

# Lilliput Children's Day Nursery Ltd Prospectus



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## **"A Bright Future Starts Here"**

**Lilliput Day Nursery in Rubery** is privately owned, and offers nursery care for children between the ages of 3 months to 5 years, accommodating a total of 50 children.

The aims of the nursery;

- To provide a happy, safe, stimulating environment where children are offered a full range of fun experiences and activities which are planned to promote development and learning.
- To ensure the welfare and safety of the children is maintained and to safeguard all children.
- To ensure that every child is treated with equal respect and that their individual needs are met by working in partnership with their parents.
- To promote understanding of the cultural diversity of our society and ensure that no child is discriminated against for any reason.
- To maintain confidentiality regarding our children, their families and our staff.
- To provide a full educational grounding following the EYFS in all development areas: (Communication and Language, Personal, Social & Emotional, Physical, Literacy, Mathematics, Understanding the World and Expressive Arts & Design.), whilst ensuring the children's safety and enjoyment.

### **A bright future starts here.**

During 2018 our nursery has undergone a refurbishment which we are very proud of. It is now a bright, calm and natural environment which is more open plan and allows our 2 - 5 year old children to free flow between rooms and the garden. Our babies also have a completely newly refurbished room which they love.

#### **Baby Room**

Our baby room is for babies aged from 3 months until they are 2 years old. It is a bright, spacious and calming environment. We provide lots of natural and recycled resources to encourage the early development of hand eye co-ordination, fine and gross motor skills and develop curiosity, imagination and social interaction.



There is a separate milk kitchen, sleep room and changing area. 9 babies are accommodated in here with 3 staff caring for them and supervising them. The sleep room is monitored every 5 minutes with staff physically checking each sleeping baby and recording this. There is also a window so that staff can always see the sleeping babies.



Our babies are encouraged to be independent with their drinking and eating when they are ready. Activities are provided including art (messy and sensory exploration), music and physical play, that are age and developmentally appropriate. We use lots of open ended and natural resources to encourage creativity, imagination and curiosity. All babies have access to the garden.

Individual routines are followed to fit in with home life such as nappy changing, sleep and feed patterns. The staff promote language skills through verbal games, rhymes, song bags and stories in addition to their normal verbal interaction with the children.

### Little Learners and Pre- School (2-5 year olds)



Our main nursery area consists of 4 large open plan rooms which cater for our 2 - 5 year old children.

**Little Learners** is for children aged 2 - 3 years old.

They have a large room which has dividing doors that can make it 2 separate rooms

**Pre School** is for our 3 - 5 year old children.

This is also a large room with a sink area for the children to wash their hands after getting messy.

There is also a large open plan area in the middle of these two rooms and throughout the day our 2 - 5 year old children will be able to free flow between all areas and the garden.

A planned routine is provided allowing for free play, free flow and focused activities that are appropriate to the age and development of the children. Activities are provided that encourage the children's social and emotional development as well as their language, concentration, physical skills, imagination and curiosity.



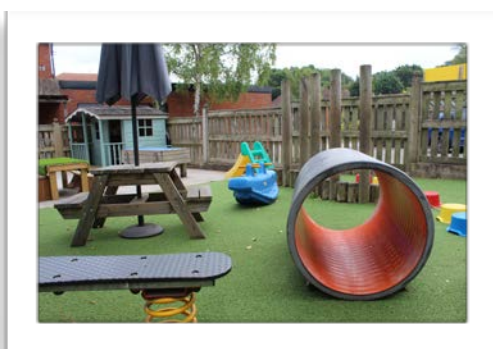
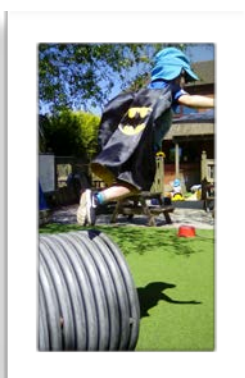
The children's routine and activities are planned following the Early Years Foundation Stage (EYFS) and to aid the individual development of the children. Children's independence and hygiene skills are encouraged in these rooms when the children are ready.

All routines and experiences aid the individual development of the children to ensure they are ready for their transition to 'Big School'.

The children in here will do messy/creative activities such as painting, play dough, sand and water play which are accessible every day and quieter activities such as story time, get together time, construction, mark making and role-play. They also have access to lots of loose parts, natural and recycled resources.

### The Garden

All of our children have the opportunity to go outside several times a day. Our 2 - 5 year old children are able to access the garden whenever they wish as part of our free flow area. We have a lovely garden with a covered decking area. We provide all in one rain suits and wellies so that children are able to access the garden and get messy and creative whatever the weather.



### Soft Play Area and Ball Pool



We also have a lovely soft play area with ball pool that all children have the opportunity to use.

**We are registered to take Nursery Education Funding for \*eligible 2 year olds, 3 and 4 year olds. (\*15/30 hours EEE funding) (\*conditions apply.)**

### EYFS

We work towards the Early Years Foundation Stage Principles (EYFS) which is essentially a curriculum for Nurseries, implemented by the government and OFSTED. The document identifies three prime areas of learning and four specific areas of learning which we will aim to cover each day.

**The prime areas are :**

- Personal, Social & Emotional Development (PSED)
- Physical Development (PD)
- Communication & Language (CL)

**The specific areas are:**

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design
- We encourage child-led learning, where we listen to the children and allow them to decide what activities/toys they are interested in.

Our planning is available to be viewed on the wall for all parents to see and add to if they wish.

**"Children learn best when they are relaxed and having fun. This happens when they are playing"**

### **Settling in/Key Person Role**

Your child will have their own key person for the period of time they are in a room. You and your child will be able to build a positive relationship which will help all parties work together for the benefit of the child during their time with us. The key person will make observations on their progress using the online learning journey Tapestry.

All children have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage. This creates a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading your own photos and comments or commenting on observations made by us.

This helps to provide a strong partnership between the setting and home as well as encourage and promote the children's ongoing development from when they first attend nursery through to when they leave to attend primary school.



Leaving your child for the first time is one of the hardest things you will do. We offer a settling in period where parents can stay as long as they feel they need to. You are welcome to call or come to the nursery at any time and staff will work alongside you to help both you and your child settle into Lilliput.

We also have events and workshops within the nursery where parents are encouraged to come and spend time with their child and their key worker. We hold several of these during the year doing activities such as arts & crafts, cooking and Christmas activities.

### **Meal Times & Menu**

We have our own cook who provides breakfast, mid-morning snack, a freshly cooked lunch and afternoon tea for the children with fresh drinking water available all day in all rooms. Dietary requirements are catered for and all staff are made aware of these. We cater for various special diets and have experience with food allergies. All dietary requirements are discussed fully before a child starts. We follow the guidelines of The Children's Food Trust and StartWell to ensure the food we give to the children is healthy.



## 5 Star Food Hygiene Rating

We have been awarded 5\* food hygiene rating from Bromsgrove District Council, planning and environment Services for all of our inspections over the years we have been open. We are very proud of this achievement and this reflects the high standards that the nursery has.



Examples of our typical menu are as follows:

Breakfast	Mid morning snack	Lunch	Tea	Alternative
Cereals, toast, scotch pancakes, yogurt, dried fruit, milk, fruit juice or water	Fresh fruit, carrot or cucumber, hummus, breadsticks, wholemeal toast, milk or water	Cottage pie, carrots, peas and gravy. fruit crumble, Roast dinner, fresh fruit salad. Fish pie, peas, carrots & parsley sauce, bananas & custard	Cream crackers, cheese. Assorted sandwiches, beans on toast, pizza, yogurt, fresh fruit. Milk or water	A variety of alternative options are available depending on children requirements

At **Lilliput Day Nursery** meals times are a social occasion where children can learn to chat to others and feed themselves and continue to learn table manners. Little Learners and Pre school children are encouraged to help serve their meals safely using the appropriate utensils.

### Special and Additional Needs

**Lilliput Day Nursery** is committed to including all children and their families equally, regardless of ability or special needs. We will work with the family and other professionals to ensure this is achieved, where possible. We have our own SENCO co-ordinator who has built up a close relationship with the Worcestershire Area SENCO.

### Parent/Nursery Communication

#### Newsletters

Once a month, you will receive a newsletter either via e-mail, Tapestry or a paper copy if preferred. It will contain information on the previous month, important dates and future events, staff news, room news etc.

#### Parents Evening

We hold parent's evenings for each room 3 times a year. These fall around the same time as we complete the children's progress checks. We inform you in advance so you are able to book a time slot with your child's key person. During this time you can discuss your child's progress and share ideas with us to help us to work in partnership to promote your child's future development.

Don't forget  
Parents'  
Evening!

### Open Door

We aim to have a very open and honest relationship with our parents so offer an open door policy, which allows parents to come to management or staff at any time should they wish to.

### First Aid and Millies Mark

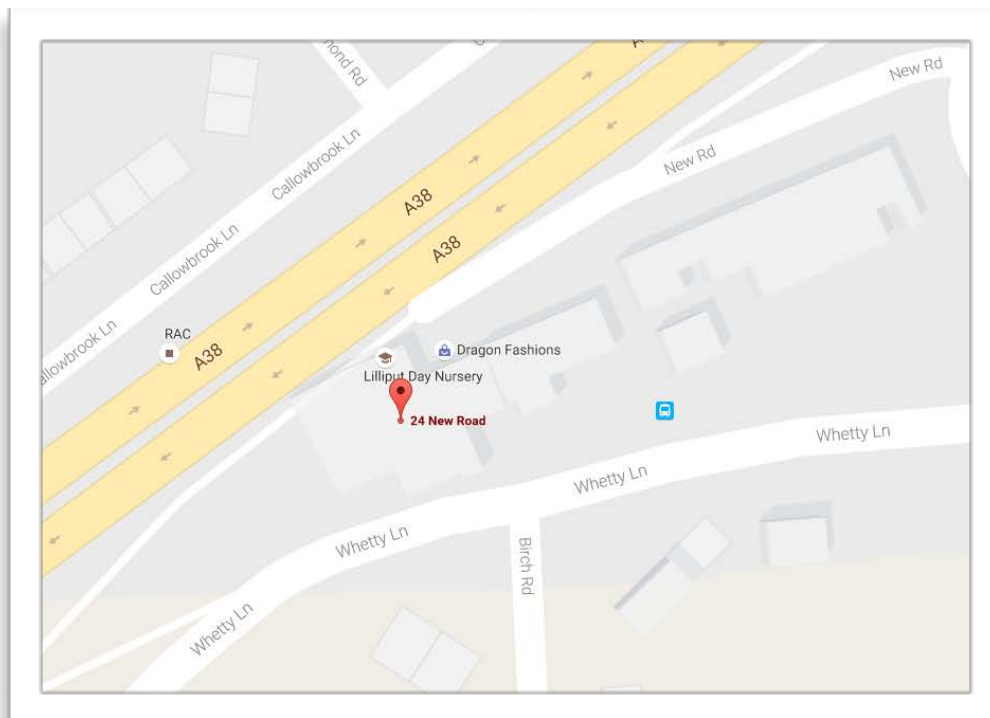
We have always ensured that all of our staff are paediatric first aid trained but during 2018 we were awarded the accreditation of Millies Mark, the gold standard in paediatric first aid for early years providers.

This means we go above and beyond what is legally required from us to help keep children safe.



### We are situated here...

The entrance to the premises is via Whetty Lane which is at the end of Rubery high street. There is an onsite car park for parents to use when dropping off and collecting.



**"A Bright Future Starts Here"**

## Fees From 1st April 2019

refundable registration fee\*

£50.00 for all fee paying and additional hours children

£25.00/£50.00 for all enhanced resources children

Refundable deposit\*

£25.00/£50.00 for all funded only, zero cost children. Any extra hour or part hour £8.50

(\*conditions apply, please see Admissions and waiting list policy. A full time discount applies)

\*7.30am - 8.00am pre bookable (this half hour needs to be booked in advance but is at no extra cost)

Ages	Days/Weeks 8.00am - 6.00pm	School Day 9.00am - 4.30pm	Morning session 8.00am - 1.00pm	Afternoon Session 1.00pm - 6.00pm
0 - 3 years	£55.15 per day £247.70* per week	£47.41	£35.50	£34.50
3 - 5 year	£53.55 per day £237.60* per week	£45.85	£34.10	£33.10

### Funded Sessions

#### Our Little Learners Just 15 (570 hours)

**Without additional day care for eligible 2 year olds**

Some sessions where applicable include meals and enhanced resources. Only some sessions are zero cost

A £25.00 refundable deposit is payable to register your child for 2 year funded only sessions.

15 hours for eligible 2 year olds, 1:4 ratio

Flexible Funded Sessions

Session times include meals where applicable and enhanced resources

<b>12 hrs/week for 48 weeks of the year = 576 hours (you are funded for 570)</b>	9.00am - 5.00pm(8 hours per day) + 9.00am - 1.00pm (4 hours per day)	Lunch £3.00 Afternoon tea £2.00 You have the option to bring a healthy packed lunch and tea at no extra charge. Mid morning snack is provided.
	9.00am - 5.00pm(8 hours per day) + 1.00pm- 5.00pm (4 hours per day)	
	9.00am - 1.00pm(4 hours per day x 3 days)	
	1.00pm - 5.00pm(4 hours per day x 3 days)	

**With additional Day Care (wrap around care and enhanced resources) for eligible 2 year olds**

The table below details the costs if you require additional hours on top of your funded sessions. Full nursery terms and conditions apply as well as a non refundable £50.00 registration fee. These sessions are charged by calculating the fees and the funding over 51 weeks and dividing by 12 months.

15 hours for eligible 2 year olds, 1:4 ratio  
with wrap around care and enhanced resources

Full day 8.00am - 6.00pm

	1 day 8 hrs/408 hrs	1.5 days 11.18 hrs AM/PM	2 days 5.59 hrs	3 days 3.73 hrs	4 days 2.8 hrs	5 days 11.18 hrs/ week
Per day/*week Per month	13.55 57.59	*33.03/*32.04 140.39/136.14	26.10 221.85	35.78 456.20	40.63 690.71	*189.59 805.76
8.00am - 1.00pm						
	1 am/pm 5 hrs/255 hrs	2 am/pm 5 hrs/510 hrs	3 am/pm 3.73 hrs	4 am/pm 2.8 hrs	5 am/pm 11.18 hrs/week	
Per day/*week Per month	9.50 40.38	9.50 80.75	16.13 205.66	20.98 356.66	*119.39 507.41	



1.00pm - 6.00pm					
Per day/*week	8.50	8.50	15.13	19.98	*114.39
Per month	36.13	72.25	192.91	339.66	486.16
School Day 9.00am - 4.30pm taken over 51 weeks with 11.18 hours per week funding of a minimum of 2 days					
	1 SD 7.5 hrs/382.5	2 SD 5.59 hrs/day	3 SD 3.73 hrs/day	4 SD 2.8 hrs/day	5 SD 11.18 hrs/week
Per day/*week	8.41	18.36	28.04	32.89	*178.94
Per month	35.75	156.06	357.51	559.13	760.50

## Our Pre School Children Just 15 (570 hours)

Without additional day care for 3 & 4 year olds

15 hours for 3 - 5 year olds, 1:8 ratio Session times include meals where applicable and enhance resources		
12 hrs/week for 48 weeks of the year = 576 hours (You are funded for 570)	9.00am - 5.00pm(8 hours per day) + 9.00am - 1.00pm (4 hours per day)	£19.50 per week / £85.10 month
	9.00am - 5.00pm(8 hours per day) + 1.00pm- 5.00pm (4 hours per day)	£18.50 per week / £80.73 month
	9.00am - 1.00pm / 1.15pm - 5.15pm (4 hours a day x 3 days)	£19.50/£18.50 £85.10 / £80.73 month
3 - 5 year olds, 1:8 ratio 15 hours Zero Cost Sessions Term time funded only sessions		
15 hrs / week for 38 weeks of the year - 570 hours	1.30 - 4.30 pm 3 hrs per day over 5 days See admissions policy for number of available zero cost places. Zero cost does not include meals or enhanced resources. Voluntary charge for afternoon tea. (you may bring a healthy packed tea at no extra charge)	Zero cost  £13.75 per week. Payable in advance

With additional Day Care (wrap around care and enhanced resources) for 3 & 4 year olds

The table below details the costs if you require additional hours on top of your funded sessions. Full nursery terms and conditions apply as well as a non refundable £50.00 registration fee. These sessions are charged by calculating the fees and the funding over 51 weeks and dividing by 12 months.

Eligible 3 & 4 years olds, 1:8 ratio with 15 hours funding, wrap around care and enhanced resources						
Full day 8.00am - 6.00pm						
	1 Day 8 hrs/408 hrs	1.5 days 11.18 hrs am/pm	2 days 5.59 hrs/day	3 days 3.73 hrs/day	4 days 2.8 hrs/day	5 days 11.18 hrs/ week
Per day/*week	20.43	*41.38/*40.38	30.42	38.13	41.99	*191.33
Per month	86.83	175.87/171.62	258.57	486.16	713.83	813.16

8.00am - 1.00pm					
	1 am/pm 5 hrs/255 hrs	2 am/pm 5 hrs/510hrs	3 am/pm 3.73 hrs	4 am/pm 2.8hrs	5 am/pm 11.18 hrs
Per day/*week	13.40	13.40	18.68	22.54	*124.23
Per month	56.95	113.90	238.17	383.18	527.98
1.00pm - 6.00pm					
Per day/*week	12.40	12.40	17.68	21.54	*119.23
Per month	52.70	105.40	225.42	366.18	506.73
School Day 9.00am - 4.30pm taken over 51 weeks with 11.17 hours per week funding with a minimum of 2 days					
	1 SD 7.5 hrs/382.5 hrs	2 SD 5.58 hrs/day	3 SD 3.73 hrs/day	4 SD 2.8 hrs/day	5 SD 11.18 hrs/week
Per day/*week	14.80	22.72	30.43	34.29	*182.98
Per month	62.90	193.12	387.99	582.93	777.67

### Our Pre School Children Just 30 (1140)

15 hours universal funding + 15 hours additional funding (extended entitlement) for eligible 3 & 4 year olds (30 hours funding).

30 hours for eligible 3 - 5 year olds, 1:8 ratio Session times include meals where applicable and enhance resources		
24 hrs / week for 48 weeks = 1152 hours a year	9.00am - 5.00pm x 3 days per week (8 hours per day) Payable over 11 months	£39.00 week / £170.19 month
30 hrs/51 weeks (1147.5 hrs)	1.15pm -5.45pm 4.5 hrs per day Payable over 12 months	£37.00 week / £157.25 month
3 - 5 year olds, 1:8 ratio 30 hours Zero Cost Sessions Term time funded only sessions		
23.75 hrs/ 48 weeks = 1140 hours a year	1.00pm - 5.45pm x 5 days See admissions policy for number of available zero cost places. Zero cost does not include meals or enhanced resources. Voluntary charge for afternoon tea. (you may bring a healthy packed tea at no extra charge)	Zero costs  £13.75 per per week payable in advance

Please note: there are no variations to the above hours or sessions. If you require hours outside of the above you will need to book wraparound care.

### With additional Day Care (wrap around care and enhanced resources) for 30 hours

The table below details the costs if you require additional hours on top of your funded sessions. Full nursery terms and conditions apply as well as a non refundable £50.00 registration fee. These sessions are charged by calculating the fees and the funding over 51 weeks and dividing by 12 months.

<b>Eligible 3 &amp; 4 years olds, 1:8 ratio with 30 hours funding, wrap around care and enhanced resources</b>					
	<b>1 day 10 hrs/510 hrs</b>	<b>2 days 10 hrs/1020 hrs</b>	<b>3 days 7.45hrs</b>	<b>4 days 5.58 hrs</b>	<b>5 days 22.352 week</b>
<b>8.00am - 6.00pm</b>					
<b>Per day/*week</b>	N/A	12.15	22.71	30.42	*145.06
<b>Per month</b>		103.28	289.56	517.14	616.51
<b>8.00am - 1.00pm</b>					
	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>4 days 5 hrs/1020 hrs</b>	<b>5 days 22.352 hrs week</b>
<b>Per day/*week</b>	N/A	N/A	N/A	13.40	*77.96
<b>Per month</b>				227.80	331.33
<b>1.00pm - 6.00pm</b>					
<b>Per day/*week</b>	N/A	N/A	N/A	12.40	*72.96
<b>Per month</b>				210.80	310.08
<b>School Day 9.00am - 4.30pm taken over 51 weeks with 22.35hours per week funding of a minimum of 3 days with wrap around care and enhanced resources</b>					
	<b>N/A</b>	<b>2 SD 15 hrs week max 765 hrs</b>	<b>3 SD 7.45 hrs/day</b>	<b>4 SD 5.58 hrs/day</b>	<b>5 SD 22.35hrs/week</b>
<b>Per day/*week</b>	N/A	14.80	15.01	22.72	*136.71
<b>Per month</b>		125.80	191.38	386.24	581.02

Standard fees apply to all children under 2 years old and 2 year olds, not in receipt of funding. We do not offer any funded places outside of the hours stated above. There is no variation of these times.

Fees are payable 48/51 weeks of the year. Our opening hours on the last day before Christmas closure are 8am-2pm. The nursery will be shut for approximately 1 week at Christmas.

Booked sessions are not interchangeable.

4 full weeks written notice is required to either change booked sessions or terminate the nursery contract by both parties except in the case of non-payment, when the nursery reserve the right to terminate the place without notice.

All fees are payable in advance of any childcare received, by standing order, cash, bank transfer, workplace vouchers or tax free childcare and are due by the 1st of every month. If you choose to pay weekly then fees are payable at the beginning of every week. All fees are due at this time regardless of whether you have received your invoice.

Any fees (part or full) received after the 7th of the month will incur the £25.00 late payment charge. Weekly fees must be received by the first day of the week. Any weekly payments received after this date will incur the £8.00 per week late payment charge. These charges will be automatically applied to you account.

Failure to pay fees will result in your nursery place being suspended or terminated until all outstanding fees are paid. If fees remain outstanding the company will formally pursue the monies and any further cost incurred will be passed onto you.

All Bank and public holidays are charged for. We close for one week at Christmas which is not charged for.

Fees are payable regardless of any absence due to illness, days off and holidays.

There will be an increase in all fees from 1st April each year of approximately 6%. However we reserve the right to increase our fees or amend our terms and conditions at anytime giving 4 weeks notice.

For full fee paying sessions our prices are fully inclusive of nappies, wipes, cream, sun tan lotion and meals. If you choose to use a different brand then you will need to provide this and there will be no reduction in fees.

For funded sessions there will be an additional weekly charge for enhanced resources. Please see our funded sessions fees list.

**Please see our full terms and conditions for more details and information about our fees, funded places and booking a place with us.**

**You can find these on our website or by asking the nursery manager for a copy.**



**A Bright Future Starts Here**