KIRSTY'S LITTLE TREASURES

UNLOCKING YOUR CHILD'S POTENTIAL

Thank-you for taking the time to enquire about **KLT's** and the facilities that we can offer.

My name is Kirsty Toolan and I head **KLT's**. I hold a BA HONS in Early Years and have numerous other childcare and management qualifications (available for viewing upon request). I have over 20 years experience within childcare; I have worked as a manager, supervisor and a practitioner; I know own **KLT's** which opened in January 2014; as such I am well versed in all aspects of child care and development.

We are a family run nursery that offers a warm and friendly environment. We have excellent facilities for children both indoors and outdoors. We have an Ofsted approved setting with a variety of different opportunities and experiences for the children within our care.

KLT's is pleased to offer a haven for your child with an abundance of activities and areas of interest for the children to explore, we pride ourselves in actively promoting enjoyment and development on a daily basis.

As a setting we are open 0730 – 1800 Mon – Fri 52 weeks of the year less bank holidays, we are very keen to meet all of your childcare needs, to this end we offer either, full or part time placements (subject to availability) as well as evening (with prior arrangement).

Enclosed within this pack is more detailed information around hours of operation, costs and holidays. Also included is an Ofsted reference number that you can use to access a copy of our most recent Ofsted Inspection Report.

May I take this opportunity to offer you my personal attention, please do not hesitate in contacting me on the number or e-mail address below.

I look forward to meeting you soon

Kind Regards

Kirsty Toolan

Kirsty's Little Treasures

Unlocking your Childs potential

Our mission statement:

Kirsty's little treasures will provide high quality, enjoyable, caring and stimulating childcare, with the aim to get the best out of children by unlocking their potentials.

KIRSTY'S LITTLE TREASURES WILL MAKE A POSITIVE DIFFERENCE WITHIN A CHILD'S LIFE.

Kirsty's Little Treasures is dedicated in providing high quality, enjoyable, caring and stimulating childcare; which is affordable and flexible. Our aim is to get the best out of the children that we work with by unlocking their potentials and allowing the children to explore and experiment building upon their interests and current achievements.

Ofsted say: The leadership and management of the nursery are strong. The manager and her team are passionate, highly qualified individuals, who are fully committed to reflective practice. They have a good understanding of the learning and development requirements.

Our setting is an ideal layout; enabling us to provide all that we desire for the children. It includes 3 outside areas, an animal room, soft play room and a large kitchen; as well as 5 age appropriate rooms for the children to explore within. The rooms are divided into 3 separate age ranges organised as follows:

Starfish, Octopus' & Turtles: An under 2's facility with separate areas for sleep, play and meal times which will facilitate up to a maximum of 15 children with 5 staff members.

Dolphins: A 2-3's facility with separate areas for messy play and active learning; which will facilitate a maximum of 16 children with 4 staff members.

Parrots: A 3-5's facility with separate areas covering all of the EYFS requirements giving them the best possible transition into school. Parrots will facilitate a maximum of 24 children with 3 staff members.

We also have:

- Fully equipped children's ablutions both upstairs and down.
- A themed soft play area. The children love using the soft play room for a general jump around, parachute games, exercise classes, races, balancing and dancing; plus lots more.
- 3 outsides area; 1 complete with soft, safe flooring to enable the younger children to play and explore. We also have a sensory garden, dummy tree, play houses, rabbit, outdoor role play area, planting areas, plus lots more.
- CCTV in all rooms and outside areas.
- We have an area dedicated for our kitchen which is ran by our own Kitchen Co ordinator. It is complete with a small cooking area for the children to access, the children take part in a range of different cooking and baking opportunities.

Each room within the setting has been carefully thought about in order to create an environment suitable for each individual age group. The resources and activities within each room reflect the age and stage of development of the children that will be using them; they are carefully thought about and selected. The Under 2's unit is hoped to feel comfy and homely, creating a calm and sensorial experience. As the children move through the nursery there is a gradual change to more of a classroom feel, in the aim of preparing the children for their transition to school.

Safeguarding and Child Protection- It is our responsibility to create a culture and ethos within our setting that demonstrates a commitment to keeping children safe. To this end we must act upon any concerns that we may have and refer this to outside agencies where and when needed.

Under 2's Unit (0-2 years) 1:3 ratio

Our under 2's have 3 dedicated, spacious rooms; these rooms are organised dependent upon stages of development; non movers (starfish), crawlers (octopus') and walkers (turtles). Each room contains different resources, furniture and activities. The under 2's unit has a dedicated sleep room containing 5 cots, low level tables and highchairs to support social interactions and self-contained kitchens in 2 of the 3 rooms. There is no set routine within the under 2's unit and most of the children are on different routines; these are communicated during a child's in depth settling in session between a parent and the Under 2's Co ordinator.

Ofsted say: Babies and young children are cared for in age groups and in their own rooms by kind and caring staff, who offer them lots of cuddles and encouragement. These sincere responses by staff help babies and young children to feel secure and loved. Babies and young children also have access to a sleep room, which is well resourced, warm and welcoming.

Starfish is very much low level based, everything is down on the floor for the babies to access and explore. They have a dedicated black and white sensory area, containing a range of different objects to explore. They have their own nappy changing facility and hand washing basin as well as fully fitted kitchen area.

Octopus' is also low level based, the staff spend the majority of their time on the floor with the children playing and interacting. All of octopus' resources are

accessible and allow the children to lead their learning and select what they would like to use. The Octopus' have direct access to our woodland play area.

Turtles is a little more structured as the children are now a little older, they have their own role play area and are now starting to use the table more for both feeding times and activities.
All of the children in the under 2's unit have the opportunity to take part in a range of different activities to include painting, shaving foam, drawing, role play, music, physical activities, sensory play, sand, water, cardboard boxes, outside play plus lots more. The 3 Prime Areas of the Early Years Foundation Stage (EYFS) are focused upon within the under 2's unit, these are; Physical Development, Personal, Social and Emotional Development and Communication & Language Development. The other 4 areas are still considered and supported but are not the focus of our daily routine.

Each area of the under 2's unit has their own cosy area, whereby the children can go for some 'quiet time' these areas contain teddies and books and allow the children to escape and have a rest whenever they feel the need to do so.

Each child within the under 2's unit will have a daily sheet, this will be sent home at the end of each day. The daily sheet will inform you how your child has eaten, slept and drank, what their nappies have been and what they have been up to during the day; this will be discussed with you at the end of the session.

Ofsted say:

Partnerships with parents are strong. Parents and staff exchange highly useful information on a daily basis. This keeps parents well informed about their child's progress and enables them to share ideas for supporting children's learning at home.

The staff in the Under 2's Unit have all attended specialised Baby Training and are all Paediatric First Aid Trained.

Dolphins (2-3 years) 1:4 ratio

Our Dolphin's classroom is a little more structured and organised and contains specific areas to support the EYFS Curriculum. Such as a Messy area, creative area, construction area, role play area, drawing table, book corner and nappy area. The children within Dolphins tend to now be on a similar routine and do things together at the same time. At this age children love to explore and experiment

and can have short concentration spans! They make full use of the outdoors, soft play & the quiet room, cooking in the kitchen as well as a range of fun and enjoyable activities within the classroom. They have a daily together time, where their social development is really supported and encouraged. Dolphins are now introduced to the 4 other areas of the EYFS which are Mathematics, Literacy, Understanding the World and Expressive Art & Design. There is also more of a focus on Toilet training within Dolphins and the staff are well experienced within this are and are always happy to advise and support parents and carers.

Parrots (3-5 years) 1:8 ratio

Our Parrots classroom is again more structured and organised as the aim is to support the children's transition into school. The routine of the classroom still includes lots of fun and enjoyable activities, the children can still lead their own learning and make their own decisions but there now tends to be more adult led activities in preparation for school. We now consistently use the 7 areas of the EYFS to plan for each child and promote development on an individual basis; the classroom again is divided into different areas as above in Dolphins but Parrots also have an ICT area. Parrots take part in daily together times where they take it in turns to speak and listen, with a different focus and agenda each day; they experience Phonics and Letters and Sounds, explore pencil skills, letters and numbers, become more aware of difference and diversity and discuss on a daily basis starting school and how this will happen.

Ofsted say: Children's readiness for school is supported well. Staff encourage children to be independent to share and take turns. In addition, staff provide children with opportunities to engage in early reading and writing activities.

Younger children enjoy making marks using chunky chalks and older children have one-to-one time with staff to practise pencil skills.

Recruitment & Staffing

At present there are 18 staff working at Kirsty's Little Treasures. Kyle & Kirsty are the Managing Directors and Kirsty oversees the daily running of the nursery. Craig is the Nursery Manager, Charlotte is our Support Manager who runs Dolphins, Larissa is our Senior Practitioner and runs Pre School as well as overseeing the whole of upstairs when Charlotte is on annual leave and Emily C is

our Under 2's Coordinator. All staff are Paediatric First Aid Trained and have all completed Safeguarding Training. Staff have also completed a range of different training courses and continue to do so e.g. Behaviour Management, Special, Educational Needs, Food Hygiene etc. Staff hold a variety of Level 2 and 3 qualifications in Early Years and Childcare.

Potential staff are given 4 interviews before a position is offered, written references are obtained, a clear DBS check is needed and all new staff are placed on a 13 week probationary period; during this period they will be given 4 weekly reviews to discuss their progress and any areas for development.

Ofsted say:

Children are safeguarded well due to robust recruitment and vetting procedures and staff's understanding of their roles and responsibilities in protecting the children in their care.

Most staff members tend to be based in the same room/unit each day; this provides consistency to the children and parents/carers. Each staff member has their own key children and will be known as a 'Key Person' to them; this again promotes consistency and security within the setting.

Ofsted say:

Children are settled and secure because they have formed strong attachments with their key person, who knows them well. This means that each child's needs are well met.

Catering & Meals

We aim to provide healthy, nutritional and enjoyable meals for the children, we fully support a balanced diet and believe that this is the way forward in supporting healthy lifestyles. For our main meal of the day we use 'Cupcakes Catering' they supply a hot lunch and dessert for the children. Cupcakes are an accredited company and have worked alongside the Children's Food Trust to ensure that the meals provided are healthy and nutritional. Cupcakes have also been graded a level 5 in their Food Hygiene Rating from Environmental Health. We provide the children's breakfast, snack and tea and again all meals are monitored to ensure that they support a balanced diet. We provide the children with milk to drink throughout the day and promote the drinking of water too, we are always talking about what the children are eating and drinking and why this is good for them! We can cater for any special dietary requirements, allergies and individual preferences that your child may have, this will be discussed during the settling in and transition process. PLEASE SEE THE MENUS WITHIN THE APPENDIX FOR A FULL LISTING OF MEALS PROVIDED.

Vouchers & Nursery Education Funding (NEF)

KLT's accepts all childcare vouchers and we are registered with a number of companies; if we are not we will register with them. Please ask for more details

2 year old funding- we accept children who are eligible to receive 2 year old funding; however places are limited and flexibility of requirements may be difficult. 2-year-old funding will be accepted and offered at 15 hours term time only this can be spread across the week in either three 5-hour sessions or two 7.5-hour sessions. Children can attend more but these sessions will be paid for separately; also any food will need to be supplied or purchased by the parents/ carers.

3 year old funding- All 3 year olds are entitled to 15 hours funding from the term after their 3rd birthday, you will need to complete a form for this entitlement and again places and flexibility can sometimes be difficult. Some children are now also entitled to an additional 15 hours funding, we will provide information around this when necessary. 3 and 4-year-old funding will also be accepted both 15 and 30 hours. We offer 2 options with 30 hours either a 30 hours term time only offer, or a 20-hour full time offer. Additional hours will be charged per month. Also, food must be purchased or provided separately. Funding hours can be spread/shared to the parent's discretion but must be agreed by both parties.

Ofsted

Kirsty's Little Treasures is registered with the Office For Standards in Education (Ofsted) our Unique reference number is EY470602. Ofsted inspect and regulate settings in order to achieve excellence in the care of children and young people. We were inspected on the 18th July 2014 and we were graded a 'Good' our next inspection will be around July 2017. For a full copy of the inspection report please see the Appendix.

Learning & Development

Each child within the nursery is provided with a learning journey which captures their time spent with us at nursery. We use photographs, observations, examples of their work and home links to contribute to the children's learning journeys. From each insert into the learning journey a next step is raised and placed onto the weekly planning, each child's individual needs and future developments are then included each week to work on. We have a parent's evening each term to discuss your child's progress, but the staff are always available for you to talk to. Learning Journeys are done electronically through Capture Education, please see our website www.kirstyslittletreasures.com for more information and the link.

Ofsted say:

Children are making good progress in their learning and development. This is because staff provide interesting and challenging experiences and provide good quality teaching.

Extra Curricular Activities

KLT'S likes to provide a wide range of activities and allow the children to explore in a range of different situations. We currently have 2 extra curricular activities that we fund for the children to participate within in. On a Wednesday morning we have a music session with Under 2's and Dolphins and on a Friday Morning one with Parrots, this is a practical music class where the children experience a range of different songs and musical instruments, the children really enjoy this class and get a lot from it. On a Monday morning the Parrots have a 'Mini Kickers' class; this is a football session whereby the children take part in a range of different ball activities; kicking, balancing, stopping, starting, catching etc the Parrots each have a PE kit which they change into before the class to promote their independence skills.

Opening Hours

Kirsty's Little Treasures is open from 7.30 am-6.00pm Monday-Friday, 52 weeks of the year. We will be closed on National Bank Holidays.

Contact Information

For additional information please visit our website:
www.kirstyslittletreasures.com

Email: kirstyslittletreasures@gmail.com
Phone: 07864539014
Address: 4 Shenstone Close
Bromsgrove
B60-1PG
Link to our most recent Ofsted Inspection Report:
https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY470602. Our Ofsted reference number is EY470602

We are very happy to show you around our nursery and discuss your childcare needs in more detail, please contact us as above.

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Registration Form

Child's Name: _____Dob or Due Date: _____

Address: _____

_____

_____

_____

_____

Contact Number: _____

Attendance Required:

Days:		Meals:		
		Breakfast	Lunch	Tea
Monday:				
Am	Pm			
Tuesday:				
Am	Pm			
Wednesday:				
Am	Pm			
Thursday:				
Am	Pm			
Friday:				
Am	Pm			

My/our child will start at Kirsty's Little Treasures on: _____

With the completion and return of this registration form I/we enclose a non-refundable registration fee of £40.00.

Signed _____ Signed _____

Full Name _____ Full Name _____

Date _____ Date _____

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Price list, calculations, holidays & out of hours care.

Price list:

Session	Times	Price
Full Day	7:30am-6:00pm	£50.00 up until April 2019
Am session	7:30am-12:30pm	£26 up until April 2019
Pm session	1:00pm-6:00pm	£26 up until April 2019
Additional hour (per child, per hour)	Un-contracted hours	£6.00 up until April 2019
Meals (breakfast, snack, lunch & tea plus liquid refreshments.	-	£4.00 Per day
Late collection charge (per child, for every hour)	Un-contracted hours	£5.00
Registration fee	-	£40.00

*Any days totalling 8 or more hours will be billed at the full day rate

Monthly fee calculation:
Nursery fees are calculated over 52 weeks

Fees will be calculated as follows:
……. (amount of days attending per week) x £…… (price per day) x 52 (weeks) =……. (amount per year to year) ÷ 12 = £…….. (monthly fee to pay).

Example for a full time place:
Fee calculated as follows 5 days x £48.00 x 52 weeks x = £12480 / 12 = £1040 per month.

Holidays & Illness:
Please be aware that you pay for your child's place within the nursery; as such monies will not be deducted for illness, holidays or general none attendance.

Out of hours care:
Evening care can be provided and is charged at £6 per child per hour (by prior arrangement only). Arrangements and agreements would need to be made between yourselves and KLT's prior to the extra hours commencing; payment will be required before the start of the session.

Extra charges for consideration:
Complimentary snacks will be provided as required, breakfast, lunch and dinner are available at £3.00 per day per child. We have a 2-week menu on rotation for your viewing. Alternatively you may provide your own meals for your child. Nappies, wipes, baby milk and food can be provided by you or purchased from KLT's at cost price and added to your bill in retrospect.

Week One

Day	Breakfast (50p)	Snack (inclusive)	Tea (1.50)
Monday	Range of cereal Fruit	Breadsticks & raisins	Fish fingers, smiley faces & peas/sweetcorn. Yoghurt
Tuesday	Range of cereal Toast	Fresh fruit	Pizza, garlic bread & salad Ice cream cones
Wednesday	Range of cereal Fruit	Cheese and grapes	Spaghetti on toast Yoghurt
Thursday	Range of cereal Toast	Fruit	Crackers & cheese, pineapple, salad sticks Angel delight
Friday	Range of cereal Fresh fruit	Malt load and raisins	Soup & crusty bread for dolphins and parrots Sandwiches & salad for under 2's Yoghurt

Week Two

Day	Breakfast	Snack	Tea
Monday	Range of cereal Fruit	Cheese and grapes	Ploughmans, sausage rolls, ham, chicken and salad Yoghurt
Tuesday	Range of cereal Fruit	Malt loaf and raisins	Hotdogs Fruit and ice cream
Wednesday	Range of cereal Toast	Fruit	Wraps & salad sticks Yoghurt
Thursday	Range of cereal Fruit	Breadsticks and raisins	Bean on toast Yoghurt
Friday	Range of cereal Toast	Fruit	Sandwiches Yoghurt