

## PARENT BROCHURE

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The nursery is open Monday to Friday, from 7:30am until 6.00pm, 52 weeks per year.

We are closed on Public Holidays and close early on Christmas Eve.

We offer full and half days; morning sessions are 7:30am – 1.00pm and afternoon sessions are 1.00pm – 6.00pm.

Please note that a late collection fee of £1 per minute is levied for late collections.

Term time only is not available.

We do not offer refunds for sickness or holidays.



**little eims**  
DAYCARE NURSERIES  
& PRE-SCHOOLS

**Catford  
Green**

## SETTLING IN AND THE KEY CARER ROLE

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For new children we offer a complimentary settling in sessions. The process takes anything from 1-4 weeks prior to your child start date. The settling-in period is a time BEFORE your child joins the nursery, when they can visit with their parents and stay for a while in order to get to know the staff, the children and the routines. It is important that a child has spent some time in the nursery before the actual starting day, in order to get to know their keyworker, the children and other staff. This will allow your child to feel confident within their new environment



## What to bring to the nursery

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2 full spare sets of clothes or more (vests, trousers/skirts, tops, underwear and socks)

Comforter – muslin, teddy, dummy etc. (If your child uses one at home).



Nappies, nappy cream and wipes to be brought in upon request from your child's key carer.

If you are planning to store your buggy in our buggy shed, we ask for you to bring foldable buggies so that we can accommodate as many as possible.



Please remember to label all of your child's belongings.

## Learning and Development



Little Elms Daycare set out to assist all children attending the setting to attain their maximum potential within their perceived capabilities. An individual record of each child's development is maintained, showing their abilities, progress rate and areas needing further staff assistance.

Currently Little Elms is using software called Learning Book that allows the staff to easily track children's progress. Staff can upload photos, videos, audio clips and written observations. Parents also have access to their child's book and can actively add observations from home.

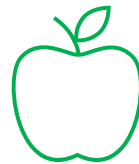
Activities in all group rooms will be planned following the Early Years Foundation Stage (EYFS). This practice guidance is set out with 7 learning areas: Communication & Language, Physical Development, Personal, Social & Emotional Development, Literacy, Mathematics, Understanding the World, & Expressive Arts and Design.

## Nutrition and Meal Time

At Little Elms Daycare Nursery we believe that mealtimes should be a happy and social occasions for both the staff and children. Positive interactions should be shared at these times. We are committed to offering children with a healthy, nutritious and balanced meals and snacks which meet individual needs and requirements. We have a separate weaning menu for young babies.

Breakfast, lunch and tea are provided along with two snacks through the day. The menu includes 5 servings of fresh fruit and vegetables per day and fresh drinking water is constantly available. Individual dietary requirements and allergies that have been signed off by a doctor can be catered for at the nursery.

We ask that you do not bring food into the nursery for your child as this may cause allergic reactions to other children.



## Safeguarding, Safer Recruitment and GDPR

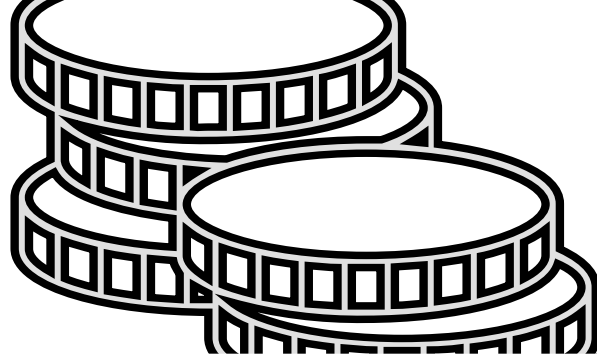


We have a duty of care to protect the children in our care from harm. The setting has a Designated Safeguarding Lead (Emma, the Nursery Manager), who works alongside the Local Authority. Emma has a legal responsibility to report any suspicions around abuse and seek advice regarding child protection.

All staff, students and volunteers are carefully vetted through the DBS process. We require two year's worth of references from previous employers and all staff are subject to 6 months probationary period.

All staff are inducted in Safeguarding and Child Protection.

We follow the legal requirements set out in the EYFS 2017 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery.



# FEES

Age Group	Half Day AM	Half Day PM	Full Day
	(7:30am-1pm)	(1pm-6pm)	(7:30am-6pm)
0-2 Years	£43	£42.50	£71
2-3 Years	£43	£42.50	£71
3.5 Years	£42	£41.25	£68

Our fees are calculated on average giving you the ability to budget accurately ( Daily rate x number of days per week x 52 weeks / 12 months).

Fees include all meals, standard and extracurricular activities and formula milk for children under 1 year.

Fees are payable in advance and due on the last working day of the month for the month ahead.

Charges are made for the number of sessions contracted for weekly. No refunds or reductions are applicable by virtue of the child's failure to attend for any reason, nor are any refunds or reductions given by virtue of a session falling on a bank holiday or because Little Elms has closed early on Christmas Eve, or by virtue of an inset day (specific to Lewisham Borough Nurseries) or for any reason beyond its control.

Wait list	£0
Deposit	£0
Registration fee (non- refundable)	£100
Late collection fee (per minute)	£1

OTHER



- We offer 10% sibling discount which is applied to the oldest child's fees.
- Our preferred method of payment is Direct Debit.
- We accept Childcare vouchers and Tax-Free Childcare

## FUNDING

Little Elms operates over 52 weeks of the year; therefore, funding is offered as 'stretched' to cover the 52 weeks.