



Prospectus

93 Shardlow Road

Alvaston

Derby

DE24 0JP

Tel: 01332 572387

Email : tinytots93@hotmail.com

Welcome to Tiny Tots

Tiny Tots is an Ofsted rated good provider, that has been delivering high quality childcare for 30 years. Here at Tiny Tots we offer 54 places, we offer 9 places in our baby group, 15 places in the toddler group and 30 within our preschool. Here at Tiny Tots we pride ourselves in

Providing a safe, caring and stimulating environment full of endless learning opportunities.

Every child deserves the best possible start in life and the support to enable them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth to five have a major impact on their future life chances. A secure, safe and happy childhood is important in it's own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities.

Activities are planned daily/weekly to meet the children's needs and interests. Resources are easily accessed if needed to support an individual child's needs.

The Early Years Foundation Stage

The Early Years Foundation Stage sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to promote 'school readiness' and gives children a broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

At Tiny Tots we observe and listen to our children, developing new ways to provide an enhanced and more stimulating experience, which encourages every child to extend and further develop key skills at every level whilst having lots of fun and at the same time making new friends.

There are seven areas of learning and development that must shape the educational programmes within our early years setting. All areas of learning and development are important. Three areas are particularly important for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three areas are the PRIME areas;

- Communication and Language
- Physical development
- Personal, social and emotional development

We must also support children in four SPECIFIC areas, through which the prime areas are strengthened and applied.

The four specific areas are;

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

Children are born ready, able and eager to learn. They actively reach out to interact with other people and in the world around them. Development is not an automatic process and depends on each unique child having opportunities to interact in positive relationships and enabling environments. It is our duty to ensure we provide each child with these opportunities, meeting each individual child's needs through planning and assessment.

More information on the seven areas of learning can be obtained from the Nursery, please see a staff member for more details. During your child's induction process you will discuss, planning and assessment in greater detail.

The Statutory Framework for the EYFS

There are four guiding principles which shape practice in our early years setting, these are;

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong and independent through positive relationships.

Enabling Environment

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers

Learning and Development

Children develop and learn 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 four themes of The Early Years Foundation Stage underpin all the guidance.

How this looks in practice :

- A unique child**- practitioners understand and observe each child's development and learning, assess progress and plan for next steps, identify any need for support and keep children safe valuing and respecting all children and families equally.
- Positive Relationships** – Practitioners build warm loving key person relationships, supporting children's own efforts, independence and setting clear consistent boundaries.
- Enabling Environment** – Practitioners plan resources relevant to all children's cultures and communities offering rich learning opportunities through play and playful teaching. Supporting children to explore and take risks.
- Learning and Development** – Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development.

Opening Times

Main Nursery Opening Times

- Monday – Friday 7:30am – 6:00pm
- Morning Sessions 7:30am – 1:00pm
- Afternoon Session 1:30pm – 6:00pm

We open 51 weeks a year, closing on all bank holidays and for one week at Christmas.

Government Funding

We offer 51, 48 and 38 week contracts for all children who are eligible from nine months to four years old funding. Please see a staff member for details.

All our funded sessions can be access at a nil cost place in our Baby, Toddler and Pre-School rooms, these are subject to availability.

For more information on your child's eligibility for two year funding please call Derby's Family Information Service on 01332 642609 or 642610

All three and four year old children are eligible for free government funding. Your child will become eligible the term after their third birthday.

Nursery Fees

[Payment Methods/Policies](#)

Fees are payable monthly in advance

- We accept Cash
- Payment by standing order – Please see a member of management to set up this payment.
- Childcare vouchers – We accept all childcare vouchers. If we are not already registered with a company we will do so before your child starts.

We do not charge for days when Nursery is closed for example Christmas and Bank Holidays however if your child is poorly or on holiday then you will still be charged for your child's place.

Termination of place – We require 4 weeks written notice to end your child's place or payment in lieu.

[Prices](#)

Full Week - Monday – Friday 7:30am – 6:00pm	£328.50p
Full day - 7:30am – 6:00pm	£73.00p
Short Day – 9:00 am -3:00pm	£61.00p
Morning Session – 7:30am – 1:00pm	£47.00p
Afternoon Session - 1:30pm – 6:00pm	£47.00p
Additional Charges (Government funding only) £7.50p per day for meal and snacks (this includes breakfast, morning snack, dinner, afternoon snack and tea (Milk, juice and fruit will be available all throughout the day). £4.50p per day for half day meal and snacks (this includes morning or afternoon snack depending on session and breakfast or tea again depending on sessions) Milk, juice and fruit will be available throughout the day.	
Registration and place Hold Deposit	£25.00p
This will be required for all private places you wish to hold over a four week period, this deposit for funded places only is refundable and will be taken off your last invoice or within two weeks of leaving, providing no monies are outstanding.	
Late Collection Charge - (£1 per minute thereafter)	£10.00

Funded hours

Here at Tinytots we offer a range of options for you to take your funding and pride ourselves on our flexibility to work around our parents and children's needs. Below will explain how many hours of funding you will receive a day depending on how you decide to take your funding.

51 week Stretch

This will mean your child will be in all year apart from the week we shut over the Christmas period these dates will be provided on our website and notice board.

When deciding to stretch your funding over the 51 weeks, you will receive 22 hours of funding a week if you receive the 30-hour entitlement. This will be offered over two eight hour days and one six hour day. Any additional childcare will be charged at £15.00p an hour. We pride ourselves on our flexibility so should you wish to take the funding over two 10 hour days and use the 2 hours during the third day this is also available again any extra childcare will be charged at £15.00p an hour. There is a non-mandatory cost for meals and snacks at a charge of £7.50p a day (please see price list for everything this includes).

48 week Stretch

This will mean your child will be in nursery for 48 weeks and off for one week at Christmas during the week we close, one week during the Easter holidays (which you can choose if you let us know in advance and 2 weeks during the summer holidays again you can choose as long as we know in advance.

When deciding to stretch your funding over the 48 weeks you will receive 24 hours of funding a week, we offer this over three, eight hour days which will be 9am-5pm. Any additional childcare costs will be charged at £15.00p per hour. There will be a non-mandatory cost for meal and snacks at a charge of £7.50p a day (please see our price list to see what this includes).

38 Week contract

Your child will only attend nursery for term time only.

If you choose to take your 30 hours over a 38 week contract this will be offered by taking three, ten hour days or five, six hour days across the week. Any additional childcare will be charged at £15.00p per hour. There will be a non-mandatory charge of £7.50p per day for meal and snacks (please see our price list for what this includes)

Wrap Around Childcare

We do offer wrap around childcare at an additional charge of £15.00p per hour. We also offer private days all throughout the year (please see our price list.

Tax Free Childcare

At Tinytots we accept Tax Free childcare, and this will be at a reduction of 20% in your fees. If you require any additional help setting this up on the Direct Gov Website, please do not hesitate to ask

On funded days, a non-mandatory charge will be added for meals and snacks at £7.50 per day to your invoice.

TAX FREE CHILDCARE

Are you ready for Tax Free Childcare?

Childcare providers across the country are signing up for the government's new offer: Tax-Free Childcare.

Tax-Free Childcare will help working parents with the cost of childcare, offering up to £2,000 per child per year, or £4,000 if a child is disabled. Parents will be able to open an online account, which they can use to pay for childcare from a registered provider. For every £8 parents pay into these accounts, the government will add £2. Childcare providers must sign up to be able to receive payments from parents through the scheme. Sign up now at: <https://childcare-support.tax.service.gov.uk>

Facts on Tax Free Childcare

Tax-Free Childcare can be used to pay for:

- Pre schools
 - Registered childminders
 - Day nurseries
 - School based care (that is paid for, such as after-school clubs)
 - To qualify, parents must be in work, and each earning at least £115 a week (on average) and not more than £100,000 each per year
 - Parents can use Tax-Free Childcare alongside the 15 and 30 hours free childcare schemes in England, or any free childcare hours provided by the Scottish, Welsh or Northern Ireland governments.
 - Parents will only be able to pay their childcare provider from their childcare account if their childcare provider is signed up to Tax-Free Childcare.
 - While parents can't make payments using both Tax-Free Childcare and childcare vouchers, childcare providers who are signed up to Tax-Free Childcare can receive payments from both schemes.
 - Parents will soon be able to search for childcare providers who have signed up using an online tool.
 - Letters were sent to registered childcare providers throughout September and October, inviting them to sign up and get ready for the launch of Tax-Free Childcare. They must do this in order to receive payments from parents through the scheme.
- To sign up, childcare providers should visit www.childcare.tax.service.gov.uk and will need:
- The unique code included in their invitation letter.
 - The bank account details for the account they wish to receive payments into.
 - Their Unique Taxpayer Reference (UTR) number – or their National Insurance number, if they don't have a UTR.

Meet The Team

Nursery Manager
Gina



Proprietor
Linda



Deputy Manager
Zara



Baby Keyworkers



Alison



Millie



Stacey

TODDLER KEYWORKERS



Ellie A



Alex



Beth

PRESCHOOL KEYWORKERS



Lydia



Gina



Zara



Ellie B

Getting to Know the Team's Roles and Responsibilities

Tiny Tots Nursery Manager

Gina Rathbone

CMI Level 3 in Management
Behaviour Management Officer
Health and Safety Officer

Deputy Manager

Zara Domachowski

DSL
SENDSCO

Baby Group Leader

Alison Middleton

Baby room Staff

Stacey Mitchie

Millie Stubbs

Toddler Group Leader

Alex Baggett

Toddler room Staff

Beth Peters

Ellie Austin

Pre-School Leader

Layla Domachowski

Pre school staff

Lydiamay Domachowski

Ellie Benjamin

All staff have a Level 3 Childcare Qualification and Paediatric First Aid

Tiny Tots Policies and Procedures

Safeguarding Policy

Reporting injuries – We ask all parents to keep us informed of children's injuries. We monitor and record all injuries and concerns we may ask for an explanation if this has not been given. All records of concerns are kept confidentially at the Nursery.

Allegations of abuse – Procedures outlined in the policy will be followed in all cases of suspected abuse and neglect upon a child in our care. They will be followed in allegations against all adults including staff. Any member of staff who has suspicions or concerns about abuse or neglect has a duty to inform the settings designated person, it is then their responsibility to take appropriate action such as contact Social Care or Local Authority Designated Officer. (LADO)

Staff recruitment – All staff are put through a very thorough interview and induction process. Staff are not allowed to start their position within the nursery until we have received two references, a medical clearance from their doctors and a DBS check (previously CRB)

Mobile Phones – We ask all parents to refrain from using mobile phones whilst in the nursery. Mobile phones and cameras are permitted at social events under supervision of staff. All Staff and visitors are asked to hand their phones into the office. Staff and visitors are allowed phones at lunch and when leaving the premises.

Equal Opportunities

All children and adults are treated as an individual within their own rights and are provided with the same equal rights and opportunities to any other individual of the same or similar age. Discrimination of any kind is not permitted within the setting. If anyone was to believe this policy wasn't being adhered to then it is their duty to bring this to the attention of the Nursery Manager.

Special Educational Needs and Disability Policy

The Nursery follows the Special Educational Needs and Disability Code of Practice. We work closely with all children to monitor and record their development. If we became concerned about an aspect of your child's development we would arrange a meeting to discuss this. Individual targeted support will be put in place by the SENCO to support the child. Referrals to relevant services may also be made to ensure the child is getting the best possible support to meet their needs.

Behaviour Management

Physical punishment of any description is forbidden. In Nursery we use a firm but fair approach and focus on the positives rather than the negatives. We use praise, rewards and distractions as a way of preventing negative behaviour. Occasionally we may devise a reward chart to support the child and family. We work very closely with all our families and may have to approach behaviour with yourselves. We also invite you to discuss any concerns with regards to your child's behaviour with staff who will help support and implement strategies. Pre-School use a behaviour promise and time out/calm down time.. Time out is only used after two warnings and is given as a time to reflect on what they have done.

Medication and Illness Policy

Medication – We will administer all prescribed medications. We will also administer non prescribed medication however this has to be Calpol or Nurofen. At induction stage we will request that you keep sachets or a bottle of each in your child's bag in case they become unwell during the day. We will inform you if your child has had medication during the day and record this on a medication form which you will need to sign in the morning and on collection.

Illness – At Tiny Tots we encourage children to come to nursery if their only illness is the common cold. If your child becomes unwell during the day we may ask you to collect them however we do our best to keep them here so long as it is best for them. If your child has sickness or diarrhoea then your child will not be allowed to return to nursery for 48 hours. There are other contagious illnesses which require exclusion listed in our policy.

Accidents/Emergencies

We treat and record all accidents that happen within the nursery and you will be asked to sign the accident form at the end of the session. Unfortunately we can not prevent all bumps and falls however we try to keep your child as safe as possible. If the child had an accident and required urgent medical attention then the designated person will take your child to hospital. You will be asked to sign and give permission for us to take your child to hospital at induction stage. You will be informed of the accident immediately and asked to join your child and staff at the hospital. All of the Nursery Team are trained in Paediatric First Aid.

. Health and Safety

We take every precaution to ensure that your child's setting is safe and secure. The environment, resources are checked daily and any damaged resources are immediately removed. We have daily cleaning routines and procedures in place to ensure children can play in a clean and healthy environment. The Health and Safety officer carries out regular checks and reports any concerns to the Nursery Manager. The setting and activities are risk assessed. Environmental risk assessments are reviewed throughout the year and recorded.

Collection Policy

In the interest and safety of the children we do not allow anyone under the age of 16 to collect your child from nursery.

If you need someone to collect your child on a regular basis we ask you to inform us of this at induction stage. We understand that sometimes someone may need to collect your child as a last minute plan and ask you to inform us by telephone, unfortunately if we have not had permission from you for this person to collect your child then they will not be allowed to leave. We will request passwords and identification from anyone collecting your child who is not in regular contact with all staff.

If your child is not collected by the agreed time we will contact you. If we are unable to contact yourselves or an emergency contact within half an hour then social care will be contacted for advice. Late collection will occur an additional charge, please see payment page.

Security

Nursery security is of paramount importance to us and every step is taken to ensure your child is kept safe. A staff member will answer the door and see you out the building to ensure no one else is coming onto the premises who shouldn't be. You do not have permission to allow other parents/carers into the building. Your child will not be allowed to leave the setting with anyone unknown to staff and without prior notice. You will be asked at induction stage to give permissions for people who are allowed to collect your child. Identification and passwords will be requested until staff have become familiar with other regular carers who may collect your child. In emergencies we request that you inform us by telephone that someone different will be collecting your child. Identification and passwords will again be requested.

Visitors – Almost all visitors are expected. On arrival all visitors are asked for identification and to sign into the building. Unexpected visitors such as Ofsted and Environmental Health will also be asked for identification.

Complaints

If any parent/carer should have cause for complaint then in the first instance this should be taken to the Nursery Manager who will endeavour to resolve the matter. We request all formal complaints to be put in writing and we will respond to this letter within 14 working days. If you are still not happy then you may wish to raise the matter with ;

The proprietor – Mrs Linda Kalis

The Early Years Director of Ofsted – 03001231231

Or by post – Ofsted , Piccadilly Gate, Store street, Manchester, M1 2WD

Policies are available on request. If you wish to see a copy of policies please ask a member of the team. Policies are kept in the Main Nursery Office.

Parents as Partners

The importance of developing a positive relationship between our staff and parents can never be underestimated. After all we all want the same thing to create a happy, nurturing atmosphere to support your child's development and wellbeing.

This is why we strive everyday to make sure all parents receive excellent customer service and that we communicate with you at every opportunity and at every stage of your child's development. You will be given daily feedback at the end of the day about your child. You are personally greeted each morning by a staff member and seen out at the end of the day.

We pride ourselves in offering a small, friendly and personal nursery with a family like feel.

To reinforce our commitment to partnership we start with a thorough induction process ,hold regular social events and parents meetings.

You will be invited to take part in an induction meeting with your child's key worker and manager to make sure we have a good idea of your child's needs and also ways we can support you. Throughout the year we arrange social gatherings such as Easter Afternoons, Trips, Discos and much more. We invite all parents to these as a way of building relationships not only with staff but also other parents. You will also be invited regularly into the setting for parents meetings with you child's key worker to discuss your child development and also to maintain parent partner relationships.

Parents will be informed of social events by letters, notices and facebook.

If you have a concern:

If you have a concern about your child we would hope that you would feel confident enough to discuss this with a staff member in private. Parents are welcome into the setting at all times and we are always at the end of the phone. If you prefer not to discuss your concern face to face then it can be put in writing and forwarded to the Manager who will deal with the concern with the strictest of confidence.

Terms and Conditions

Obligations on Tiny Tots

- We will provide you with regular verbal updates on your child's progress on request.
- We will notify you as soon as possible of any days on which your child's nursery will be closed.
- And try to accommodate any requests you may make for additional sessions and/or extended hours of childcare at the nursery
- And try to make available a place for any of your children at the nursery, however we cannot guarantee that a place will be available.

Obligations on you

- Complete and return to us your child's Record of Information before your child starts at the nursery and inform us of any changes to the information provided.
- Inform us immediately of any changes to your contact details.
- Keep us informed as to the person who will be collecting your child from the nursery. If the person is not known to staff we will require identity.
- Inform us if your child is subject to a court order and provide us with a copy of this document.
- Immediately inform us if you are not able to collect your child by the official collection time.
- Inform us if your child is suffering from a contagious disease and follow the sickness policy.
- And inform us as far in advance as possible of any dates when your child will not be attending nursery

Payment

- Your fees will be based on a weekly fee and you will be required to pay weekly / monthly in advance for your child's sessions.
- It is your responsibility to ensure you get your receipt from your child's bag or collect from the nursery office as proof of payment.
- If you have requested additional sessions or unable to collect your child on time and as a result we have provided additional childcare facilities we will charge you for this childcare.
- If you fail to make payment in full by the due date we have the right to refuse entry, there is a £5 administration charge for failed Cheques.

- No refund will be given for periods where your child's nursery place is not used due to sickness and holidays.
- You will not be charged for days when nursery is closed, such as Bank Holidays and Christmas.
- Where your nursery offers a reduced fee rate after a child's birthday, that rate will start on the first day of the following term.
- . We do offer limited nil cost places at Tiny Tots and these are on a first come first served basis, when those places are full you will be charged an 'ADDITIONAL CHARGE' which will cover meals, snacks, resources and events within the setting.

Termination

- We may suspend your child's place if you have failed to pay any fee's.
- You are required to give at least one months written notice to end your child's nursery place,
- If your intention is to decrease your child's sessions then we may require four weeks notice. However we will try to accommodate new sessions as quickly as possible.
- If your child is eligible for government funding then you will be required to give notice by each term to avoid any issues with transferring funding.
- . When your child is due to leave the setting we will email over a copy of their development file which we download from Tapestry, if you wish to receive a paper copy there is a charge for this, the price is stipulated by how many pages the file consists of.

You will be asked to sign the declaration found at the end of your child's record of information agreeing to the terms and conditions of Tiny Tots Private Day Nursery.

We hope you find all you need in this Prospectus and would advise you to keep this document whilst your child is at Tiny Tots. You will be informed of any changes made to policies by letter.

Thank you for visiting Tiny Tots we look forward to hearing from you
The Nursery Team