice period is 1 week. Any holidays taken without 1weeks notice or over the allocated 2 weeks are charged at normal rate.

Full fees will still be charged for all absences (**including sickness**) other than pre-booked holiday.

Meals/Snacks

Breakfast is offered to children who arrive before 8.30 a.m.

Please find enclosed a copy of our current menu. This is served at 11.45a.m. for children who attend all day or $\frac{1}{2}$ day morning sessions.

Tea is served at around 4p.m.

Morning and afternoon snacks are also provided.



Registration Form

Name of Parent/Carer: _____

Name of Child: _____

Child Date of Birth: _____

Address: _____

Post Code: _____

Home Telephone: _____

Mobile: _____

Details of childcare required: (PLEASE TICK AS APPROPRIATE)

	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					
Morning					
Afternoon					
Early Morning Service					
Funded Session a.m. 8.45 - 11.45 (3-5's only)					
Funded Session p.m. 1 - 4 (3-5's only)					
OTHER HOURS Please Specify					

Term time only:

(Please note a retainer is payable for anything other than free entitlement (15hrs only) and Free 4 2 places).

Start Date Required: _____

Registration Fee enclosed (£30.00):

Signed: _____

Date: _____

To be completed by Twinkle Toes Nursery Ltd:

Date Form received:

Checked:

Place allocated/Waiting List

Registration Fee received: *Details:*

Info: