

Little Angels Day Care Nurseries

Dear Parents/Guardians

Thank you for your valued enquiry regarding Little Angels Day Nurseries.

We hope that this prospectus will provide you with all the information you need, and is presented in a way that is both interesting and informative.

Although our nurseries are managed and operated to the same high standards each one has its own unique atmosphere and surroundings, and we advise that you visit the nursery of your choice, where you will be encouraged to ask questions and talk to nursery staff.

To make an appointment to view, please telephone the relevant nursery and we will be delighted to arrange this for you. This would also be an ideal time for us to discuss your child-care needs and any suitable vacancies.

We feel confident that you will choose Little Angels to care for your child as although we offer the highest standard of care, our fees compare favourably to all of our competitors.

Unlike many other nurseries we also offer FREE settling-in sessions and DO NOT charge a registration fee.

We look forward to meeting you soon.

Yours faithfully



Linda Byas
Proprietor

INTRODUCTION

At “Little Angels” we aim to create a friendly homely environment for your child with lots of opportunity to learn through play, within the guidelines laid down by Ofsted.

Our nurseries care for children from birth to 5 years, we are registered with Ofsted and are members of the pre-school learning alliance and National Day Nurseries association.

We aim to give parents the chance to balance family and work responsibilities with the minimum of tension and the maximum stability.

Our experienced and qualified team of staff who are all CRB checked will give your child the highest quality of care throughout the day and will regularly record your child’s progress and development.

We offer your child the scope to acquire skills, learn to communicate, gain confidence and most of all to have fun.

We present a wide range of activities which promote your child’s physical, intellectual, emotional and social skills as well as language development. These skills will be developed through both organised and child initiated play which stimulates initiative and imagination.

Our Baby units each cater to the needs of babies under two years in small groups. Each child has their own cot or bed for rest periods within the comfortable, stimulating setting, offering the opportunity to explore and learn.

As the babies approach their second birthday they are gently integrated with the older children to make the transition from the “baby room” less daunting.

Our Breakfast & After School clubs provide care up to the age of 11 yrs.

Staff from the clubs escort the children to school from Breakfast club & collect the children from School to the after school clubs.

Snacks are provided. Please speak to each individual manager for times & availability.

OUR NURSERIES

East Tilbury

Our first nursery to open was in Linford, Thurrock in March 1992.

The nursery proved to be a huge success and was full to capacity within six months of opening. Over the years the nursery has consistently remained popular and despite fierce competition in the Thurrock area we have maintained our excellent reputation. Due to this popularity we have recently moved into a new architecturally designed building in East Tilbury, with large open spaces flooded with natural light and a large landscaped garden with a race track.

Our East Tilbury nursery is located in a residential community in the grounds of East Tilbury Infant and Junior Schools, and is readily accessible from East Tilbury Station. As we are such a short distance from the A13 (Orsett / Brentwood junction), we are easily accessible by car from Grays, Stanford-le-Hope, Chadwell-St-Mary and of course Thurrock Lakeside Shopping Centre.

In addition to nursery care, we also offer a Breakfast Club and After School Club for children aged 4 to 11.

For further information about our East Tilbury site or to book a visit to the nursery please phone 01375 841100.

AVELEY

Our Nursery in Aveley is based in the Discovery Childrens Centre, and is part of the extended services programme provided in conjunction with Thurrock Borough Council.

We re-located from our previous site in Aveley, to enable us to extend our places for up to 60 places. We also have a dedicated area for under 2's and are able to offer 6 places per day.

The centre opened in July 2006 and as well as full day care, pre-school and there are various groups and clubs operating from the two community rooms, as well as parent craft and Ante-Natal classes.

Future adult learning classes are also planned.

The Nursery is based in the Old Aveley Infant School building, which was built in 1914, but has been extensively renovated, and set within the grounds of the Aveley Primary School, with easy access to Thurrock Lakeside, Upminster, Purfleet and surrounding areas.

For more details call 01708 866093.

EYFS (Early Years Foundation Stage)

The [Early Years Foundation Stage \(EYFS\)](#) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.

The [Early Years Foundation Stage \(EYFS\) framework](#) supports an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

As well as being the core document for all professionals working in the foundation years, the EYFS framework gives mums and dads confidence that regardless of where they choose for their child's early education, they can be assured that the same statutory commitments and principles will underpin their child's learning and development experience.

(taken From 'Foundation Years' website)

At Little Angels we believe that it is important to give your child the best start to their development and education and therefore believe that as parents and guardians you play a vital role alongside us in this. We ask you at your settling in visit for information to help us know where your child is, currently in their development.

We continually assess the children and use this information to inform our planning to help your child develop across all the areas of learning. The staff plan activities that cover a broad and balanced curriculum within a range of opportunities. We have a topic based curriculum and try and include interests of the children within this.

We send home 'All About Me' every term where we share your child's development against the EYFS Curriculum and ask for your input into your child's development.

We are introducing this year 'Tapestry' which is an online tracking system that allows you as parents to be able to log in and see what experiences your child is having in the nursery, and for you to leave comments and experiences they have outside the nursery.

OUR VALUES INCLUDING FUNDAMENTAL BRITISH VALUES

Promoting British Values

The Department of Education have recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs”

The Government set out its definition of British Values in the 2011 Prevent Strategy

At Little Angels we believe that the EYFS curriculum already provides a solid foundation to encourage the children’s understanding and acceptance that we live in diverse communities with many different cultures and lifestyles. We are an inclusive setting and our ethos and curriculum enables children to be independent learners, to make choices and to build strong relationships with their peers and adults. We know that children learn best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.



The Rule of Law

We use “Our Golden Rules “which the children helped to make. We use positive strategies to handle conflict and praise and acknowledge desirable behaviours. The children are given responsibilities and are expected to make a fair contribution to activities such as helping to tidy away at the end of a session. Children are involved in discussions about rules and are expected to contribute and cooperate with them.

Individual Liberty

Within nursery the children are encouraged to make good choices. As a nursery we educate and provide boundaries for young children to make choices safely through our provision of a safe enabling environment and effective teaching. Children are encouraged to be assertive and expect others to listen to them and to understand their own rights and are given opportunities to resolve conflicts effectively.

Mutual Respect

Children are encouraged to develop their respect of others through caring, sharing and listening to others. Staff help the children to understand how their actions and words can affect others. The children are expected to be polite and kind towards each other through respectful relationships and their developing skills of empathy and understanding

Tolerance of those of different faiths and beliefs

We aim to enhance children’s understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. The children learn about different faiths through the celebration of different cultural festivals and our wide range of resources such as songs from around the world, dual language books and cooking utensils from different countries. Children have opportunity to dress – up in clothes and try different foods from other cultures and we encourage parents and carers to participate and support our multi-cultural activities. Children use the ‘Around the world treasure baskets’ to discuss similarities and difference between themselves, their families and those of other children.

HEALTHY EATING

The nursery will provide breakfast, lunch, tea, morning and afternoon snacks for your child depending on their attendance.

Pre-School children are developing faster than at any other time in their lives, therefore their diets require the right kind of tasty nutritious foods to encourage healthy growth. This means they need good carbohydrates to give them energy, protein to build their bodies and essential vitamins and minerals for healthy bones and teeth.

So to embrace all these needs Little Angels have developed unique colour-coded menus to provide parents with the nutritional values of the meals provided in their nurseries.

These menus are displayed on our notice boards.

These fully nutritional meals are prepared by catering staff who hold the relevant food Hygiene certificates.

At meal times staff sit with the children to encourage quiet conversation which makes them a social and happy time and helps promote good eating habits.

Special diets can be catered for on request.

After lunch the children have a quiet time and those who wish have the opportunity to sleep.

A 'snack table' is available throughout the morning and afternoon to give children the opportunity to choose from a selection of fresh fruit or vegetables and drinks of milk or water.

A typical daily menu is as follows:

Breakfast:

Weetabix or cornflakes, Wholemeal toast & fresh fruit. Milk or water

Lunch:

Home made shepherds pie, cabbage & carrots, yoghurt & banana. Milk or water

Tea:

Pitta bread pockets with chicken & salad. Milk or water

GENERAL INFORMATION

Admissions

When Little Angels Day Nurseries have places free they will be offered to children whose names are on completed application forms, supplied by the nursery, and held on a waiting list.

The nursery place will be offered to the parent/guardian informally by telephone then confirmed in writing.

Parents are then invited to visit the nursery with their child before the start date, providing the opportunity for parents/guardians and the child to speak with staff, familiarise themselves with the nursery routine and get to know the other children.

Parents are welcome to stay with their child until they feel ready to leave them. We always suggest the child is introduced gradually into the nursery environment.

The staff will work with each parent and child to ensure a positive entry to the nursery.

Inclusion / SENCO

Little Angels believes that no child, should be excluded from the nursery's activities because the child has special needs or disabilities as defined by the Children Act 1989 and/or the Education Act 1993.

Little Angels will support children with learning difficulties and disabilities and will work with outside agencies to meet the child's needs.

We will aim to acquire the necessary information about the specific situation to further support the parents.

Little Angels will offer staff training where possible to increase their knowledge and skills to ensure that each child is offered equal opportunities within the nursery.

We are currently working towards the 'stamp of approval', from the National Portage Association.

This website address <http://www.askthurrock.org.uk/localoffer> gives details of the local offer in Thurrock.

Safeguarding

As part of the registration process we are duty bound to inform social care of any worries we may have regarding a child's welfare and safety.

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Inclusion

Little Angels Day Nurseries are committed to recognising and responding sensitively to the needs of any child or parent/guardian regardless of age, gender, class, family status, ability, disability, race, colour, ethnic origin, culture, religion or belief.

Little Angels will accept people's differences and treat each person as an individual.

Security

The Security and Safety of all the children in our care is our main priority. Therefore, we ask that you comply with our policies to guarantee this. When registering your child at Little Angels you will be given an 'authorisation to collect form' you must return this as soon as possible with the necessary information and a photograph of any persons you authorise to collect your child from nursery. If we do not have this form on file, your child WILL NOT be allowed to leave nursery with ANYONE other than the main carer.

Zero Tolerance Policy

We will not tolerate aggressive or abusive behaviour towards our staff.

Any Parent or member of the public found to be in breach of this will be asked to leave the premises.

Parent - Pack

Once registered at Little Angels you will be issued with a 'Parent Pack' which contains all the information you will need regarding our policies and necessary guidelines. Unfortunately we do have to have some rules and regulations and we ask that you read this pack carefully to ensure the health and safety of all the children in our nurseries.

Children's Act 1989

Little Angels Day Nurseries are registered by Ofsted, who inspect us regularly to ensure we comply with the 'Children's Act 1989'. A copy of our inspection reports are available at each of our nurseries.

FEES

“Little Angels” are open 5 days a week, 52 weeks a year, excluding Bank Holidays, offering full day care, either on a full week, part week or sessional basis.

Our normal opening times are from 8am to 6pm, but limited places are available from 7.30am to 6.00pm. Please speak to the ‘Nursery Manager’ regarding availability. To provide flexibility for parents a charge of £8.00 per hour is charged outside normal nursery hours – but **MUST BE PRE BOOKED**.

Unlike other nurseries we **DO NOT** charge a registration fee.

Additional Charges

Late Payment Charge	£25
Working Family / Tax Letter	£5
Passport Form	£5
Any Funding / Official Paperwork	£5

Educational Nursery Funding

Little Angels Day Nurseries are registered by Ofsted and therefore accept Government nursery funding for children the term after their third birthday. There is limited funding available for 2yr olds, please ask Nursery Manager for details.

These children are entitled to a maximum of 5x3 hour sessions of free nursery education a week or 10 3 hour sessions if eligible. If children access NEG funded places from another provider it is your responsibility to inform us.

The funding provides an educational curriculum.

All 2, 3 and 4 year olds are entitled to just use their free entitlement.

For children requiring care throughout the year, a deduction of 11 hours per week or 22 hours will be calculated over 52 weeks.

The free entitlement will be delivered in line with the curriculum guidance for the EYFS.

Funding hours will be shown as free on your invoice.

The fees listed below apply from 1st January 2017, and are calculated annually. They are charged on a monthly basis in advance of attendance and are due on or before the first of the month.

0 - 3 years

Weekly : 8am - 6pm £225.00

Daily : 8am - 6pm £50.00

Half Daily : am or pm £29.00

School Day 9am – 3pm £40.00

Morning/Afternoon Session £20.00

Early Start 7.30am - 8am £4.50

Additional Hr/School Day extension £8.00

We request that parents provide formula milk in bottles as appropriate, nappies and wipes are also required.

3 - 5 years

Weekly : 8am - 6pm £210.00

Daily : 8am - 6pm £47.00

Half Daily : am or pm £26.00

School Day 9am – 3pm £40.00

Morning/Afternoon Session £20.00

Early Start 7.30am - 8am £4.50

Additional Hr/School Day extension £8.00

All Free hours must be taken between 12pm and 6pm

School Children (over 4 years)

Afterschool Club Session (East Tilbury only) £16.00

(Breakfast Club from 7.30am (East Tilbury only) £6.50

Holiday Club

Please check Holiday Club availability if required

Please speak to the nursery Manager regarding free trial sessions.

NOTE: For late collection after 6pm – see terms & conditions

FINANCIAL SUPPORT FOR CHILD CARE COSTS

Parents/carers who work and pay for childcare, may be able to get tax credits to help with the cost. Every circumstance is different however you can claim as soon as you start paying childcare costs.

For more information
Please visit:

<http://www.direct.gov.uk>

Nursery education Grants

All three and four year olds are entitled to 15 hours of free nursery education for 38 weeks of the year. Some 2 year olds could also be entitled.

Working parents /carers may be entitled to 30 hours of free nursery care, please check eligibility.

Documentation is required by the Local Authority, for your child to enable the nursery to complete the application process.

<http://www.direct.gov.uk>

Child Care vouchers

Childcare Vouchers could support working parents/carers by helping both parents to save on childcare. Contact you employer for more information on childcare vouchers.

Education & Learning Bursary

If you are a parent under 20 at the start of your course, Care to Learn can help pay for your childcare and related travel costs while you are in education.

<http://www.direct.gov.uk>

Childcare allowance

To apply for a Childcare Allowance you must use a registered childcare provider. The allowance pays up to 85% of your childcare costs, to a net maximum amount of £126.65 per week for one child and £187.85 per week for two or more children.

The Childcare Allowance is subject to an income assessment for all students in the same way as the NHS Bursary Dependents Allowance. How much you receive will depend on the income available to you and your family.

<http://www.nhsbsa.nhs.uk/Students/968.aspx>

TERMS AND CONDITIONS

Parents are strongly advised to read the following terms and conditions thoroughly. You are reminded that having signed the application form to register your child with Little Angels Day Nurseries you have agreed to be bound by these terms and conditions as stated.

1. Invoices are due on the 1st of each month In advance of attendance. Parents are responsible for all fees billed, even if the fees are to be paid by a 3rd party, e.g Local Authority, college or work place, if they fail to pay, for whatever reason, parents will be expected to pay the outstanding amount immediately.
2. Failure to pay promptly will result in your child being refused entry to nursery and eventually losing their place. Continued non payment of fees will always be taken seriously and court proceedings will be instigated.
3. Little Angels Day Nurseries will not operate on Bank Holidays (fees are calculated to factor in Bank Holidays).
4. There will be no refunds for sickness or holidays as your child's place is secured throughout the year. It is not possible to arrange for a child to "make-up" time in the case of an absence from nursery.
5. A rate of £5.00 will be charged for every 5 minutes that any child is collected later than their pre-arranged time, as this can severely affect the staffing ratios, as laid down by Ofsted. These charges can increase to a maximum of £100.00, payable on collection.
6. Fee increase will be notified 4weeks in advance, and any changes to these terms and conditions will be displayed on the 'parents notice board' and on our website.
7. If you intend to remove your child from "Little Angels,," or change attendance times, a minimum of one months written notice (by letter or email) is required, or one months fees in lieu of notice, if your child attends nursery on a monthly basis. We will endeavour to accommodate all requests subject to availability.
8. The Day Nursery retains the right to use their absolute discretion in deciding whether or not to accept any child. The Nursery retains the right to require the removal of any child from Nursery by giving 24 hours written notice.
9. The Nursery retains the right to refuse any child entry to nursery if they are deemed unwell and to ask parents to collect their child if they become ill whilst at nursery. In an emergency the nursery reserves the right to call a Doctor or have the child taken to hospital should it be considered necessary.
10. If your child receives Nursery Education Grant Funding and you fail to complete or sign a funding form, you will be liable to pay LADN Ltd for 15/30 hours (whichever is applicable). It is your responsibility to inform us if you are claiming whole or part of your 30 hours funding with another provider, or you find you are not eligible for the funding.
11. By signing a Nursery Education Grand Funding form, you are agreeing to LADN Ltd claiming 15/30 hours of funding on your behalf for the WHOLE TERM. If you decide to remove your child during term time there will be No refunds of NEG for that funding period. Whilst we endeavour to accommodate parental requests for times and days for your 15/30 hours of funded childcare, all places are due to availability and at the discretion of the Nursery Manager.
12. If your child attends Term Time only or our breakfast/afternoon clubs at LADN Ltd, your fees will be billed on a half termly basis, with payment due on the first day of that half term. There will be no refunds, if your child does not attend for the whole of that half term.

CONTACT US

Please contact the Nursery Manager at:

**Princess Margaret Road
East Tilbury
Essex RM18 8SB

01375 841100**

**Aveley Primary School Site
Stifford Road
Aveley
Essex RM15 4AA

01708 866093**

Why not visit us on our website at: www.littleangelsnursery.co.uk or E-Mail us at littleangelset@btconnect.com

Little Angels Day Nurseries are registered by Office for Standards in Education (Ofsted)



An Early Years Setting approved
by the National Portage Association



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