

# 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 Treasure's

Unlocking your Childs potential



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 nursery environment is inviting and very well organised. Children confidently enter the nursery and are happy to engage with staff and their peers. They are keen to investigate and explore their surroundings.*

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 outside areas; 2 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:** *Children progress well from their unique starting points in learning. They develop all of the skills they need for their future learning and starting school. Children develop good communication and language and literacy skills. Babies babble and use simple words to express their delight when playing with sensory objects. Toddlers enjoy singing and story sessions.*

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 much 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. Staff regularly invite parents into the nursery. They encourage parents to contribute their knowledge of children, which staff use to inform planning. Parents speak highly of the staff team and are happy with the experiences provided at the nursery.*

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 Mathematics, Literacy, Understanding the World and Expressive Art & Design are. There is also more of a focus on Toilet training within Dolphins and the staff are well experienced within this area 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:** *The key-person system is well established. Staff know children well. They obtain comprehensive details about children's routines and preferences when they start at the nursery. This means they have a thorough understanding of children's individual needs and interests. Children are content and settled.*

## 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:** *Self-evaluation is effective. Managers use a range of tools to evaluate the quality of provision. They regularly seek the views of children, staff and parents. They create and implement an action plan. This helps them to maintain at least good standards.*

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:** *Staff support children's physical development well. They encourage their small- and large-muscle skills. Babies enjoy turning pages of books and making marks with chalk. Toddlers delight as they empty and fill containers and prepare their own snacks. Preschool children learn to balance, negotiate space and move their bodies in different ways*

## 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 several 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 3<sup>rd</sup> 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. 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. An additional Service Charge will be invoiced to cover the cost of resources, extra-curricular activities etc a full day will be £5.00, and half a day will be £3.00.



## 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 18<sup>th</sup> 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](http://www.kirstyslittletreasures.com) for more information and the link.

**Ofsted say:** *Safeguarding is effective. Managers and staff benefit from regular safeguarding training updates. This supports them to identify possible signs of abuse or neglect. They also know how to recognise that a child may be at risk of extreme ideas and views. They understand their responsibility to accurately record and swiftly report concerns. This helps to protect children from harm. Managers implement effective procedures to supervise all staff. For instance, all staff complete a thorough induction period. They meet regularly with managers to talk about any concerns they have, reflect on previous objectives and set goals for the future. This means all staff have a secure understanding of their key roles and responsibilities. This has a particularly positive impact on the quality of care they provide. Managers regularly monitor children's progress to identify any gaps in development. They use additional funding well to help reduce these gaps. **This results in all children making positive progress.***

## 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](http://www.kirstyslittletreasures.com)

Email: [kirstyslittletreasures@gmail.com](mailto: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.

# Kirsty's Little Treasures



## UNLOCKING YOUR CHILD'S POTENTIAL REGISTRATION FORM

Child's Name: \_\_\_\_\_ Dob or Due Date: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address \_\_\_\_\_

***For office use only:***

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 \_\_\_\_\_

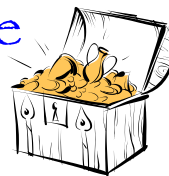
Full Name \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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

### Price list:

Session	Times	Price	Prices as of April 2020
Full Day	7:30am-6:00pm	£50.00	£52.00
Am session	7:30am-12:30pm	£26	£28.00
Pm session	1:00pm-6:00pm	£26	£28.00
Additional hour (per child, per hour)	Un-contracted hours	£6.00	£6.50
Meals (breakfast, snack, lunch & tea plus liquid refreshments.	-	£4.00 Per day	£4.00 per day
Late collection charge (per child, for every hour)	Un-contracted hours	£5.00	£5.00
Registration fee	-	£40.00	£40.00
Breakfast	7:30- 9:00	0.50p	£0.50
Lunch	11:45	£2.00	£2.00
Tea	3:15	£1.50	£1.50
Additional Service Charge (ASC) for funded children only *	-	£6.00 full day £4.00 half day	£7.00 full day £4.00 half day

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

\* KLT's offers 2 options with 30 hours funding; 30 hours term time only, 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. We also invoice an Additional Service Charge which is used to fund resources, extra curriculum activities etc.; this is £6.00 for a full day or £4.00 for half a day. Any child attending 15 hours or less across any form of funding will not be subject to the Additional Service Charge. Our Nursery Educational Free offer is to attend nursery for 15 hours or less per week.

### 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 £50.00 x 52 weeks x = £13000 / 12 = £1083.33 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.

### Extra charges for consideration:

Complimentary snacks will be provided as required, breakfast, lunch and dinner are available at £4.00 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**

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

**Week Two**

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