



A great nursery for Great Meols!

Ethos and Fees

How we care for and educate your child

Smarties Nursery is a 'small and cozy, home from home' style of childcare setting. We try to replicate a typical local home so children feel safe and secure whilst you are out at work. At the same time, we have planned the resources, furniture and activities to the latest thinking in child development.

With **safety and security** in mind, all staff are DBS checked, trained in Paediatric First Aid and Safeguarding; there is an approved fire detection and evacuation system in place and there is CCTV and a door entry system.

An **enabling environment** allows children to develop their curiosity and skills whilst exploring alone or with friends. This promotes independence, whilst children know they can seek adult support when they need it.

Qualified and experienced staff ensure their teaching methods are adapted for different situations and scaffold children's learning; and sustained shared thinking extends children's critical thinking skills, so they develop skills they will need when they start primary school.

Key Persons ensure that each child is safe, secure and nurtured and that **teaching is tailored to their interests and style of learning**. Older children work with their KP to plan their day and long-term projects. Younger children's planning is based upon what KPs know their Key Children enjoy, or their 'schemas'.

We ensure that **parents are kept informed by emails and access to their child's development file and photographs on-line**, using personal access passwords. You can also have face-to-face interviews during the year.

We track children's progress using the **Early Years Foundation Stage** each using fun methods and every child is working to their full potential, no matter what their starting points, abilities or disabilities are. The setting follows the Early Years Foundation Stage, using the latest teaching and learning techniques. We use Projects and Learning Stories to help children extend their skills even further during their learning journey with us.

About the team

This is a **family-owned nursery**, led and managed by an experienced, qualified **Early Years Teacher**, who has also worked as an Ofsted Early Years Inspector. The team of Key Persons are all at least **Level 3 qualified practitioners** with years of experience and ongoing personal training. We may also offer student and apprenticeship placements, as we feel it is important to support and train the next generation of practitioners. Parents are also encouraged to participate from time to time, and we can make suggestions to extend nursery learning when back at home; we believe children learn best when the whole family is engaged. All Key Persons are vigorously vetted, trained in our ethos and conduct training in paediatric first aid, food hygiene and safeguarding as standard. You can therefore be assured that your child's time here will be the best it can be!

Balancing the day

Children will be free to explore all the resources and different environments. Pre-school year children ('Butterflies') are very much involved in **planning their group projects**. They will receive regular time with teachers to '**get them ready for school**', from looking after their personal independence: toileting, dressing and seeking help, to one-to-one sessions with their teacher, for example, to **learn phonics, mathematics and conduct elementary science experiments**. Younger children ('Caterpillars') enjoy smaller ratios of staff to children, so their individual needs are cared for sensitively and **activities are extended based upon their own interests or schemas**. Staff will balance the day to ensure children have their own time to explore and time being supported by their Key Person. Key Persons will focus activities to promote indoor and outdoor activities, certain areas of learning and engage in small and large group activities. Children will have peaks and troughs in activity levels, and staff will know when they need to intervene and suggest a different activity or rest.

As children need rest or sleep at different times in the day, this nursery promotes the use of '**self-selection rest pods**', so children can climb-in when they feel they need to. Babies may still need the security of a traditional cot and these will be available. We work with parents as sleep routines at nursery may differ to those when at home.

Children are more settled when they have a regular routine and regular start and finish times. Therefore, this nursery promotes '**half day**', '**full day**' or '**school hours**' attendance throughout the week. If you wish to only attend for your free 15 funded hours, you could choose three half days. Please speak to the manager about the hours you need that work for you. Shorter 'funded only' sessions may be available – please ask.

Security, safety, health and hygiene

All **staff are vigorously vetted**, inducted into our ethos and trained in safeguarding, paediatric first aid and food hygiene methods. They also attend additional training days to learn new skills to attain the latest thinking in educating the early years' children.

CCTV is in operation; this helps the manager maintain quality and could be reviewed if there is an accident, for example; it is not available for parental/public viewing. A camera and intercom on the front door ensures only authorized persons may be 'buzzed in'. Please wait in the secure porch area until a member of staff greets you.

When you **formally register** your child to start at the nursery, we require a registration fee. We request a copy of your child's birth certificate or passport; information about their health and doctors; family details, including who has legal custody, and photographs of anyone authorized to collect your child. We also hold information on prematurity, immunisations, serious illnesses, concerns over hearing, sight, speech, behaviour, allergies, intolerances, delayed development etc. This information is kept on file and staff can access it when appropriate. This helps your KP ensure they can tailor the care your child receives.

We have a '**no outdoor shoes allowed indoors**' policy. We ask you to provide indoor slipper socks (non-slip soles) or light pumps and to change your child into these in the porch. We hope you too will not mind slipping off your own shoes, and there will be some slippers available.

We enforce that **sick children should stay at home**; children must not return until 48 hours have passed since the last 'evacuation' of vomit, diarrhea, weeping sores or eyes for example. Children should only return when they have finished treatment for certain conditions such as worms and head lice, as although relatively harmless, they are easy to acquire from each other and difficult to treat. Practices for other illnesses and complaints will be available and parent are asked to ring first for advice, to avoid being sent home. The setting manager/person in charge has the final decision in whether a child can or should attend, not the doctor or health posters, as the manager must assess whether a sick child can be looked after without it impacting on the care of other children and make a risk assessment on the likely spread of any illness or condition to other children and staff.

We hope that the above information reassures you that we will provide the best care and education for your child whilst they are at the nursery. Please ring for further information, or to request the calculation of your monthly fee payments. Ask about discounts if you are asking for full time hours.

Allocating places and notice period

We will be open 8am to 6pm weekdays and 51 weeks of the year. Please ask if you require earlier or later times on a regular or occasional basis, or you work a shift pattern, as this could be accommodated. Priority of places will be given in the order of the table below. Discounts will be available for full time places. You have a choice of sessions to suit your needs and there will be some places available for term time only. Policies, correspondence and learning journals etc. will be sent electronically. A minimum fee of £10 will be payable for any additional administration (e.g. for tax or benefits purposes, passport applications, changes in contracted hours or days, anything to be printed, late payments, etc. to cover additional costs. Older siblings could attend before and after school and during holidays, subject to availability.

You have the choice of the following places, and priority is given to parents requiring full time hours, all year.

Full time:	8am – 6pm,	Monday to Friday, all year	Discounts available	Or term time only
School Day:	9am – 3pm	Monday to Friday, all year	Discount available	Or term time only
Mornings:	8am – 1pm	Monday to Friday, all year	Discounts available	Or term time only
Afternoons:	1pm – 6pm	Monday to Friday, all year	Discounts available	Or term time only
Pre-school funded sessions - mornings		Monday to Friday, choose 4 sessions 8:50am – 12:35pm		Term time only + 2 non-funded weeks to pay for
Pre-school funded sessions -afternoons		5 afternoons 1-4pm		Term time only + 2 non-funded weeks to pay for

Lunch is not provided for funded sessions, although you can stay until 1pm or come in at 12:30 for an additional £4.50

2, 3 and 4 year old funded sessions can be taken as three half days to include a lunch or tea; or one full day and one half day. Please ask for availability.

You may be able to pay for additional hours either side of these session times, subject to availability.

Your contract is for a 12 month period, unless stated otherwise on your agreement. Fees will be reviewed before the end of this period, to reflect any changes in costs etc. for the next contractual period. Two month's written notice is required. Funded only children must adhere to policy for claiming funding. (If funding is not received, you must pay for the sessions attended that funding did not cover. Please refer to the contract for further details.

The new government is looking at increases in your funding. Contracts and fees may need to be reviewed in light of any changes before your contract ends. We will keep you informed.

Fees remain payable for Bank Holidays, traditional closures related to Christmas, New Year and Easter and any other public announcements (e.g. Jubilees) when the majority of workers will also receive days off. Fees remain payable when your child is absent, for any reason. A calendar will be made available for you for term dates we follow (usually linked to Great Meols Primary School term dates).

Fees

Table of fee examples (correct at time of printing May 2015). Please discuss your needs with the manager and they will be personalized for you.

See column 'f' for children attending **all year and claiming full funding**

See column 'g' for children attending **term time only and claiming full funding**.

See column 'h' for children attending **all year and NOT claiming funding**

See column 'i' for children attending **term time only and NOT claiming funding**

Column→	a	b	c	d	e	f	g	h	i
Hours ↓	Daily Fee £	Full week fee £	Less funding 15h Fee to pay per week £	Discounted to (if not funded) per week £	Includes	Typical (51 week year) monthly fee with funding and discounts	Typical term time only 38 week year with funded hours	Typical (51 week year) monthly fee without funding	Typical term time only without funding
Full Day 8am – 6pm	£42	£210	£147	£200 (equivalent £40 per day)	Breakfast Hearty Snack x2 Light Lunch Light Tea	£147x 38 £200x 13 = £682.07 per month	£147x 38wk= 10 monthly payments of £558.60	£200 x 51 wk = £850 per month	£210x 38wk = 10 monthly payments of £798
School Hours 9am – 3pm	£30	£150	£75	£145 (equivalent £29 per day)	Hearty Snack x 2 Light Lunch	£75x 38 £145x 13 = £394.58 per month	£75 x 38wk= 10 monthly payments of £285.00	145 x 51wk = £616.25 Per month	150 x 38 wk = 10 monthly payments of £570
Mornings 8am – 1pm	£25	£125	£50	£118.75 (equivalent £23.75 per am)	Breakfast Hearty Snack Light Lunch	£50x 38wk £118.75 x 13wk = £286.98 per month	£50 x 38wk = 10 monthly payments of £190.00	118.75 x 51wk = £504.68 Per month	125 x 38wk = 10 monthly payments of £475.00
Afternoons 1pm – 6pm	£25	£125	£50	£115.00 (equivalent £23 per pm)	Hearty Snack Light Tea	£50x 38w £115 x 13 wk = £282.92 per month	£50x 38wk 10 monthly payments of £190.00	115 x 51wk = £488.75 Per month	125 x 38wk = 10 monthly payments of £475.00
Funded	£18.75	£75	0	70	Hearty Snack	£0x38 weeks	£0 x 38wk		

morning 88:50am – 12:35pm Mon - Fri				(equivalent £14 per session)		£70x 13 weeks =£75.84 per month	= £0 10 monthly payments of £0		
Funded afternoon 1pm – 4pm Mon-Fri	£15	£75	0	70 (equivalent £14 per session)	Hearty Snack (You can bring a packed lunch to eat at 12pm, or eat beforehand)	£0x38 weeks £70x 13 weeks =£75.84 per month	£0 x 38wk = £0 10 monthly payments of £0		

Staff to child ratios

Under Two years 1:3

Under three years old 1:4

Over three years old 1:8 with a qualified teacher 1:13

Funded places and special needs

Funded places for two-, three-, and four-year-olds may be limited in number and to specific times or days. 2 year old funding requires parents to pre-register with the authority to check their eligibility. All 3 and 4 year olds currently receive 15 hours a week for 38 weeks of the year, split between terms set by the authority. Standard fees are based upon children meeting our published ratios. Due to the small size of our setting, please speak to the manager at the earliest opportunity to see if we can make reasonable changes to care for your child, if you feel they would need additional support; we may need time to recruit another staff member to care for your child, or to attain specific training and funding. Fees include breakfast, snacks and meals from the menu, depending upon attendance hours; special diets may incur additional costs. Similarly, sick children will need extra attention and should therefore stay at home until well again.

How to reduce your childcare costs

Standard fees are £5 per hour, £42 per day, £30 per school day and £25 per half day. However, the more hours you take, the more discount could be applied. Look at your overall monthly fee when calculating your 'real' costs. We pledge that full time hours should not be more expensive than other comparative nurseries in Hoylake and West Kirby.

You may be able to reduce your standard fees through different means (terms and limits may apply, no multiple discounts!):

Free entitlement of 15 hours x 38 weeks per academic year, for all 3 and 4 year olds (570 hours)

2 year old funding for those who qualify of 15 hours x 38 weeks per academic year (570 hours)

Discretionary discounts for families requiring full time hours or every morning or afternoon throughout the year

Employer's voucher scheme or government scheme should save you tax and NI payments on the amount you offset against childcare (maximum limits)

Tax credits for childcare

Choose afternoon sessions which may cost less than morning sessions

Attendance over 5 days attracts a discount

Arrive 5-10 minutes before your child's finishing time, to allow time to discuss their day with their KP, so you do not incur additional overtime fees.

Please note, the setting cannot be held responsible for information not in control of the setting; please check with authorities.

Food and Drinks

Young children benefit from smaller and more frequent consumption of food, balanced over the day. Children are trying new foods and learning personal preferences all the time. Their taste buds are developing and therefore, they may need to try foods more than 10 times before they know that they like them. We also know that children are more likely to keep trying foods when they are eating sociably with other children and adults, or buy or grow their own.

Therefore, at the nursery we have devised a menu which is balanced across the day and week, offering more choice to encourage more sampling. We are conscious to address salt, fat and sugar intake, whilst helping children understand that all food is good for us, we just need to have a little of everything. We will provide a more hearty snack and a less bulky lunch or tea. This will help release energy more evenly over the day too.

Wherever possible, we will use local produce and seasonal food; older children will even take a trip to the local store and buy their own vegetables and fruit and prepare it themselves; children will grow their own too! Each week we will have the chance to make our own pizza or low fat carrot cake, for example.

Example Lunch Menu:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Lean sausage Casserole	Vegetable Spaghetti Bolognaise	Mild Butternut and Chickpea Curry	Fish and Potato Pie	Chicken (100% breast) Nuggets and Heinz Spaghetti
Week 2	Shepherd's Pie and Peas	Fish (100%) Fingers and Oven Chips	Chicken and Vegetable Casserole	Chow Mein Vegetables and Noodles	Cheesy Vegetable Pasta bake
Week 3	Tuna and Cheese Pasta Bake	Chicken Korma and Naan bread	Chilli Con Carne with Rice	Lasagne	Chicken and Vegetable Pie
Vegetarians: Quorn or soya mince will replace meat Soya milk and spread will replace dairy					

Breakfast, Desserts and Hearty Snacks Choices:

We will note and balance all the food and drinks your child chooses over the course of the day. If they have a large breakfast, we will not worry if they want a smaller lunch etc. Everything will be sourced for low saturated fats, low added sugars, low salt etc.

Oats and warm milk Fortified Cereals Yoghurts/fromage fraise Seedy bread Cheesy bread Crackers Fresh fruit Muffins
Pancakes Brioch

Sandwiches or toast with spread, jam, marmite, soft cheese, ham, cheese, pizza (made by the children for themselves)

Selection of vegetable crudité Selection of fresh fruit

Dips: humus, cucumber dips, chick pea, taramasalata

Homemade soups with homemade granary bread rolls

Baked products e.g. cakes provide energy and essential nutrients such as calcium and iron. Those made with cereals, milk or fruit can be included as part of a healthy balanced diet for young children, eaten at breakfast, snack or meal times.

Banana muffins Blueberry coconut pud Bread pudding Carrot cake Chocolate and pear sponge
Chocolate courgette cake Cornflake cookies Fairy cake Flapjack Fruit sponge
Fruity frozen yoghurt pots Fruity tea-bread Orange drizzle cake Oat flake cookies Raisin muffins Stewed fruit
Rice pudding Sticky toffee pudding Berry rice brulee

Registration, deposits, fee payment schedule and notice periods

Registration fee: £50

A registration fee is payable to set up your account and provide for your child's start date. A place will not be guaranteed until this fee is paid and it will be non-refundable. This fee includes:

Reserving your child's place for up to a half term in advance;

Calculating your fees and producing the Contract, All About Me forms, setting up payments with Voucher companies ;

Setting up a digital Learning Journal for your child's observations which you can access as soon as we post a photo, observation or comment;

Setting up a digital Daily Diary, so you know care given to your baby

Putting Safeguarding procedures in

place, for example logging photographs of friends and family authorized to collect your child and checking health and dietary needs;

Allowing up to three hours of free settling-in visits prior to your child's start date (parents must be present; usually two x 1.5 hour sessions);

Providing your child with a school logo top and bag on their first day or

Providing babies with a school bag and stock of wet-wipes, disposable bags, disposable gloves, aprons for the year (you provide your own nappies please)
 Access to discounts on standard fees and with associated partners.

Deposit and notice

Your deposit is in the form of payment in advance, based upon your fee payment/start date. Basically, the setting must be able to pay its bills and staff, in order to provide the quality service to families. Therefore, we expect your child to stay for the full 12 months' contract period and to give us two months' written notice that you will not be renewing the contract for another 12 months. If we do not receive written notice, then your monthly payment will continue and a place will continue for your child for another 12 months. We may need to review fees for the next 12 months and you will be notified of any changes at least a month before any change in payment is due.

However, we understand your personal circumstances can change and so the notice period to leave within the 12 month contract period is a compromise to help each other's situation. When you give notice, another 2 months' monthly payments of fees must be paid, whether your child leaves before the two months is up, or not. A £10 administration fee will be incurred to check for any termination fees due (e.g. recalculations if funding not received; costs not able to reclaim for digital Learning Journals)

Example:

Start Date xx/xx/xx	Registration Fee due	First monthly payment due	Last monthly payment due for 12 month period	Notice not to renew contract
	Start date – 2 months	Start date – 1 month	Start date + 10 months	Start date + 10 months
1 st September 2015	1 st July 2015	1 st August 2015	1 st July 2016	1 st July 2016
1 st January 2016	1 st November 2015	1 st December 2015	1 st November 2016	1 st November 2016
1 st April 2016	1 st February 2016	1 st March 2016	1 st February 2017	1 st February 2017

If you need to leave before the end of your 12 month contract, any discounts applied will need to be repaid and payments adjusted for funding not recovered. Two months fees will be remain payable.

Fee payments

Fees will be payable via standing order, direct debit, employers' vouchers or in cash, in advance (No cheques, sorry!). Payment is due on the 1st of each month before the month of your child's first day. Therefore, if you start on 26th of September the first fee is due on 1st August, the last 1st July. Two months' written notice to leave will be required to correspond with two months' payments still being made. Your final fees may need adjusting to account for repayment of discounts and funding not being offset. Your contract will be reviewed every 12 months. Older siblings may be able to attend before and after school care, please ask for availability.

Registration form

When you are ready to formally accept a place: **

Please complete the form and return with £50 cash registration fee or deposit it in the account, using your child's name as a reference. Please set up a standing order for your monthly fee. If paying by employer vouchers, schedule them a week ahead to ensure they reach us by 1st.

Barclays Bank

Sort Code: 20-51-01

Account number: 90792527

Once the registration fee is received, we will order your child's bag and uniform item. Please indicate the size age 1-2 or 3-4 or 5-6. Other admin will then take place and we will need photos emailing of any persons authorized to collect your child. They can also come in to have a photo taken. You can book two settling-in visits – please discuss with the manager or Key Person, as we don't want too many new children in at once so we can give them the attention we need (you should stay for these sessions).

Thank you

Thank you for choosing Smarties - **Caterpillars Nursery** and **Butterflies Pre-school** - for your child's care and education. If you require any clarification or further information, please contact Catherine on 07906 227 882. You are free to visit Smarties in the meantime to see our 'ethos' and how we plan for your child.



Smarties Nursery and Pre-school is a trading name of **Cozy Day Nurseries Ltd.** It is a private nursery school in Great Meols, Wirral, caring for 0-5 year olds.

Cozy Day Nurseries Ltd. is a private limited company number 9475332 registered at Companies House, Cardiff.

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