



Little Rainbows

DAY NURSERY



Welcome

Welcome to Little Rainbows Day Nursery. We are a small, family orientated nursery who provides care for children from birth to 5 years. We open five days a week Monday through Friday 8 am to 6pm. The aim of this prospectus is to provide you with all the information you may require to make an informed decision about your child and the care we provide. If however after reading through you have any unanswered questions, please do not hesitate to contact us.

We are regulated by OFSTED and are full members of the National Day Nursery Association (NDNA). Our latest OFSTED report set us as GOOD in every area. This is the second highest rating that can be awarded to schools / nurseries and we are very proud of this. Nurseries are stringently inspected under three headings : how well the early years provision meets the needs of the range of children who attend, the contribution of early years provision to the well being of the children and the effectiveness of the leadership and management of the early years provision.

OFSTED say we are good because:

- Children's safety is effectively promoted through good safeguarding and welfare procedures. Children are constantly supervised and cared for by suitable and skilled staff.
- Children's dietary needs are very well met. This is because fresh ingredients are used to make a varied range of meals and snacks. Children enjoy healthy cooked lunches with a good balance of nutritious food.
- Children's needs are well met through effective partnerships with parents and other professionals involved with individual children.
- Children's early language development is given high priority. They have many excellent opportunities to develop their speech and language and extend their vocabulary through a variety of activities.

Parents as Partners

We believe that nursery life should be a partnership with the home and therefore welcome parental involvement at every stage. We ask that you give us as much information as possible about your child to help us to help them. We aim to keep you the parent/carer informed of your child's progress and of any changes to our daily routines. We have an open door policy and invite you to come at any time to view the nursery or to have a chat with myself or a member of my team.

As well as providing detailed daily feedback specific to their child about what they enjoy, take part in and eat that day, we also hold regular Parents' Evenings to give parents a chance to spend quality uninterrupted time with their child's Key Person and discuss their development.

Our termly newsletters, parent's information board and regular email updates are very popular with our parents / carers, as this keeps them up to date with any outings, events, changes in the nursery, room updates and any other important information.



Settling in period

Our aim is to ensure that all children in our setting are secure, safe, comfortable and happy to be left in our care. Little Rainbows appreciates that not all children are the same and aims to make the settling in process as individual as your child. Where a child is very young or has not attended a setting before we offer a home visiting service to help the child build familiarity and friendship with their Key Person. The visit will commence with the nursery manager and your child's appointed key person making a visit to your home at a time that is convenient to you, even if this means evenings or weekends. The child's likes dislikes, routines and any special requirements will be noted and used within the nursery to make sure your child is comfortable and secure once in the setting. The settle sessions within the nursery will be used in conjunction with the home visits to make sure your child's transition from home to nursery is a smooth one.

Where the home visits are not required Little Rainbows suggests 4 short visits before children commence a full session, however we appreciate each child is individual and they will not be rushed in any way. During the initial visit, parents/carers will be able to spend time discussing their child with the nursery manager and the member of staff who will be the Key Person for their child. Children will have the opportunity to play within the room with the parent/carer present if so wished.

- Further visiting times will be arranged where they can join the other children and slowly become familiar with their surroundings
- Some parents may have their own settling in method which we will be willing to discuss and try their suggestions.
- Children will be given lots of attention and reassurance from the member of staff in their group.
- Parents are welcome to ring the nursery as many times as needed to check on the progress of their child.
- No child will be taken on an outing from the nursery until he or she is completely settled in.

Staff & Training

Our staff and our approach to continuous learning have been praised by OFSTED stating that "the manager and staff have a wealth of skills and knowledge and deliver good quality teaching and learning.

All of our staff have many years experience in childcare in addition to the majority of us having our own children. There are 11 members of staff in our team 3 of whom are qualified to degree levels of BSc, BA(Ed) and/or Early Years teacher status. Little Rainbows considers that every member of the team should hold a minimum NVQ level 3 or equivalent qualification and therefore EVERY member of the team are either qualified to this level or are undertaking training to meet this requirement. In addition to this extensive industry training in all areas of nursery care including pediatric first aid, food hygiene, health and safety, special educational needs and safeguarding children are undertaken throughout the nursery. We constantly review and update staff qualifications to ensure the highest standard of care for your child.



Baby Area

Our baby area is small and cozy providing care from birth for only six under 1 and six 1 to 2 year olds. This enables us to give individual attention to all our babies. Every effort is made to ensure that your wishes and home routines are continued while in nursery. Our babies take great pride in their developing abilities and are actively encouraged from an early age to be creative and individual. In accordance with the revised Early Years Foundation Stage (EYFS) the three prime areas of development being communication, personal, social and emotional development and physical development are promoted through sensory play and adult led experiences. Songs, rhyme, messy play and cooking are just some of the activities that our babies enjoy together with daily outdoor play and regular trips to the park and local library.

Toddlers

Building upon the foundations of the three prime areas physical, personal social and emotional and communication skills our toddlers learn from the four specific areas of learning which are literacy, math's, understanding of the world and expressive arts and design. Our children create lasting friendships and explore a wide variety of stimulating opportunities. Structured activities based on children's interests are used as the focus for learning and development and help children become creative and confident. Visits to the local community and surrounding areas allow our children to gain an understanding of the world in which we all live.

Pre- School

Within our pre-school children have the opportunities to learn, interact with others, explore the world around them and have FUN. Here at Little Rainbows we pride ourselves that as a small nursery we can ensure that every child is active, ready to learn and by the time they leave us are school-ready. Led by our Early Years Teacher we provide opportunities that not only cover the EYFS but bring it to life.

Funding

2 year old funding is available from the term following a child's 2nd birthday for families who meet the eligibility criteria set by the local council for more information please go to <https://www.wirral.gov.uk/my-services/childrens-services/family-information-service/funding/2-year-olds>

From the term after their 3rd birthday EVERY child is entitled to 15 hours FREE childcare per week (term time only). We aim to be as flexible as possible with the sessions and times allocated and are happy to discuss individual requirements.

At no point will Little Rainbows charge for any funded service or place conditions upon attendance. If you wish your child to have either lunch or tea with us then a charge of £1.50 per day will apply. This is completely optional and is by no means a condition of attendance.



Educational Guidance

As from September 2014 the “Revised Early Years Foundation Stage” (EYFS) came in to practice. This incorporates inclusive planning and activities for all children of nursery age. The Revised Early years Foundation Stage brings positive and supported learning to life by having its principles based in three areas a “Unique Child, Positive Relationships and Enabling Environments” which together promote learning and development. Please ask our staff for more information on how the EYFS can help your child.

Little Rainbows operates a continuous provision where activities are always available for the children to access when they wish, in addition to the planned activities and focus that are set by our staff every week. These focus and activities are based on children’s individual needs and are planned to bring the best out in every child.

Key Person System

Every child and family needs a special person while in nursery and for that reason we have the key person system. The role of the Key Person is to help settle your child into nursery, answer any questions you may have, be responsible for learning and development, upkeep of paperwork, to take care of your child’s intimate needs such as toileting and eating but above all they will be your child’s friend and your first point of contact.

Meals

Little Rainbows is proud to be part of a national campaign to raise the standards of food in nurseries and schools that is organised by the children’s food trust called “eat better start better” and have pledged to provide healthy, balanced nutritious food that is fun and appetizing. Due to this commitment we have been granted enhanced health promotion status. This is the local council’s highest accolade for promoting health and nutrition.

Our morning session will include breakfast and a hot lunch. Our afternoon session will include snack and a light tea. Full day places will include all of the above. Our food is prepared and cooked every day on site to ensure its freshness. Special dietary requirements can be catered for based upon individual children’s needs.

Sickness and exclusion

When a child is poorly we ask that you do not bring them to nursery. This will reduce the spread of any illness. If your child has an infectious condition we ask that you abide by our exclusion policy for the protection of all of our children. If your child is taken ill whilst in our care we will contact you to collect your child and a mandatory 24 hour exclusion will be applied.

Medical conditions

Every member of the Little Rainbows team are pediatric first aid trained. Where a child has a specific medical condition such as epilepsy, asthma etc., your child's key Key Person will undergo specific training to ensure that your child's need are fully understood and met.

Where a child has a medical condition requiring medication Little Rainbows is happy to administer doctor prescribed medication where necessary. Little Rainbows has a stringent policy for the administration of medication that must be abided to at all times copies are available from the office and are displayed in our policies and procedure file in the foyer to be viewed at any time.

Accessibility

Public transport for New Brighton, Liverpool and Birkenhead is located close by with good bus routes from Liscard and train stations at Wallasey Village. Parking is available for 90 minutes at the top of Wallasey Road outside Bakewell and Horner or Rullerton Road. Parking is permitted for a few minutes only for Drop off and pickups within "The Boot" car park.



Aims & Objectives

We aim to provide a safe, stimulating and caring environment for every child in our care.

We aim to cherish every child as an individual.

We aim to listen to every child and respect their views.

We aim to promote healthy development emotionally, mentally and physically.

We aim to give every child a positive self image, to be happy and confident.

We aim to give the children an appreciation and respect for life and the world around them.

We see the role of the nursery to be a partnership between the parents / carer and ourselves. We welcome and encourage parental inclusion.

We aim to keep every parent/carer informed of their child's progress and keep them up to date with news, events and outings.

We aim to support our staff through regular meetings and training reviews.

We operate an equal opportunities environment that recognises the many different backgrounds of children, parents and staff within our society today.



Frequently Asked Questions

What do I do now?

If you are happy and wish your child to become part of our little rainbows family then complete the application form and bring it in to us with your deposit and we will secure your child's place and start settle sessions. If your child requires a funded only place no deposit is payable.

How do I pay?

All payments must be made in advance of your child's attendance. This may be weekly, four weekly or monthly. Payments can be made via a standing order which is included in the application section, cash, cheque or via a card terminal located in the office. If you are paying via a standing order please allow up to 5 working days for the payment to clear.

What do I need to bring?

You will need to bring nappies, wipes and cream for your child if appropriate if not a spare change of clothes if always useful. We provide flannels, toothbrushes and toothpaste for every child so that they can brush their teeth after lunch. Wellington boots for the winter and indoor slippers may help your child to feel more comfortable but are not essential. Please make sure that everything is clearly labeled as we cannot accept responsibility for lost items.

Do I pay for holidays/absences?

All holidays and child absences must still be paid for even if a notice period is given. Payment is required for bank holidays.

Is the nursery open all year?

Yes, we are open for 52 weeks per year even in between Christmas and New Year. We only close on bank holidays and close early on Christmas Eve and New Years Eve.

How do I know my child is happy and achieving?

Children are observed and assessed in accordance with the Early Years Foundation Stage by their key person. They will share this information with you in the form a learning journey that tells the story of their time with us through pictures, observations, quotes and artwork. Every month we will ask you to contribute to their learning by keeping us informed of their interests and any events or special occasions that happen at home. Every term we hold a parents evening giving you a formal opportunity to look through your child's learning journeys and ask questions. You may however informally speak to your child's key person at any time.



Application for Childcare

Childs First Name/s:

Surname:

Name to be used in the Nursery:

Date of Birth /...../..... Male/Female:

Ethnicity:

Religion:

Language/s spoken:

Name of primary carers with parental responsibility and/or legal contact:
.....

Name of additional carers with parental responsibility and/or legal contact:
.....

Residing Address of Child and Primary Parent/s Carer:
.....
.....

Address of Additional Parent/s Carer:
.....
.....

Telephone Numbers:
Home:

Work: Mother/Carer: Father/Carer:

Mobile: Mother/Carer: Father/Carer:

Email address of Mother/carer:

Email address of Father/carer:

Preferred email address for newsletters and events:
.....



Person/s to be contacted in Emergency if primary carer unobtainable

Name	Relationship	Telephone
1		
2		
3		

Authorised Persons for Collection

(Please Provide Photographs to be stapled to application form)

Name	Relationship	Telephone
1		
2		
3		

Password to be used at collection:

.....

Medical Details

Doctors Name:

Address:

Telephone:

Does your child have any pre-existing conditions? E.g. Asthma, Diabetes, Allergies.
If yes please give as much detail as possible.

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Do you have a special vocation or any talents or interests that you would be willing to share with the nursery and our children e.g. doctor/nurse or gardening/ painting?

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Additional Requirements

Does your child have any special dietary, cultural or religious needs (*Please give Details*)

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Comfort

Does your child have any special toys, blankets, soothers, songs etc that he/she may need? Does your child have a specific daily routine e.g. nap times meal times etc?

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Development

Please give details of your child's current physical abilities.

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Please give details of your child's likes and dislikes for example Dr Who or Dora the Explorer:

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Placement Requirements & Fees

Days and times required

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM

Please give expected arrival and departure times.

Fees

Little Rainbows aims to be as flexible as possible with payment arrangements and therefore offers weekly or 4 weekly payment options. Payments must be made in advance of attendance and where fees are not paid without prior negotiation with management the child will not be permitted to attend but fees will still be charged. Payments of cash, cheque, chip and pin and standing order are accepted.

In the unfortunate circumstances of an account failing in to arrears it may be passed to Little Rainbows chosen Credit Management Company and may incur additional costs.

Four weeks' notice must be given to terminate a place. Child sickness and holidays must be paid for.

The nursery will be closed on bank holidays. All closure dates will be clearly displayed in advance.

- Morning session to include Breakfast and Lunch
- Afternoon session to include Light Tea

Daily Rate for Monday through Friday

(Please see additional funding guidance for pre-school fee reductions)

AM Start	AM Finish	PM Start	PM Finish	Full Day
8.00	1.00	1.00	6.00	8.00 – 6.00
Cost 0 – 2yrs	22.00	Cost 0 – 2yrs	22.00	35.50
Cost 2- 5yrs	22.00	Cost 2 – 5yrs	22.00	33.50

Weekly Fees

Full Days	Age	Cost
5	0 – 2 years	160.00
5	2 – 5 years	160.00

AM/PM Sessions	Age	Cost
5	0 – 2 years	105.00
5	2 – 5 years	105.00



Permission

Outings

I give my permission for my child to be taken on short outings on foot. These will include trips to the local park and other places of interest. I understand that for trips requiring private transport I will be additionally informed.

Signed:

Date:

Sun Protection

I give my permission for the nursery to administer sun cream/lotion as needed. I will supply my preferred brand, however if this is not available I agree to use the nursery's preferred brand.

Signed:

Date:

Photographs

I give permission for my child to have his/her photograph taken for personal use for my child learning journey as the primary person.

Signed:

Date:

Secondary Photograph Permission

I give permission for photographs to be used in additional learning journeys, display boards, digital form & nursery newsletters

Signed:

Date:

Nappy Cream

I will supply my preferred brand of nappy cream, however if it is unavailable I consent to the nursery using Sudocrem

Signed:

Date:

Emergency Treatment

I give permission Little Rainbows to seek emergency treatment and or advice on behalf of my child. I give permission for Little Rainbows to escort my child to hospital in the event of an emergency.

Signed:

Date:



Declaration

I have read and understood the policies and procedures that govern the running of Little Rainbows Day Nursery and agree to abide by them.

I understand that Little Rainbows operates an open door policy and that I am welcome at anytime during normal working hours to discuss any concerns, view policies and procedures or just to check the progress of my child.

I understand that Little Rainbows has a duty to abide by its child protection policy and that its sole aim is to protect the welfare of the children.

I understand that any changes of personal information should be given to the Nursery as soon as possible to ensure the records are accurate and up to date.

I understand that four weeks advance notification of change or termination of placement must be given.

I agree to provide my child with necessary personal hygiene items as required, to include a spare change of clothes. In addition, babies will supply formula milk (if required) nappies, wipes and cream.

I understand that my child will be observed in accordance with the Early Years Foundation Stage and next step focuses will be set to ensure the individual development of my child.

I do/do not give permission for observations and assessments to be carried out and recorded for my child.

Signed:

Date:

I wish to commence placement from:

Date:

Deposit Paid:

Date:

Payment due date: Method: S/O Cheque Cash

Nursery Funding applied for: Yes No

Payment by voucher scheme: Yes No

Parent / Guardian Signature:

Signed:

Date:



STANDING ORDER MANDATE

Little Rainbows preferred method of payment is by Standing Order. Please fill out the mandate below with your bank details and return to your bank. Please allow 7 days for the transaction to be processed.

To the Manager:

.....Bank/Building Society

(Address of Bank/Building Society)

.....

.....

Postcode:

Your Account Name:

Your Sort Code:

Your Account Number:

*Please pay **LITTLE RAINBOWS DAY NURSERY LIMITED** the sum of:*

£immediately, and then every¹ the sum of

£ until further notice

Please use this Reference number:

.....

Little Rainbows Day Nursery Limited SORT CODE: **60-13-16**

Little Rainbows Day Nursery Limited Account Number: **44056400**

Signed:

Please print name:

Date:

¹ Week or 4 weeks



Notes

A series of horizontal dotted lines for writing notes.

