

Parent Handbook for



*Minnie Me Preschool where we believe if a child feels happy, secure, loved, and valued they will lay strong foundations for their journey through life.....*



Please retain this booklet for your information.

## **Overview**

This pack is designed to give parents information about the services offered at Minnie Me Nursery, as well as setting out nursery practices.

We take childcare very seriously and understand the trust parents place with us when we are asked to look after and educate their child.

- Minnie Me Nursery is based on Tongue Lane Industrial Estate, Fairfield. We are a private day nursery.
- We have facilities for children aged three months to five years.
- We are open from 7.30am – 6pm all year (except over the Christmas and New Year period)
- Children can attend nursery on a term-time only basis, or all year round.
- 15 hours of Universal government funding is available for all Preschool children from the term after their 3<sup>rd</sup> birthday, this is available term time only.
- 30 hours of Working parent funding is available for eligible children the term after they turn 9 months old, (for parents working 16 hours or more) per week during the school term (38 weeks per year) or we offer stretched funding 22.5 hours per week over 50 weeks (we close for 2 weeks over Christmas.)
- Children that attend Term time only will be given the opportunity to book extra sessions during school holidays; hourly rates apply for sessions booked.
- Parents can pay for additional hours if required.
- Funded places are offered between the hours of 9am – 4pm. (extended only in baby room 7.30-6pm)
- 15 hours of Additional support funding is available to eligible 2 year olds (term after they turn 2) – in receipt of certain benefits  
Please ask for more information on claiming funding or see the funding section at the back of this parent pack.
- Our philosophy is to provide a warm, friendly and secure environment where all children in our care - and their parents - feel welcome and happy. We believe happy, secure children develop the strong foundations needed as they begin their learning journey.

## **1) Structure**

Minnie Me was established by Nicola Leah in 2009, running from Fairfield Scout Hut, we moved to our current premises in July 2019 where we can offer so much more. We can offer care to children from the age of 3 months to 5 years.

The nursery is split into five groups: Bees for children from 3 months – toddler, Caterpillars for younger toddlers, Ladybirds for older toddlers to rising 3 years and Butterflies for the older children. Each area has activities and routines suitable for the age group – although activities may also be undertaken with a smaller group of children, or sometimes with everybody.

We run standard nursery sessions, morning sessions run from 9am to 12pm, and the afternoon session runs from 12pm to 3pm or 1pm - 4pm. However, nursery is open from 7.30am until 6pm and we can accommodate children for any period between those times. We can provide Breakfast, Lunch and Tea and there are charges for these.

We are open for 50 weeks a year, the only closures being over the Christmas and New Year period, and bank holidays.

Term time only children will be given the opportunity to book extra sessions during school holidays which will be charged at the usual hourly rate. This allows families to take holidays without the financial

burden of paying for a nursery place you do not need. During term time any absences/holidays will be charged for as your child's place is booked and staff are organised according to numbers booked in.

## 2) Philosophy

Our philosophy is to provide a warm, friendly and secure environment where all children in our care - and their parents - feel welcome and happy. It is the aim of the nursery to provide the best for children, staff and parents. We have a real family feel and everyone attending Minnie Me becomes part of our Minnie Me family.

We use the principles of the Early Years Foundation Stage to underpin the care, development and learning of all the children in our nursery.

The four principles are:

**A Unique Child** - Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

**Positive Relationships** - Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a Key Person.

**Enabling Environments** - The environment plays a key role in supporting children and extending children's development and learning.

**Learning and Development** - Children develop and learn in different ways and at different rates, and all areas of learning and development are equally important and inter-connected.

Our ethos is simple for the children in our care. We believe that attitudes cannot be taught they have to be learnt by example. Rules are simple and introduced at an early age. Enthusiasm, acceptance of change, persistence, sharing, caring for others, courtesy and respect are all positively encouraged. We concentrate on developing and nurturing strong personal and emotional abilities.

- We offer high quality care and education for all.
- We provide a safe indoor & outdoor environment that delivers a broad, balanced curriculum.
- We have high standards and aim to surpass Ofsted requirements.
- We provide fun, excitement, and adventure for our children.
- Our aim is for all children to develop to their full potential.

In order to meet the individual needs of a child the nursery may work with and seek advice from a number of external professionals such as a speech and language therapist or health colleagues to support the child. The nursery will use its knowledge of The Local Offer in order to find the best possible support for a child.

We take childcare very seriously and understand the trust parents place with us when we are asked to look after and educate their child.

Children in our nursery thrive in an atmosphere where they feel secure and happy and trust the adults that care for and educate them. Home and nursery work together to offer opportunities and life experiences, so the child can grow and develop as an individual.

## 3) Staff

The nursery is owned by Nicola Leah. Nicola has been working in childcare and education for over 25 years. Nicola is Qualified as a teacher and specialises in Early Years, assessing and Teacher training.

Donna Bingham has been managing the nursery since 2015. Donna has worked in childcare in Fairfield since 2006, as deputy manager in another nursery and for 5 years as a family Support worker at Fairfield Children's Centre. She is qualified to a Level 3 in Children and Young People as well as holding many other qualifications including Nurture and Speech and Language.

We are very lucky to have a highly qualified and driven team of practitioners including our Deputy Manager Rachel Lea who specialises in SEN. All of our team are either Level 3 qualified or working towards it. We also work in partnership with the local college who train our apprentices and we have students with us on placements. ALL staff have up to date paediatric first aid training and complete regular Safeguarding training.

We are committed to updating our training and ensure that practitioners refresh their knowledge and understanding of topics including First Aid including paediatric first aid, Safeguarding, Health and Safety and Food Hygiene to name a few.

All staff, students and volunteers are DBS checked and hold valid certificates.

#### **4) Communication with parents**

We send a lot of communication via email so please supply us with an email address that you check on a regular basis.

We also use the Tapestry Learning platform to share information.

We have a private Facebook page called Minnie Me Stars which is for current parent's only where we share lots of information and photos each week.

Tapestry platform is where we add observations of your child carrying out different activities. You can access this securely at home and add your own pictures, videos and comments. Development Observations are also sent out twice a year on Tapestry. Invoices are also sent out via the Tapestry platform. We do a 2 year old progress check on all children that are registered with us on their 2<sup>nd</sup> birthday, this is in line with the EYFS statutory guidance and shared with Health Visitors. At Minnie Me we believe in providing the best service it can; we encourage feedback from both parents and staff because we recognise that this is the best way we can improve further. If you have any feedback, queries or concerns then please speak to any member of staff at drop-off or pick-up times – or make an appointment to speak to them more privately. There is always a member of the management available to speak to on site.

#### **5) The curriculum**

We follow the 'Early Years Foundation Stage' curriculum throughout the nursery. We aim to equip your child with the skills to begin Reception with confidence. We plan to your child's individual next steps and what is important to them.

- **Bee Group (3 months – confident walker around 15 months) Ratio 1:3**

Our upstairs room was built specifically for our babies. The Bee group has a real homely feel, with lots of opportunities for sensory and messy play, time for cuddles and quiet time with the ladies and stories and singing. In the Bee group babies and toddlers thrive with the caring and loving approach provided by key people. Snacks and meal times are spent sat around the table with the ladies. Routines are flexible to meet the needs of all the children but there are set activities planned everyday to help your little one to develop, learn and have fun.

- **Caterpillar group (confident walker – 2 years) Ratio 1:3**

The Caterpillar group is for our children who have found their feet and are ready to expand their learning and experiences from the quieter Bee group. There is lot's of singing, dancing and fun in the Caterpillar group, we spend time enjoying sensory and messy play and this is where we start to gain an understanding of nursery routines and building friendships. We spend time outdoors, either in our playground or going for a walk in the local community.

- **Ladybird Group (2 - 3 years) Ratio 1:5**

The Ladybird group is a busy and fun environment for children from 2 – 3 years. There is lots of individual learning in the form of role play and free play, which staff support sensitively along with a wide range of activities designed to interest and stimulate, including sticking, messy painting sessions, other creative activities, sand and water play, and story sessions. We go outside to play during every session and outdoor play gives us an opportunity to develop our gross motor skills, with climbing, running, and riding on the ride on toys. We sometimes go for walks around the local area.

- **Little Butterfly Group (3 – 3.5 years) Ratio 1:8**

In Little Butterfly group we provide a wide range of activities: there are lots of creative activities (junk modelling, painting, drawing) construction activities, storytelling, number games and lots of opportunities to practise mark-making and writing skills. We provide lots of opportunity for role play, encouraging children to extend their knowledge of what they already know. We go outside every session (weather permitting).

- **Big Butterfly Group (3.5 – 5 years) Ratio 1:8**

The Big Butterfly group is for our older children and in this area we do some more focused activities, learn how to be a good, kind friend, share and take turns, recognise and talk about our feelings and have fun with our friends.

We plan lot's of time helping the older children in the group to prepare for their transition to school.

#### **6) What you can expect from us**

- We aim to provide you with a quality service.
- We aim to provide your child(ren) with a stimulating and caring environment.
- We will supply high-quality staff who are trained above national requirements, and who are positive role models for children.

- We will plan to your child's next steps.
- We will provide a varied, exciting, and challenging activity programme/ curriculum to aid the development of your child(ren).
- We will keep you informed of your child's development.
- We will always treat you and your child(ren) with respect, fairly and without prejudice.
- We will always listen to your comments and concerns and deal with any issues promptly.
- Rules will be consistent and simple, helping to endorse a positive approach to children's behaviour.
- We will discuss any issues with parents to try and form a joint approach to any problem.
- We will treat information about your family confidentially.
- We will inform you of any childhood illnesses etc. that your child may have encountered at nursery.

## 7) What we ask of you

- Inform us of any change in circumstances, for example addresses and telephone numbers.
- Support us regarding behavioural concerns, so that situations can be improved.
- Inform us in writing of the names of people who will be collecting your child.
- Do not smoke or swear whilst on our premises.
- Pick children up at the agreed times and try not to disturb activities that are taking place.
- Inform us of any changes in hours or cancellations as soon as possible. We will do our best to accommodate changes.
- Pay your bill on time.
- Always treat staff with respect and direct any comments/complaints to the appropriate people i.e., Supervisors or Managers.
- Inform us of any illnesses etc that your child contracts.
- Apply sun cream to your child before they come to nursery in sunny weather.

## 8) Admissions procedure

### Getting a feel for nursery

We will make an appointment for parents to meet with a member of the management team, who will show them around the nursery premises and answer any questions they may have.

### Booking a place for your child

Parents need to complete the registration form to book their child into nursery. The registration form lays down the terms of the agreement so that there are no misunderstandings. It is important that you read this carefully and ensure all consents are signed where applicable. We are happy to answer any questions you may have before you sign it. There is an FE1 form to complete for children in receipt of government funding.

We cannot accept a booking until we have a complete set of forms. We will confirm whether there is space available in the preferred sessions. If we are unable to offer your preferred sessions, we will offer alternatives or put your child's name on a waiting list until a place becomes available at the preferred time. Spaces usually become available in September, as this is when other children leave the nursery to go to school. Sometimes a space may become available if a child leaves mid-year, and this space will then be offered to the child at the top of the waiting list. Once a place has been confirmed, we will confirm your place via email, at this point we will ask you to pay 1 week's fees in advance.

There is a £50 registration fee to secure your place.

### **Leaving your child for the first time**

If the child becomes distressed, their Key Person will comfort and distract the child for a while. If they remain distressed, parents will be contacted and asked to collect their child. The process will then be taken at a slower pace for this child until they are fully settled.

## 9) Safety

Children are their parent's responsibility when the parents are on the premises; staff only become responsible once the parents have left the building. We ask parents to be extremely cautious when dropping off and picking up their children. On arrival and departure, please ensure that you close all doors and gates behind you and do not let anyone you do not know into the building. Always ensure that the appropriate staff know when you are taking your child. **Please do not let any other children out of the building as you arrive or leave.**

Please inform us who will be collecting your child in advance, we operate a password system, so the person collecting will be asked to give the password.

### **10) Timekeeping**

Spaces are booked on an on-going basis. We arrange staffing levels according to these booked times, so early drop-offs and late pick-ups mean that we will have to arrange emergency staffing cover. Please make all efforts to drop-off and pick-up your child at the arranged times. In an emergency, please let us know if you are going to be early or late so that we can arrange appropriate staffing. All early drop-offs and late pick-ups will be invoiced at full rate.

### **11) Term-time care**

You can opt for your child to attend nursery during term-time only, children in receipt of 30 hours funding can opt to stretch the funding over 50 weeks of the year which is 22.5 weekly hours. Children will be given the chance to book extra sessions during school holidays approximately 4 weeks in advance of each holiday.

Ask for more details if this is something you would be interested in.

**“Term-time only”** means that your child will attend nursery for 38 weeks a year, coinciding with Derbyshire school terms. We DON'T have inset days so there is 1 week per year (which Derbyshire County Council determine where there is NO funding available. We will inform you when this is. You (or the government if your child is funded) will be charged for the whole term, whether your child attends or not (i.e. there is no provision for holidays). We will not expect your child at nursery during the school holidays, although you can book them in to attend (at our normal hourly rates). Holidays taken during “Term Time” must be paid for as must days off through sickness.

### **12) Sickness and Medicines**

All of our Nursery Assistants, Supervisors and Managers are trained first aiders. However, we do not have the facilities to nurse sick children. If your child becomes ill during the day or has sickness/diarrhoea, we will call you and request that you collect them.

If a consent form has been signed, we can administer non-prescription medicines (e.g. Calpol) and most prescription medicines (**please see our Medication Policy**) However, we can only administer medicines containing Aspirin if prescribed.

Please do not send your child to nursery if they are already ill. Specifically, the Health Protection Agency requires us not to accept a child who has had sickness &/or diarrhoea for 48 hours after their last episode. We rigorously enforce this rule to protect other children and staff. If you are not sure about an illness, please phone the nursery in advance and discuss their condition with a member of staff. If a child is not attending nursery because of illness, we ask that parent's phone us as soon as possible so that we can re-plan nursery activities.

#### Medication Procedure

1. Medicine (both prescription and non-prescription) will only administer where permission has been obtained from parents and carers.
2. Medicines can be prescribed by; - Doctor, Dentist, Nurse Prescriber, Pharmacist Prescriber
3. **Antibiotics – if a child is given a new prescription for antibiotics, they will need to stay at home for 24 hours after the first dose in case they have a reaction.**
4. Non-Prescription Medicine (e.g Infant paracetamol such as Calpol, or infant pain reliever (ibuprofen) such as nurofen) – Nursery will only administer one non-prescription medicine in response to a child having symptoms.

We will not administer it at regularly intervals. If a child needs multiple does of non-prescription medication the likely hood is that they are not well enough to attend nursery. Nursery will only administer one non-prescribed medication per day (either infant paracetamol or pain reliever).

Medication must not be given to a child for more than 3 consecutive days.

5. Piriton – this may be administered in an emergency (with verbal parental consent before administration when possible). Staff will monitor the child and contact parents accordingly.
6. Medicines MUST be in original containers with instructions so that they can be administered correctly.
7. Medicines will be stored in the medication cupboard or the fridge away from children.
8. If a syringe is supplied with a child's medication the syringe must be used. If a syringe is not provided and the dosage is not 2.5mls or 5mls then nursery will not administer the medication.
9. Ask parents if it is possible to give medicines before or after sessions.
10. NEVER force a child to take medicines if they refuse. Inform parents on the day that you have been unable to administer the medicine.

11. Staff must fill in the medication record and input the following information. - Name of medication - Whether it is unscheduled or scheduled (if scheduled a time will need to be given) - Dose (amount) - Dose (unit) - Reason for the medication - The final day the medication is required. - Medication expiry date - Once opened do-not use after date. - Any known side effects. - Any other notes Parents will need to acknowledge this form and should do so as promptly as possible.

12. When it is time for the medication to be administered staff need to check the medication record on and complete this in line with the medication being administered. Parents will need to acknowledge that the medication has been administered and should again do so as promptly as possible.

14. Cream e.g., nappy cream, can be administered without filling in a consent form if it is in the child's changing bag.

15. Teething – with the exception of Ashtons or Nelsons powders which contain no drugs, all teething gels must be prescribed or accompanied with a letter from the GP.

16. Children under 16 should never be given aspirin unless prescribed.

**ALL MEDICATION MUST BE WITHIN IT'S ORIGINAL PACKAGING – THIS IS PARTICULARLY IMPORTANT WITH REGARDS TO PRESCRIBED MEDICATION.**

Long term medical needs. A HEALTH CARE PLAN will be drawn up for those children with a long-term medical need, if we have information about the child's condition and a consent form has been filled in by the parent any medicines can then be administered. Training will be accessed for staff where the administration of medicine requires medical or technical knowledge.

**A child who has a temperature of 38 C or above will need to be collected immediately.**

### **13) Student placements**

We provide placements for students enrolled on childcare-related courses at local colleges. Students will be involved in the care and education of the children but will be supervised at all times. The majority of students will also carry out observations on the children as part of their coursework.

### **14) Invoices**

Invoices are sent out approximately every 4 weeks using the Tapestry platform and we request payment within 7 days of receipt. Prompt payment allows us to pay the people that look after your child. You can also pay weekly. **We accept cash on site, bank transfers and childcare vouchers, which are a tax efficient payment method offered by many employers. If your employer uses this system, please speak to management. Tax-Free Childcare is a government initiative allowing most parents to gain some kind of support for childcare**

If you have any difficulty paying your invoice, please speak to us immediately so that we can arrange re-payments over a longer period of time. If we do not receive payment in 7 days and have not heard from you, then a second letter will be sent requesting full payment. At this stage we will also reserve the right to no longer provide childcare for your child(ren). If payment is still not received, then your account will be passed onto a debt recovery agency who may add their fee onto the amount due. If invoices are outstanding when the following months invoice is generated there is an automatic £25 late payment fee added.

### **15) Notice period sessions/ additional sessions**

4 week notice in writing is required by parents of nursery children to change or cancel places. We do try to be flexible and accommodate additional sessions if you need them. Nursery can also give notice, usually one month. Failure to comply with certain aspects of the parental agreement (e.g. if payment has not been received) may result in immediate notice.

### **16) What to bring to nursery**

- It is helpful to provide a change of clothes for nursery children, in case theirs get wet or dirty during our activities. Children who are potty-training may require more spare clothes – especially underwear. We have spare nursery clothes for emergencies, but children often prefer to wear their own. Parents usually bring a “nursery bag”.

- On sunny days, children should wear appropriate sun protection – e.g., a sunhat and sun cream. We expect sun cream to be applied to children at home before a nursery session. We will reapply sun cream in the afternoon only to those children who have been with us all day. On cold / wet days, children should have suitable outdoor clothes and footwear – including waterproof coat, hat, gloves and wellies as necessary. This ensures that they are able to enjoy the outdoor activities fully.

We also ask that parents supply their preferred brand of nappies, wet wipes and creams. Again, these can be left at nursery. We can provide our own but there will be a charge for these.

### **17) Safe Sleep**

We aim to ensure that all children have enough sleep to support their development and natural sleeping rhythms in a safe environment.

We ask parents to share details on their child's sleeping routines with the child's key person when the child starts at nursery and these are reviewed and updated at timely intervals. Children will sleep flat either on sleep mats or a flat lying buggy and they are monitored while sleeping.

**Safe Sleeping Policy** The safety of babies sleeping is paramount. Our policy follows the advice provided by the Cot Death Society and Lullaby Trust to minimise the risk of Sudden Infant Death. We make sure that...

- Babies are placed on their backs to sleep, if a baby has rolled onto their tummy, you should turn them onto their back again, however once a baby can roll from back to front and back again, on their own, they can be left to find their own position
- Babies/toddlers are never put down to sleep with a bottle to self-feed
- Babies/toddlers are monitored visually when sleeping. Checks are recorded every 15 minutes and babies are never left in a separate room without staff supervision at all times
- When monitoring, the staff member looks for the rise and fall of the chest and if the sleep position has changed.
- As good practice we monitor babies under six months or a new baby sleeping during the first few weeks every five minutes until we are familiar with the child and their sleeping routines, to offer reassurance to them and families We provide a safe sleeping environment by:
  - Monitoring the room temperature
  - Using clean, light bedding/blankets and ensuring babies are appropriately dressed for sleep to avoid overheating
  - Only using safety approved sleeping equipment (mats) that are compliant with British Standards regulations, and mattress covers are used in conjunction with a clean fitted sheet
  - Only letting babies sleep in pram/pushchair if they lie flat and we have parent's written permission
  - Not using cot bumpers or cluttering cots with soft toys, although comforters will be given where required
  - Keeping all spaces around beds clear from hanging objects – hanging cords, blind chords, draw string bags
  - Ensuring every baby/toddler is provided with clean bedding.
  - Transferring any baby who falls asleep while being nursed by a practitioner to a safe sleeping surface to complete their rest
  - Having a no smoking policy
  - Blankets are not placed over cots or prams to ensure that we can see the child at all times and to ensure the blanket cannot fall on the child We ask parents to share details on their child's sleeping routines with the child's key person when the child starts at nursery and these are reviewed and updated at timely intervals. If a baby has an unusual sleeping routine or a position that we do not use in nursery (babies sleeping on their tummies, we will explain our policy to parents and not usually offer this unless the baby's doctor has advised the parent of a medical reason to do so. In which case we would ask them to sign to say they have requested we adopt a different position or pattern. We recognise parents' knowledge of their child with regard to sleep routine and will, where possible, work together to ensure each child's individual sleep routines and well-being continues to be met. However, staff will not force a child to sleep or keep them awake against his or her will. They will also not usually wake children from their sleep. Staff will discuss any changes in sleep routines at the end of the day and share observations and information about children's behaviour when they do not receive enough sleep.

### **18) Child Protection & Safeguarding Policy**

Working with Derby and Derbyshire Safeguarding Children Partnership, we have created an environment where children are safe. Our full policy is available to view and is updated annually. We will take every step to build trusting and supportive relationships between families and staff, including:

- All staff and volunteers have an enhanced Disclosure and Barring check (DBS). No-one is left alone / unsupervised with children until their DBS check has returned clear.
- All qualified staff have completed a child protection module as part of their training.
- Social Care and Ofsted have strict guidelines, which we follow.

Changes in children's behaviour and appearance will be monitored, with parents normally being the first point of reference.

- **Child collection**

It is a requirement that a parent gives permission (verbal or written) if anyone other than either parent is going to collect a child; we can only release a child to a named adult. Minnie Me keeps a record of all adults who will be collecting each child on a regular basis. This information can be given initially on your registration form. If someone other than a named person is collecting your child a child collection form needs to be completed. It is the responsibility of parents to keep staff informed of all adults who will be collecting their child. In the event of unforeseen circumstances or an emergency (you require someone to collect your child who isn't named, and you haven't informed us in writing) you must speak to a supervisor or manager who can authorise a collection. Collection passwords are used, and these are recorded on child collection forms or recorded in the diary or message book for the specific day/collection.

Parents living apart. Sometimes parents do not live together, or relationships change whilst children attend nursery. Minnie Me will try its best to support both parents to amicably arrange drop offs and pick-ups for the child(ren). When the relationship between parents is not amicable, one parent may want to request that only they can pick the child up. However, we have no legal right to prevent either parent from collecting their child unless there is a court order in place, or the child is the subject of child protection procedures. In these two specific circumstances, if the parent who is not allowed to collect the child attempts to do so, we are required to phone the responsible parent and the police before releasing the child from our care. If there is no court order or child protection proceedings, we must advise the parent making the restrictive request that we cannot prevent the child being collected by either parent but that we can inform them immediately should the situation arise. If there is an abusive/dangerous situation or confrontation, we will call the police.

## **19) Child protection**

The Designated Leads for child protection are Nicola Leah, Donna Bingham, Clare Sutton and Rachel Lea who ensures that the guidelines and procedures set out by the Derby and Derbyshire Safeguarding Children Partnership are followed. Advice may be sort from the Advice line for professionals at Derbyshire Starting Point on 01629 535353. Urgent cases should be reported on 01629 533190. All staff have a responsibility for the children in their care. If they have any concerns about a child, they will raise them with a nursery Supervisor and record them in the child's folder.

Examples of concerns include:

- Any significant changes in a child's behaviour or development - for example if a child who is usually confident and eager becomes withdrawn and does not appear to be progressing.
- Any unexplained marks. These must also be noted on an incident sheet.
- Any comments made by a child, which gives cause for concern.
- Any deterioration of a child's general well-being.

Please note: Any bruises to the child caused non-accidentally must be reported to Starting Point. Most issues can be sorted out at the initial stage between Supervisor and parent. If there are still concerns a meeting will take place where the Supervisor, Manager and the parent can discuss concerns and issues. The outcome of the meeting will be recorded in the child's folder. If the concern is of a serious nature, then a second member of staff will be present as witness. Parents will always be the first point of reference, unless it is considered the child is at serious risk, the protection of the child is our first priority. If the parent does not agree to discuss the issue, then the nursery will report the matter to starting point.

**Staff responsibilities** Staff are responsible for ensuring that they keep their child protection training up to date by reading the information that Minnie Me provides from sources including: Ofsted; the local Child Protection Unit and Social Care; support groups e.g. NSPCC. Staff will carry out the policies and procedures of Minnie Me and take the opportunity to go on the courses that are made available to them. All staff have a duty of care to report any concerns to the setting's designated safeguarding lead who will refer to the Derbyshire thresholds. All staff know and understand they can escalate the safeguarding procedure by reporting to starting point directly. The safety of children is always our main priority. It is important that staff avoid putting themselves in situations that may lead to allegations

being made against them. They will ensure that there is a witness if they have to deal with a sensitive situation (e.g., if they have to restrain a child to avoid injury to the child, other children or themselves) and will document any incident or accident

## **20) Meals**

All meals provided are nutritious and healthy and cooked on the premises and are in line with Government Nutritional guidance. We have a rotating weekly menu and will cater for all dietary needs. All staff hold a food hygiene certificate, and a number of our staff have an Allergy Awareness qualification. You will be asked to provide information on dietary needs and requirements on the registration form.

The daily cost of meals are as follows: -

Breakfast 80p, Lunch £4, Tea £2.50

Snacks and drinks are included in the hourly rate for under 2's and as part of the additional charges for funded children. You have an option of providing a healthy packed lunch for your child and for this there is a £2 per day cover charge. If a packed lunch is provided from home it must comply with our Nursery Policy which is in line with the Government Nutritional Guidance. We will reserve the option to not give children any foods provided from home which we consider unhealthy or may cause risk of harm. (For example – whole grapes, energy drinks, chocolate, sweets, crisp, fizzy pop) Also, because some children have a severe nut allergy, we ask that nuts are excluded from packed lunches. We can warm up your own baby food brought from home (for children under 12 months), again there is a £2 per day cover charge for this service.

## **21) Consumables charge for children in receipt of funding.**

The funding nurseries receive from the government is well below the private hourly rate, which means to keep business viable and to pay staff, business overheads and other costs, many nurseries are having to charge a consumable fee. This fee goes towards covering costs not included in the funding, e.g. snacks, suncream, consumable items, building costs, insurance etc. A full list is available on request for parents who choose to provide all consumables rather than pay the additional charge. For children in receipt of 30 funded hours the weekly charge is £15, for children receiving 15 funded hours the weekly charge is £7.50.

## **22) Policies**

All our policies and procedures are available for parents to read at any time. Policies are updated regularly to ensure they cover all updates and government guidelines.

## **23) Nursery Inspections**

Ofsted, Derbyshire County Council and The Health and Safety Executive - who collectively look at every aspect of the business - will inspect the nursery regularly. We have a positive outlook to these inspections and regard them as an opportunity to improve. We also try to set our day-to-day standards higher than necessary, not just when the inspectors come.

Ofsted reports are available for parents to read and print via the website at [www.Ofsted.gov.uk/reports](http://www.Ofsted.gov.uk/reports). Our registration number is 2518542. (previously EY405616) so you can see past inspections too.

## **24) Funding and help towards childcare costs**

Government Funding for **three- and four-year-olds**.

From the term after your child's 3rd birthday, they are entitled to 15 Universal hours of funding. You will need to complete an FE1 Form and return it to nursery so we can claim on your behalf.

Funding is claimed each month, based on the sessions your child is actually attending. Adjustments to funding can be made at specific points of the year. You can choose to decrease or increase your hours, but in some cases, you may have to pay for the sessions. Please note that Minnie Me requires 4 weeks notice to reduce children's sessions. Your child can attend two settings and claim funding at both. We are also required to verify your child's entitlement by seeing proof of age – this can be their birth certificate, passport, or red book. We are now asking to see this on registration.

An additional 15 hours of extended funding may be available to 3 & 4 years olds of parents who work a minimum of 16 hours per week.

Please note this is not 'free' funding. There are charges for meals, and additional services. For information about funding please visit the childcare choices website.

Funding for Children **9 months plus** (working parents 16 hours per week +) are eligible for 30 hours funding.

Please note this is not 'free' funding. There are charges for meals, and additional services/consumables. For information about funding please visit the childcare choices website. [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Government funding for Eligible two-year-olds – Low income, additional support funding.**

Derbyshire County Council will fund some children from the term following their 2nd birthday. Families are required to meet one or more of the following eligibility criteria;

1) In receipt of one or more of the following:

- Income support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of the State Pension Credit
- Child Tax Credit and/or Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190

#### Children in Care

Children with a current Statement of Special Educational Needs or an Education, Health & Care Plan  
Children who have Left Care through Special Guardianship or an Adoption or Residence Order.

Children in receipt of Disability Living Allowance

Children of Care Leavers

Children from Traveller Communities

Teenage Parents

Children who are the subject of a Child Protection Plan ("Section 47")

Children in Need ("Section 17")

If you think your child may be eligible, please contact the Childcare Improvement Service on 01629 539319 or [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk) for the initial eligibility check.

We cannot allocate places until you have received an eligibility confirmation letter from DCC.

**Tax credits** As part of Working Tax Credit, you may qualify for extra help towards the costs of childcare. If you do qualify, the total amount of help you receive will depend on your income. Working Tax Credit is for people who are employed or self-employed, who:

- usually work 16 hours or more a week  are paid for that work, and
- expect to work for at least 4 weeks. and who are:
- aged 16 or over and responsible for at least one child, or
- aged 16 or over and disabled, or
- aged 25 or over and usually work at least 30 hours a week. Log onto [www.taxcredits.inlandrevenue.gov.uk](http://www.taxcredits.inlandrevenue.gov.uk) for more details.

Minnie Me may be contacted to give details of your child's hours and costs to the Inland Revenue. You receive the childcare element of the payment which you use to part pay your fees.

#### **Tax-Free Childcare**

- For working families, including the self-employed, in the UK
- Earning under £100k and at least £152 per week (equal to 16 hours at the National Minimum or Living Wage) each
- Who aren't receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-16 if disabled)
- For every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year. You can receive up to £2,000 per child per year - that's up to £500 every three months. If you have a disabled child, you can receive up to £4,000 per child - that's up to £1,000 every three months. You, and any partner, must be over 16 and each expect to earn (on average) at least £152 per week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity, or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You can't get Tax-Free Childcare if either you, or your partner, each individually expect to earn £100,000 or more.

**Childcare Choices**

The childcare choices website really is a one stop shop and can help with all types of funding, tax free childcare, tax credits, universal credit, and support while you study. There is a link to the website below.

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**25) Contact details**

Our website address is: **[www.minniemenursery.com](http://www.minniemenursery.com)**

Our email address is: **[minniemeps1@gmail.com](mailto:minniemeps1@gmail.com)**

We can be contacted by post at the following address:

Minnie Me Preschool  
 Unit 3-4 Tongue Lane Industrial Estate  
 Dew Pond Lane  
 Fairfield  
 Buxton  
 SK17 7LF

We can be contacted by phone on the following numbers: **Preschool - 07761 941 625**

Nicola – 07969 485 305

You can also find us on Facebook and we have a closed group on face book – Minnie Me Stars just for our current parents to see day to day activities and get news updates.

<p><b>CHILDCARE SESSION PRICES</b></p> <p><b>Our opening hours are 7.30am – 6pm all year round (except for 2 weeks over Christmas)</b>  <b>Breakfast is served 8am – 8.30am, Lunch is served between 12pm and 1pm and Tea is served at 5pm</b>  <b>Snacks at 10am and 3.30pm are included in the hourly rate (supplementary for funded children)</b>  <b>Drinks are included, Milk/water at snack time. Water at other meals. Water is available throughout the day.</b></p> <p><b>We offer from a minimum of 2 sessions (6 hours) up to full weeks.</b></p>	
<p><b>3mth - 2 years:</b> - Hourly Rate £11.00  <b>2-3 years</b> - £10  <b>3-5 years:</b> - Hourly Rate £9.00</p> <p>Funded hours 2 plus years can be taken termly between the hours of 9am – 3pm (day) or 9am -12.00 / 1pm– 4pm (half day session)                  Under 2 years can take funded hours all day 7.30am – 6pm.</p> <p><b>Stretched funding-</b> If you are in receipt of 30 hr funding you can stretch this throughout the year making it 22.5 funded hours each week over 50 weeks.</p> <p><b>Additional consumable charge for funded hours</b>                  £7.50 per week (15hr funded) or £15 per week (30hr funded) is payable to cover costs not included in funding.e.g snacks, suncream, consumable items. A full list is available on request if parents choose to provide all consumables rather than pay the additional charge.                  Additional hours are charged at the hourly rate.</p>	<p style="text-align: center;"><b>Meals</b></p> <p>Breakfast 7.30am – 8.30am 80p per day                  Lunch 12pm – 1pm £4 per day                  Service charge for providing your own packed lunch/                  Baby food £2 per day                  Tea 5pm £2.50</p> <p style="text-align: center;"><b>Late Pick up charges</b></p> <p>£8 for up to 30 minutes                  £15.00 for up to 1 hour                  Minnie Me closes at 6pm. Parents arriving after 6pm will be charged £15 for each 15 minutes. After 6.30pm Parents will be charged £25 for each 15 minutes.                  This is to cover the wages of 2 staff that must remain with your child.</p>
<p><b>FUNDING TERM TIME</b></p>	
<p>We work to the term dates set out by Derbyshire County Council. We do not have Inset days which means there is 1 term week per Year which is <b>UNFUNDED</b>. We will inform you of this week in advance. We will still be open, and your child CAN attend but you Will be charged at the standard rate unless you have opted to stretch funding. You can of course keep your</p>	

Child at home and no additional costs will be incurred.	
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<b>SCHOOL HOLIDAY PROVISION</b>	
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During school holidays you will be given the opportunity to book extra sessions unless you have opted to stretch funding. You can book as many or few sessions as you require and booking a place opens a few weeks before the school break is due. The same fees apply, meals and snacks will be provided and charged for accordingly.	
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<b>REGISTRATION</b>	
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£50 registration fee is charged to reserve your place	
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If you are registering for a fully funded place you can just pay the monthly fee in advance (not the £50 deposit)	
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Your first month is payable at time of registration/ first week. Invoices are done on a 4-weekly basis at the beginning of each month.	
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You can pay them weekly/ 4 weekly in advance either by bank transfer or in the setting in cash.	
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Fees are due within 7 days of receipt of invoice. There is a late payment charge for invoices paid after the 7 days of £25	
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Non-payment of fees may result in your child's place being withdrawn and legal action being taken.	
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