



Dear Parent/Guardian,

Thank you for your enquiry regarding Little Clowns Nursery. I have pleasure in providing you with the following information, which I hope, will answer and clarify and questions that you may have.

We aim to provide a happy, safe and secure learning environment for all the children in our care providing a friendly, fun and stimulating environment allowing each child to develop and reach their full potential. We recognise the importance of these early years and want all the children in our care to thrive and be happy, achieving important learning milestones as well as self-confidence, independence and social skills. We achieve our aims through the provision of learning opportunities initiated from children's interests, a dedicated and enthusiastic staff team, an abundance of resources and good parent partnership. We recognise that you are your child's first and most enduring educator.

Little Clowns Nursery was established as a day nursery in 1990, it operates from two levels of a large Victorian house, with a fully enclosed area for outdoor play including a climbing area with safety supported flooring. The baby unit has an all weather surface enclosed outside area.

We provide full day care for babies and children aged from 3 months to 5 years and are open 51 weeks of the year. We are closed between Christmas and the New Year and also for bank holidays, these periods you will not be charged for as the nursery will be closed. We are open for 8am – 6pm Monday – Friday and by prior arrangement from 7.30am.

Please feel free to visit the nurseries website on <http://littleclownsnursery.co.uk/> for any further information regarding policies or these can also be found in the main nursery on the self for you to view at any time.

Kind Regards

Mrs AJ Webber  
Managing Director

**Little Clowns Ofsted Registration Number: EY300167**

## **The Curriculum**

At Little Clowns Nursery we follow the Early years Foundation Stage (EYFS) guidance. This is a framework put together by the DCSF and covers all children from 0-5 years. The EYFS requires that children develop and achieve in the following areas of learning:

- Personal, social and emotional development
- Communication and Language
- Physical, development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Children have opportunities to experience and develop in all these areas through a balance of child initiated and adult led activities. Our ethos is “learning through play” and understands that through play, observation, interaction and challenging the children in a safe and secure environment they are motivated and develop into promising learners. Outdoors play is also an important aspect of our daily routine to encourage a fit and healthy lifestyle for all children.

## **Outings and Visits**

The children within both the nursery and baby unit enjoy visiting the library, accompanying staff to the shops, going on a walk to feed the ducks. When you complete your registration form you are required to sign to give permission for children to participate in these activities.

## **Baby Unit**

The baby unit is a homely purpose built annexe which contains a main playroom with separate creative/messy play area as well as separate sleep room. All staff recognises and works towards your child’s individual needs and routine and aim to become an extension of their home environment. You are required to bring your child a bag containing their nappies, wet wipes, nappy cream, weather appropriate clothing, a full change of clothes and bottles of milk and drink cups.

All children within the baby unit are guaranteed a place within the main nursery-this is beneficial to all parties as children remain in a familiar environment with staff they know and parents/carers already know the staff and the ethos of Little Clowns.

### **Pre-School**

In the years before children attend school we provide specific activities each session for these children to help prepare them when moving on to big school. We have established good relationships with local schools and they come to visit the children at the nursery prior to starting and staff will take the children to school to visit. Parent's information evenings offer you information and support with this big step. The children have a leaver's trip and a leaver's photograph to remind them of their nursery friends and staff, and we always welcome visits from school leavers throughout the year.

### **Parents/Carers**

At Little Clowns we aim to work in partnership with parents offering you support and sharing what your child has achieved each day. Staff and parents partnerships are vital to provide the best possible start for your child and we recognise you know your child better than anyone else so value any contribution you can make to nursery life.

### **Arrival and Collection Times**

We require that you adhere to the times you have booked for your child as both the nursery and Ofsted have strict/child ratios that we must maintain. If you fall outside of these times previously booked, then you will incur a charge at the nurseries discretion.

### **Safety and Security**

At little Clowns the safety of your child is of paramount importance, we have security systems fitted to external doors and all staff holds enhanced DBS disclosures which are necessary to work with children. Our facilities are inspected and approved by environment health and fire prevention officers.

Children can only be collected by a person(s) who are named on their registration form or by verbal communication from parents, but we will require photo ID and the password from the registration form from the person collecting in this case.

## **Sickness and Medication**

Please inform the nursery as soon as possible if your child is unwell and will not be attending nursery that day. A child cannot attend nursery if they appear to be suffering from an infectious disease or within 48 hours of their last attack of sickness/diarrhoea, this is in order to reduce the risk of affecting other children and staff, especially our young babies who are vulnerable. Medication can only be given if it is prescribed and written consent is given. If a child requires medication such as Calpol to get through the day then they should not be in the nursery as we are unable to care appropriately for sick children and it is unfair on them and the other children.

Children who are prescribed medication such as antibiotics are unable to attend nursery until they have been on the course for 24 hours in case of reaction's and to give them time to work.

## **Fees**

- Accounts are sent out at the beginning of the month and are due within a week of issue.
- We except bank transfers, cash and childcare vouchers through work schemes.
- There is no charge for bank Holidays and Christmas shut down.
- If your child leaves the nursery we require four weeks' notice in writing.
- There is a minimum requirement that we advise of at least two sessions a week, this enables your child to feel more settled as a week is a very long time in a small person's life and a lot can change in this time.
- Through regular attendance staff are able to offer greater continuity of care and children feel more settled and most important, happy!
- Fees are reviewed annually and you will be informed of any increases in writing at least one month prior to change being made.

## **Equal Opportunities**

Little Clowns are committed to the active promotion of equal opportunity and valuing diversity in our practice and provision. We determinedly make all efforts to prevent discrimination and bullying

We provide positive non- stereotyping information.

The nursery holds many policies and procedures that are available for parents upon request.

## **Complaints**

There may unfortunately be times when misunderstanding arises or you feel unhappy or concerned about things. In the first instance it may be advisable to speak to your child key worker or a member of staff.

Should the matter not have a satisfactory outcome within a couple of weeks or the problems recur then you should put the concerns or complaint writing to the nursery manager/director. At this stage a meeting can be arranged with both parties and a written record of the discussion will be made.

Most complaints should be resolved informally. If this is not possible and you feel the complaint or problem is serious enough you should contact the registering body – OFSTED.

OFSTED  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Tel: 0300 123 1231

Little Clowns Day Nursery registration number is: EY300167

Copies of our most recent OFSTED inspection are available through the OFSTED website.

The nursery requires a £30 non-refundable registration fee for each child to secure your child's place.

The baby unit also requires one month's fees in advance in order to secure your place due to our high popularity and demand. This amount will be deducted off your first month's account. If you need to negotiate this amount please contact your manager who will endeavour to help you. **Should you decide not to start with us the months fees will be retained by Little Clowns Day Nursery.**

## **Universal Funding**

**We offer the 15 hours universal funding to all eligible 3 and 4 Year olds and from September 2017 we are offering the 30 hours funding stretched throughout the year.**

The Nursery offers funded hours during the core session times 8.30-4.30pm, when claiming funding we are able to claim for 3 hours in a morning and 3 hours in the afternoon (6 hours max claimed). In addition to these core hours we offer early start times (7.30-8.30) and late pick-ups (4.30-6pm).

### **Fees**

Each child is expected to pay £30 non-refundable fee. This fee is payable when returning your child's registration forms and does not relate to the Free Early Education Entitlement.

The £30 fee ensures your child receives:

- A home visit before your child starts at nursery, where your child will get to meet their key person.
- Settling in sessions before agreed start date
- A personalised Learning Diary
- A Little Clowns Day Nursery T-shirt for children aged 2-4 years old
- A communication diary for children attending the baby unit

We accept all childcare vouchers and are also signed up ready to receive Tax Free Child Care through the government scheme that will eventually replace childcare voucher schemes through your work.

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## **Baby Unit Fees**

## 0-2year olds

Little Clowns Day Nursery will be open from 8.30am until 4.30pm Monday to Friday and by prior arrangement from 7.30am to 6.00pm weekdays. The nursery will be closed for approximately 10 days during the Christmas period. Each year the exact dates will be in the newsletter.

During the day a mid-morning and mid-afternoon snack are provided for your child consisting of milk, water and fruit. A 2 course lunch (12-1) and Tea (4.30-6pm) is provided for children attending during these hours.

<b>Session options</b>	<b>Description</b>	<b>Fees</b>
Early starter 7.30-8am 8-8.30am	Includes breakfast if required and a selection of toasts, crumpets etc	£5.25 £4.75
AM core session 8.30-12	Includes Mid-morning drinks and snacks	£30.25
PM core session 1-4.30	Includes Mid-morning drinks and snacks	£30.25
Lunch Hour 12-1pm	Includes 2 courses (main and pudding) and 1 hour's care time	£7.25
Tea time 4.30-5pm 5-5.30pm 5.30-6pm 4.30-6pm	Includes 2 courses (main and pudding) and ½ hours care time (1 ½ hours for last option)	£4.75 £4.75 £4.75 £12.25
Full Day 8.30-4.30	Includes mid-morning/mid-afternoon snacks and 2 course lunch (main and pudding)	£55.05
Full Week 8.30-4.30	Includes mid-morning/mid-afternoon snacks and 2 course lunch (main and pudding)	£248.00

There is a minimum booking requirements of 3 hours 30 minutes per session. Each child should attend at least 2 sessions or 1 full day per week. This is so children can develop to their full potential and becomes actively involved with all regular activities.

## Main Nursery and Toddler Floor Fees 2 and 3 year olds unfunded

Little Clowns Day Nursery will be open from 8.30am until 4.30pm Monday to Friday and by prior arrangement from 7.30am to 6.00pm weekdays. The nursery will be closed for approximately 10 days during the Christmas period. Each year the exact dates will be in the newsletter.

During the day, a mid-morning and mid-afternoon snack are provided for your child consisting of milk, water and fruit. A 2-course lunch (12-1) and Tea (4.30-6pm) is provided for children attending during these hours.

<b>Session options</b>	<b>Description</b>	<b>Fees</b>
Early starter 7.30-8am 8-8.30am	Includes breakfast if required	£4.25 £3.75
AM core session 8.30-12	Includes Mid-morning drinks and snacks	£22.25
PM core session 1-4.30	Includes Mid-morning drinks and snacks	£22.25
Lunch Hour 12-1pm	Includes 2 courses (main and pudding) and 1 hour's care time	£7.00
Tea time 4.30-5pm 5-5.30pm 5.30-6pm 4.30-6pm	Includes 2 courses (main and pudding) and ½ hours care time (1 ½ hours for last option)	£3.75 £3.75 £3.75 £10.25
Full Day 8.30-4.30	Includes mid-morning/mid-afternoon snacks and 2 course lunch (main and pudding)	£46.05
Full Week 8.30-4.30	Includes mid-morning/mid-afternoon snacks and 2 course lunch (main and pudding)	£208.00

Children who are eligible for 2 year old funding will only be charged for hours outside of their entitlement and the term after the child turns 3 years old the fees for 3-4 year old funded sessions then apply.

### 3 and 4 year old Funded sessions

Children become eligible for the Nursery Education Grant the first term after their third birthday. The 15 hours universal funding can be stretched 47.5 weeks (please ask to see funded calendar) to a maximum of 12 hours per week or term time or 15 hours per week term time only (limited availability). Should you be eligible for the additional 15 hours funding (30hours from September 2017) this is only available stretched over 47.5 weeks using 24 hours per week and not term time only. Non-core hours will be invoiced at the prices specified and are for services not linked to the funding.

Session options	Description	Fees
Early starter 7.30-8am 8-8.30am	Includes breakfast if required	£4.25 £3.75
AM core session 8.30-12 (3 hours funding claimed)	Includes Mid-morning drinks and snacks	£8.00
PM core session 1-4.30 (3 hours funding claimed)	Includes Mid-morning drinks and snacks	£8.00
Lunch Hour 12-1pm	Includes 2 courses (main and pudding) and 1 hour's care time	£7.00
Tea time 4.30-5pm 5-5.30pm 5.30-6pm 4.30-6pm	Includes 2 courses (main and pudding) and ½ hours care time (1 ½ hours for last option)	£3.75 £3.75 £3.75 £10.25
Full Day 8.30-4.30 (6 hours funding claimed)	Includes mid-morning/mid-afternoon snacks and 2 course lunch (main and pudding) plus 1 hours care time.	£22.50
Full Week 8.30-4.30 (stretched 12 hours funded over 47.5 weeks of the year)	Includes mid-morning/mid-afternoon snacks and 2 course lunch (main and pudding)	£150.00

Funding is only available to claim with Little Clowns Day Nursery in 3 and 6-hour block sessions. Additional one –off sessions are charged at the 2 and 3 year old non-funded rate.

## **Payment**

Accounts are due for payment a month in advance by 7<sup>th</sup> of every month. Fees are payable four weekly in advance by standing order, cash, bank transfer or childcare voucher schemes.

There is a minimum booking requirements of 3 hours 30 minutes per session. Each child should attend at least 2 sessions of 1 full day per week. This is so children develop to their full potential and become actively involved with all regular activities.

## **Nursery details**

You can pay the fees by cash, internet banking, standing order or childcare voucher schemes.

Our Bank Details are:

**Bank Acc:** 34452468

**Sort Code:** 30-18-88

## **Nursery Education Grant**

Universal 15 Hours Funding (Available to all children and families) – children become eligible for the Nursery Education Grant the term after their third birthday, the grant funds your child to attend 570 hours/rolling year. At Little Clowns Day Nursery only claim for sessions booked and you can claim up to 15 hours per week term time only or 12 hours per week over 47.5 weeks of the year.

We charge £8 for funded sessions which relates to that part of the session NOT covered by the Nursery Education Grant and they are for services that are not linked to the Nursery Education funded place. (We only claim 3 hours funding per session or 6 hours per day)

### **Additional 15 Hours Funding information (30 Hours)**

- Eligibility – lone parents or two parents working 16 hours a week or earning under £100,000 per year. A parent can earn the equivalent of £115 per week.
- Parents must apply on line through <https://www.gov.uk/.../30-hours-free-childcare-eligibility> website and if successful you will then receive a code which will need to be handed to the nursery along with parents NI number and child's DOB.
- A child can attend up to 3 settings in a day.

- Parents will have a half term grace period where they can still receive funding if they fall out of eligibility.
- Parents can take up the 30 hours if their child is eligible or they can take any hours between 16-30 hours per week. (This dependent on the setting or if they are stretching the funding over the year)
- To see if you are eligible for support with childcare costs please visit <https://www.childcarechoices.gov.uk>.