

**PARENT  
INFORMATION  
PACK**

# “Welcome to MiniStars Day Nursery”

*Streatham*

***Our Mission***

Working together to create genuine opportunities for children and parents, to fulfil their hopes, aspirations and dreams.

***Our Vision***

To promote the well-being of every child to live happy, healthy, safe and rewarding lives.

***Our Purpose***

To provide the young children placed in our care with a welcoming, safe, secure, enjoyable, happy and stimulating environment, in preparation for their transfer to infant school.



# “Reach for the Stars”

We believe every child is precious and the hopes and aspirations of most parents is that their child enjoys good physical health, is safe, and achieves their full potential into adulthood. Every child placed in our care matters and their welfare and personal development are paramount.

We believe that a welcoming secure and stimulating family-friendly environment encourages children to reach out through the healthy nourishment of play and learning, which promotes confidence and a positive self-image.

‘Reach for the Stars’ puts across our distinct philosophy of total care, supporting parents and their children to achieve their hopes, aspirations and dreams. It conveys our belief that good parenting, combined with professional care from an early age, engenders positive self-worth, awakens our children’s talents, and provides genuine opportunities for them to realise their vision.

## Introduction to MiniStars

Mini Stars Day Nursery (Streatham) opened in 2004 and was originally based in St Margaret’s Church Hall. We have since relocated and now operate from an attractive property converted to create a home from home, high quality children’s nursery. Much of the original character of the building has been retained to provide spacious and interesting rooms with free flow access into the garden for the pre-school aged children. We are a small nursery accommodating up to 36 children a day aged from 6 months to 5 years.

We believe that every child can be empowered to live a happy, healthy and productive life by enriching their childhood with a mix of education and play, building confidence as they are nurtured and prepared to assume responsibility for their life choices.

Through a safe and nurturing environment, that provides a feeling of welcome and care, each child has the opportunity to demonstrate their creativity, stimulate their intellect, express their emotions, learn basic socialisation skills, sharing, positive companionship and healthy decision-making as they interact with their peers.

A child’s early experiences carry great importance in the context of their lives and futures. Therefore, we provide within the nursery a happy and relaxed atmosphere where your child will feel welcomed and confident.

*“...supporting parents and their children to achieve their hopes, aspirations and dreams.”*



## Our Environment

### Our Indoor Environment

MiniStars provides an environment for effective “active learning”, where there is a combination of child-initiated and adult-led activities. The environment plays a key role in supporting and extending children’s development and learning. Enabling environments encourage babies and young children to play because they feel relaxed and comfortable. When children feel emotionally safe and secure they are able to explore and find out about the place they are in and the things they can see, touch, manoeuvre or manipulate.

Our children are encouraged to make independent choices and develop their critical thinking. The room has defined areas of learning and activities are changed throughout the day depending on children’s interests, requests and learning adventures

### Our Outdoor Environment

At MiniStars we aim to have as much outside play as possible. Children gain enormous benefits from learning outdoors, being outdoors allows them to move around without many of the restrictions of being inside. They can fill their lungs with clean air and use all of their senses to appreciate the colours, different noises, the sense of space and of scale. Being outdoors supports confidence and allows opportunities for big scale play, problem-solving and creativity in the company of other children. Physical activity is enhanced and the variety provides opportunity to extend and build on physical, intellectual, linguistic, emotional and social skills.



## Staffing

Children are treated with respect as individuals and our service and delivery are developed and designed around their changing needs. Racial and cultural values are recognised and respected. Our fully qualified, supportive, caring, experienced, and enthusiastic Early Years Practitioners are trained to listen and communicate in a non-judgmental way, with clear policies and standards to ensure consistency of care.

### Staff Training

On commencement of employment all staff receive core training in Safeguarding Children (Child Protection) and First Aid. They also regularly attend both external and internal training. Through this, we are able to keep abreast of current issues and individual training needs are identified through their regular supervisions. To help accommodate this, MiniStars closes the nursery at 4pm, four times a year.

### Key Persons

We promote regular communication between parents and their child's key person. Parents are encouraged to talk openly and confidently to their child's key person about any remarks made concerning their child. Each child has their own key person who is responsible for:

- helping them settle into MiniStars.
- forming a good relationship with them.
- understanding their preferred learning styles and interests.
- supporting and tracking their progress.
- forming effective, friendly relations with parents/carers.
- keeping parents/carers informed on their child's progress and well-being at MiniStars.

## Partnership with Parents/Carers

MiniStars recognises parents as the first and most important educators of their young children and aims to support parents in this process. We encourage parents to be actively involved in the nursery in a variety of ways.

- We are a private day nursery so we do not have a formal parent rota but would welcome any parent who wishes to spend a session in the nursery to do so.
- Parents and carers and other family members often come in and share their knowledge and skills with the children. We have had parents join us to share their musical instruments and read stories in French and Spanish.
- We value and welcome parent's contributions to their child's ongoing assessments.
- We hold regular parent's evenings so that you can come in and speak with your child's key person to find out what they have been doing and how they are progressing.
- Your child's key person spends quality time with your child observing their interests and development level. This information is used to inform planning and ensure that your child has an individual learning journey designed to nurture their learning style, support their play and encourage them to learn through purposeful play. We encourage parents to make comments and share with your child to support and extend their learning at home.
- The parents notice board will contain information such as the current menu and other items of interest.
- Termly newsletters are provided to keep you up to date with what's going on in the nursery (**you will receive these with your invoices**).
- When you collect your child at the end of their session a member of staff will tell you about your child's day. They will give you information about nappy changes, meals and sleeps. This is also a good opportunity for you to ask any other questions or just to have an informal chat and get to know the staff team.



## The Early Years Foundation Stage (2014)

- Every child deserves the best possible start in life and the support that enables them to fulfil their potential.
- Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.
- The Early Years Foundation Stage (EYFS) 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 ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

### Over-arching principles

Four guiding principles should shape practice in early years settings. These are:

1. every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;
2. children learn to be strong and independent through positive relationships;
3. 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 or carers.
4. children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.



## The Areas of Learning and Development

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. There are three prime areas, which are:

- **Communication and language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

We also support children in four specific areas, through which the prime areas are strengthened and applied. The Specific areas are:

- **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



### Makaton Sign Language

- Makaton is a key part of our daily routine and registration. The signing is always conducted with the spoken word so it encourages ALL children to develop their communication skills. Since introducing makaton in our setting, we have found that it helps towards reducing children's frustration as well as building upon their self-esteem. Makaton is also very good at helping those children with SEND or EAL.

## Meals & Menu

At MiniStars, we follow the Children's Food Trust – Eat Better Do Better. A well-balanced highly nutritional diet is carefully prepared for the children freshly prepared on the premises. The Chef will endeavour to cook everything from scratch and will use little or no processed foods.

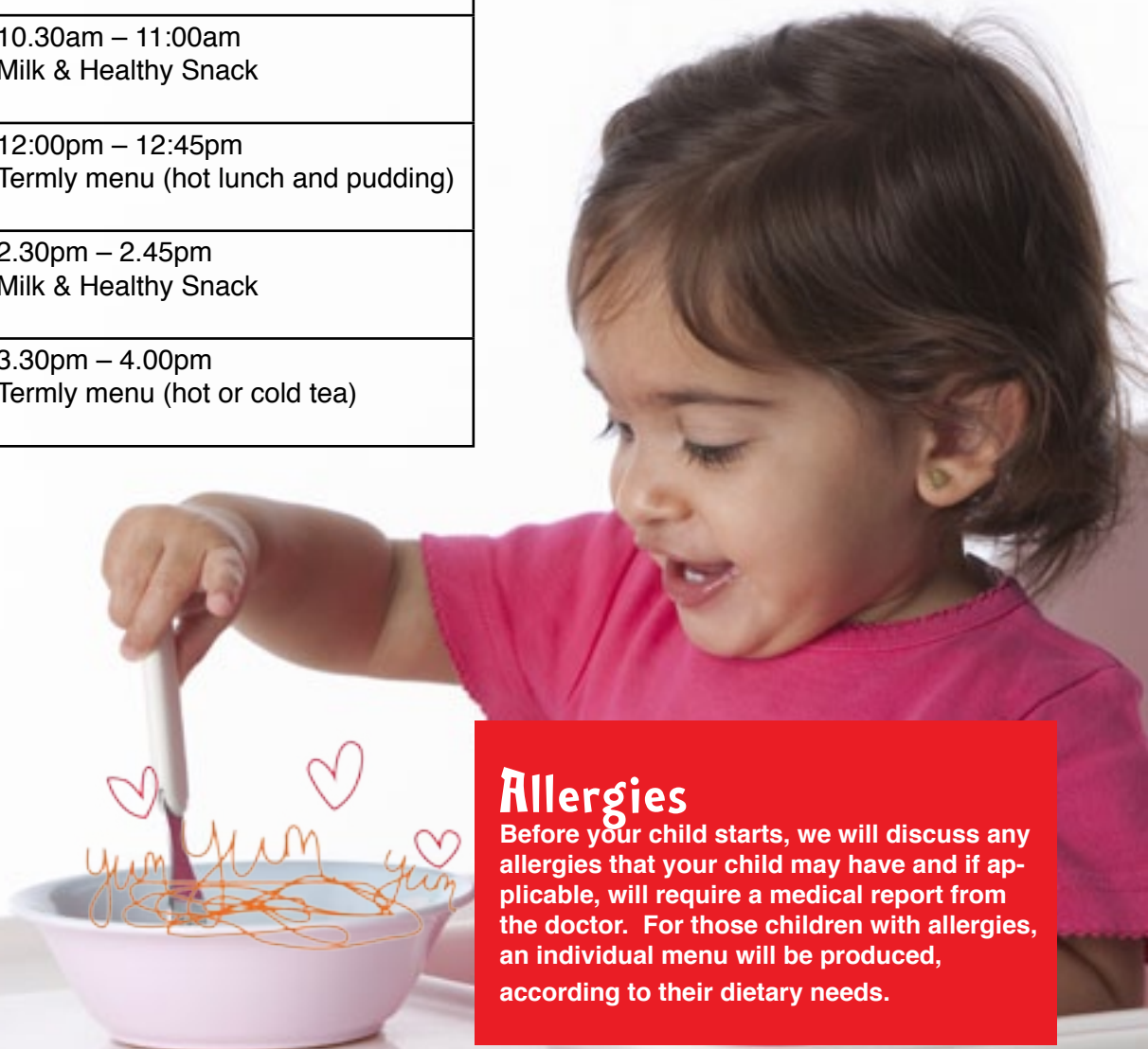
We pride ourselves in offering the following as part of our healthy menu:-

- Fresh fruits and vegetables
- Fresh Herbs and homemade sauces
- Locally sourced fresh meat
- Healthy Snacks
- Homemade Bread rolls, Soup & Pizza
- Fruit Smoothies

The children who attend our nursery enjoy culinary experiences, which reflect those of a multi-cultural society. We have a set menu which will include a vegetarian option.

The menus are planned such that we encourage good eating habits and an awareness of where food comes from. We do cooking with the children, which helps to promote many of those skills related to Mathematics (measuring and weighing) and Science changes that occur from mixing two ingredients like flour and water). The children are also encouraged to serve themselves and tidy away the dishes.

<b>Breakfast</b>	8.00am – 9.00am Selection of Cereals & Toast
<b>Morning Snack</b>	10.30am – 11:00am Milk & Healthy Snack
<b>Lunch</b>	12:00pm – 12:45pm Termly menu (hot lunch and pudding)
<b>Afternoon Snack</b>	2.30pm – 2.45pm Milk & Healthy Snack
<b>Tea Time</b>	3.30pm – 4.00pm Termly menu (hot or cold tea)



## Allergies

Before your child starts, we will discuss any allergies that your child may have and if applicable, will require a medical report from the doctor. For those children with allergies, an individual menu will be produced, according to their dietary needs.

## Starting With Ministars

### Home Visits

- One of our prime aims is to settle your child happily into nursery. Starting nursery is a major event in your child's life and leaving the security of their home, entering into a "world" of their own where they will exercise choice, explore new materials and situations and find out how to be with new people makes for a very exciting time. As part of this transition from home to Nursery we like, if possible, to visit you at home. This visit strengthens the link between nursery and home; children enjoy the "specialness" of the occasion and will often refer to it later as they settle into nursery.

### Settling in and Induction

- For most children, starting nursery is their first experience of being away from the comfort and reassurance of the parents/carers. It can be difficult for some but it is our intention to help all children feel at ease as soon as possible. We do this by providing settling-in sessions (free of charge) over a 2-week period. The first session will consist of the parent/carer staying with the child and completing the relevant induction forms. During this
- induction you will be introduced to all staff and our policies and procedures and what we expect. You will also discuss the settling sessions with the manager/key person that will be suited around you and your child's needs.
- The importance of settling in sessions is to help the child develop that sense of trust and confidence in the people working with him/her in the nursery.

### Accidents & Incidents

- MiniStars carries out a full risk assessment and all efforts to reduce any hazards have been identified, however, accidents can still happen. All such accidents/incidents are recorded, monitored and reported back to the parent/carer where they will be asked to sign an accident/incident form.
- In the event of a serious accident taking place we will contact you immediately to advise you of the event and what action has been taken.
- Upon registration you will be asked to complete our consent form giving us permission to take your child to hospital, should it be necessary. We will of course contact the parent/carer so that he/she can meet us at the hospital if possible.

### Illnesses & Medication

- If your child has a doubtful rash, sore throat, diarrhoea, high temperature, discharge from either eyes or nose, have been sick during the twenty-four hours prior to coming to the nursery, please keep him/her at home until the symptoms have cleared and have been certified by the doctor to be non-contagious. Likewise, should your child develop any of the above symptoms whilst at nursery, you will be contacted and should make arrangements to collect your child as soon as possible.
- At MiniStars, we follow the Guidance on Infection Control in School and other childcare settings to ensure we follow the correct exclusion periods for illnesses.

### Medication

- Minor coughs and colds will not exclude attendance at nursery, as long as the child is well enough to cope with the nursery day. The nursery will administer prescribed medication only. The appropriate forms must be completed and signed by the parent/carer.
- We can give antibiotics if they are prescribed by a doctor and after they have been administered for at least 24 hours. We can also administer Calpol to treat high temperatures.
- If your child is ill and cannot attend nursery – FULL NURSERY FEES STILL APPLY.

### Care Plan

- If your child has a long term illness including eczema, asthma or allergies – a care plan will need to be completed with the parent/carer to ensure staff are fully aware of any signs or symptom that may arise. A medical report will also be required.



## What to Bring with You

- Each child should have sufficient clothes for their daily needs plus a spare set in case of accidents. These should be in a bag with their name on; but for health & safety reasons plastic carrier bags must never be brought onto the premises. We kindly ask that children do not bring valuable items with them as the nursery cannot accept responsibility for loss and damage. Please bring with you labelled sun hats for the summer months, outdoor clothing and wellingtons for the winter months, again clearly labelled and slippers for indoor use.
- Parents of children who are not fully toilet trained are to provide enough nappies and wipes/cotton wool, nappy creams to last a full day. **Please ensure all items are clearly labelled.**

## Annual Events

At MiniStars, we organise the following events and activities yearly:

- Sports Day for all the children;
- Graduation ceremony;
- Big nursery outing with all children parents/carers, siblings family members;
- Christmas play with all the children
- Parents Evenings (twice yearly)
- Family events
- Summer/winter fete (every two years)

## Transitions

- For those children leaving to go to school, we will ensure that the children are informed about moving onto school through stories, pictures and circle time. We will also encourage teachers of the schools the children will move to, to visit the children in the nursery environment. We will ensure that the child assessments are passed to the child's relevant school and will prepare any reports necessary to help the children's transition to school.
- We will always try to make any move for the children as smooth as possible and will help the child and their parent /carer as much as is necessary with any transition their child may need to make, being it moving to school, another nursery, moving house, etc., and would encourage parents to make us aware of any changes to their child's life that we may be able to help them with.

## Special Educational Needs & Disability (SEND)

- For any children within our care that may require additional support we have a fully trained staff team, who will work closely with the child, their parents and any outside agencies to provide the correct standard of care and education required for those who need it.

## Inclusive Practice

- At MiniStars we are committed to supporting all children within our care. All children and their family's cultures, beliefs and traditions will be respected and treated with the upmost care. No child will ever be discriminated against in any way. We celebrate a wide variety of festivals ranging from many different religions and encourage children from all backgrounds to celebrate who they are and what they believe.

## Safeguarding Children

- It is of our utmost importance to have children in our care that are healthy, safe and secure. We have a stringent recruitment process to ensure all staff at MiniStars are trained and capable of fulfilling the needs of the children in our care. At MiniStars we have strict policies and procedures that all staff adhere to at all times and a reliable communication system with all parents to ensure any concerns about a child's well-being can be raised promptly and efficiently. We work closely with the local authority on any safeguarding matters and keep records of such incidents. At MiniStars we operate a no mobile phone policy which we expect all parents and staff to adhere to.

## Uniform & Dresscode

- There is an official nursery uniform, please enquire for further details. We ask that your child is in comfortably clothing so they can move around easily.

## Parents Handbook

Upon the parents induction, you will be given a copy of the Parents Handbook, via CD, hard-copy or emailed. This Handbook aims to tell you the information that you may need whilst your child is in our care. This handbook is designed to give information to parents of children attending MiniStars Day Nursery regarding their day-to-day dealings with the Nursery and outline the responsibilities of both the Nursery and Parents. It should be read through before children attend the Nursery on their first day, and should also be kept for future reference. The information contained within it will be updated on a regular basis due to changes in legislation, our policies and procedures or by requests from you about additional information.

The Handbook will contain the following Policies and Procedures

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Intimate Care</li> <li>• Safe Care &amp; Practise</li> <li>• Whistle blowing</li> <li>• Camera, Mobile Phone &amp; Recordings</li> <li>• Mobile Phone &amp; Social Networking</li> <li>• Inclusion &amp; Equality</li> <li>• Special Educational Needs – SEND</li> <li>• Looked after children</li> <li>• Dealing with discriminatory behaviour</li> <li>• Health &amp; Safety – General</li> <li>• Sickness &amp; Illness</li> <li>• Infection Control</li> <li>• Medication</li> <li>• Promoting Positive Behaviour</li> <li>• Biting</li> </ul> | <ul style="list-style-type: none"> <li>• Overall Approach to Risk Assessing</li> <li>• Complaints &amp; Compliments</li> <li>• Fire Safety</li> <li>• Safety Checks</li> <li>• Animal Health &amp; Safety</li> <li>• Sustainable Practice</li> <li>• Visits &amp; Outings</li> <li>• Lost Child Procedure from Nursery</li> <li>• Lost Child Procedure from Outing</li> <li>• No Smoking Policy</li> <li>• Alcohol &amp; Substance Misuse</li> <li>• Equipment &amp; Resources</li> <li>• Critical Incident</li> <li>• Adverse Weather</li> <li>• Supervision of visitors</li> </ul> |
|---|--|

## Our Parents Comments

*My two year old attends the nursery and loves it. She is always excited when she arrives in the morning and is happy for me to leave her. Her language has developed tremendously and she enjoys eating all different types of food. The kitchen serves excellent food. My five year old also attended MiniStars and when she started at school she was fully prepared thanks to the nursery's excellent teaching. I would absolutely recommend MiniStars!*

**Parent - Julia Dare**

*All staff are very helpful and give good advice. I am very happy with the running of the nursery and have no complaints at all. The nursery seems to be well managed and has adequate staff and there is lots of activities for both the babies and preschool*

**Parent - Carol O'Regan**

*I'm always pleasantly surprised when my daughter comes home with a new skill, like knowing the days of the week or the months. Please continue to focus on developing those basics and more broadly experimental things like musical instruments and cooking. I have much appreciate all efforts made towards accommodating my daughters deafness eg use of sign language, familiarisation with her hearing aids, clear enunciation and encouraging repetition when reading stories*

**Parents - Charlie & Emma Sundt**

## Our Daily Routine

### Parents Handbook & Induction

Upon the parent's induction, you will be given a copy of the Parents Handbook, via CD, hard-copy or emailed. This Handbook aims to tell you the information that you may need whilst your child is in our care. This handbook is designed to give information to parents of children attending MiniStars Day Nursery regarding their day-to-day dealings with the nursery and outline the responsibilities of both the nursery and parents. It should be read through before children attend the nursery on their first day, and should also be kept for future reference. The information contained within it will be updated on a regular basis due to changes in legislation, our policies and procedures or by requests from you about additional information.

08:00 – 09:15	Breakfast/Free Play
09:15 – 09:30	Tidy Up
09:30 – 10:00	Registration
10:00 – 10:30	Various activities (free flow), indoor/outdoor
10:15 – 10:30	Nappy Change/Toilet/Hand-washing
10:30 – 11:00	Circle time/mid-morning snack
11:00 – 11:50	Various activities (free flow), indoor/outdoor
11:50 – 12:00	Tidy up/Hand washing/Toilet
12:00 – 12:45	Lunch
12:45 – 14:00	Sleep and Rest Time/Free Flow play
14:00 – 14:30	Afternoon Snack/Free Flow Play/Brush Teeth/Nappy Change
14:30 – 14:45	Afternoon Registration
14:45 – 15:30	Various activities (free flow) indoor/outdoor
15:30 – 16:00	Wash Hands – Tea Time
16:00 – 16:30	Story time, group games, songs
16:30 - 17:30	Various activities (free flow) indoor/outdoor
17:30 – 18:00	Tidy up/ Winding down time, stories, calming music



## Terms and Conditions

### Opening Hours:

The nursery is open 50 weeks per year, Monday to Friday, excluding all bank and statutory holidays, between the hours of 8:00am and 6.00pm. The nursery will be closed for one week during August and one week during Christmas Day and New Year's Day

### Registration Fee:

Your child's name will be entered onto the waiting list when a completed registration form and registration fee of £20 (non-refundable) is paid.

### Deposit:

A deposit of £150 must be enclosed with the enrolment form to guarantee a space for your child. The deposit will be offset against the final fees at the time of leaving.

However, should you cancel your child's place before the agreed start date then this deposit will NOT be refunded.

### Payment of Fees:

Fees are charged at the rates indicated in the Fees & Rates section of the following page (page 13). They are payable strictly in advance on the first of each month by standing order or cheque accompanied by a cheque guarantee card. A standing order mandate will be sent to you once you have registered your child with us.

Please ensure that fees are paid by the due date, as you will be invoiced if we do not receive payment on time. Late payment of fees will incur a surcharge of £20.00 if not received by the 3rd day after the fee is due. Admissions may be refused in the case of arrears.

### Absence:

If your child is absent from the nursery due to family holidays, sickness or any other reason, full payment is still required and no refunds can be given. Fees are due in advance and for the duration of any holidays.

Late collection will automatically incur additional charges of £10.00 for every 15 minutes after the due time.

Leaving Notice or Reduction of Sessions: One month's notice is required in writing should you decide to leave the nursery for any reason. You will be required to do the same should you decide to reduce the number of days/sessions your child attends.

### Annual Fee/Review:

There will be an annual review of fees in April and you will be notified of any changes, if applicable, which will take effect two months in advance.

It is understood that on completion of an enrolment form, you are therefore in agreement with the terms and conditions and must abide by them as outlined in this prospectus. This forms the nursery/parent agreement.



## Fees & Rates

### Two-year Old Entitlement

2-year-old children may be entitled to 15 hours free childcare from the term after they turn 2 for 38 weeks of the year. The funding is based on a certain criteria, please refer to the Family Information Service for more information. All applications must be approved before taking up the funding entitlement.

### Three & Four-Year-Old Entitlement

We offer universal 15 hours a week free government funding for all 3 – 4 year olds. The funding is for 38 weeks of the year, term time only. For those children attending more hours, the funding will be deducted of your monthly fees.

All children are eligible for the universal funding the term after their 3rd birthday

We also accept the 30 hours free childcare the government had introduced since September 2017. To find out if you are eligible for the additional funded hours please visit [www.gov.uk](http://www.gov.uk).

### Monthly Rate

Requirement	No. Of Days	Time	Monthly Fees	
			6mnths - 2yrs	2 yrs – 5 yrs
Full Week	5 Days	8am – 6pm	£1250.00	£1145.83
Full Day	4 Days	8am – 6pm	£1000.00	£916.66
	3 Days	8am – 6pm	£750.00	£687.50
	2 Days	8am – 6pm	£500.00	£458.33

### Part Time

We offer part time hours, 8am – 1pm or 1pm – 6pm. Please speak to the nursery manager for more details

### Funding

We offer the 3+ Universal funding for 15 and 30 hours – please speak to the manager for more details

## What Ofsted Say About Us

Children are highly confident, strong self-motivated and very keen learners. Staff provide a very firm foundation of trust and security because they build excellent relationships with children

Staff teach children about the importance of safety in excellent ways. They discuss garden safety with children who make suggestions on different things to check. They draw pictures of how to behave in safe ways around the nursery, such as walking along corridors to avoid accidents

Children make good progress in this well-organise nursery. Staff provide interesting activities which link well to children's interest.

### NOTES

