

*Little Treasures*

# Little Treasures

For all your child care needs  
from birth to 14 years



**PLAY TOGETHER,  
LEARN TOGETHER**

**Open 7:30 am - 6.00 pm**

**Centre Manager  
Charlee Potter**

Little Treasures  
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## Welcome to Little Treasures



*We hope you will enjoy reading our prospectus and that it gives you some insight into how our childcare provision runs.*

*The childcare provision has been established since April 1991 and is registered with Ofsted who undertake regular inspections. Our latest report can be viewed at any time.*

*Our aim has always been to maintain a safe, loving and caring environment whilst incorporating lots of fun. Over the years we have developed the childcare provision we provide including opening a Holiday Club in July 1995 for school aged children (4-14years) and in January 1997 we extended our provision for children aged 2 - 5 years by opening a term time only based preschool. Finally in 2005 we embarked on our journey to develop into a Children's Centre working in partnership with Southend Borough Council. The Children's Centre services ran until June 2012 when, unfortunately, our funding came to an end. In line with this we still wanted to support the wider community so we provide a sustainable groups such as Bumps and babies and infant massage.*

*Our staff are fully qualified in childcare and have appropriate experience or are currently undergoing childcare training. Each member of staff has also been chosen for their caring attitude, enthusiasm, dedication, patience and understanding. All staff who work at Little Treasures are thoroughly checked through the Disclosure and Barring System. Staff are also health checked. We pride ourselves on providing professional, high quality childcare services.*



*Thank you for the interest you have already shown in Little Treasures. If, after reading the enclosed information, you have any further questions please do not hesitate to telephone or come down for a look around.*

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## **Our Purpose**

*To provide a high quality childcare service with the support of the church by promoting Christian values, which are indeed also valued by most world religions. We, therefore, endeavor to meet the needs of all parents, carers and above all the children. We are an inclusive centre and welcome all children, parents and carers whatever ethnic origin, religion or special need they may have and will do our utmost to meet your individual needs.*

## **Our Aims**

- *To provide warm and consistent care within a safe, secure and caring environment with highly qualified and motivated staff.*
- *To treat all children as individuals and with equal concern and respect.*
- *To provide a stimulating environment which encourages the social, emotional, linguistic, intellectual, sensory and physical development of each child.*
- *To work in partnership with parents to provide high quality and consistent care for each child.*
- *To have all staff work within a framework of equality of opportunity whatever gender, ethnic heritage, marital status, disability/ability, age or social and economic background and to encourage all staff to develop positive attitudes to equality.*
- *To be sensitive to the needs of the children and encourage their development through a planned, exciting curriculum catering for individual needs with freedom to explore.*

## Our Team

*At Little Treasures we pride ourselves in selecting highly qualified staff that are all individual and have a selection of different characteristics that build our team of staff. We have the management structure with teams within each room of the centre. Each team member is dedicated to supporting the children and help them to achieve their full potential.*

### **Centre Manager**

*Miss Charlee Potter*

*NNEB qualified in childcare*

*NVQ Level 5*

*Charlee has had 22 years post qualified experience in working with children both in this country and abroad. Charlee was Over 3's coordinator overseeing the preschool rooms until becoming Childcare Deputy in September 2010. In August 2015 Charlee became Centre Manager. Charlee is also a Special Educational Needs Coordinator. Charlee returned to work in 2017 after having her first son.*

### **Senior Deputy**

*Mrs Karen Green*

*NNEB qualified in childcare*

*NVQ Childcare level 4*

*Foundation Degree in Early Years*

*NPQICL (National Professional Qualification in Integrated Centre Leadership)*

*Karen has had 22 years post qualified experience in working with children in a variety of settings. Karen was the Nursery Officer before becoming Deputy Manager in November 2007, in September 2010 she progressed over to the Children Centre where Karen oversaw the day to day organisation of the Children Centre activities and developing further services to narrow the gap and produce better outcomes for children and their families. Karen returned to work from maternity leave in 2015 after having her second son. Karen supports with the running of the childcare and family services, she is also a facilitator of parenting courses and a qualified Gym instructor.*

## **Little Treasures**

### **Centre Deputy and SENCo**

*Mrs Janet Langdon*

*PPA Diploma*

*Janet has had 28 years post qualified experience in working with children in a variety of settings. Janet was Coordinator in the 3-5 year old before progressing to Senior Coordinator and then to Centre Deputy where she supports the day to day running of the nursery and takes the lead in supporting children and families with SEN.*

### **CHILDCARE STAFF**

*Senior EYFS Coordinator & SENCo:- Liz BA Hons Early Years*

*Office Coordinator:- Anna NNEB Diploma*

*Little Discoverers:- Katie T (Coordinator) - (Maternity Leave) Level 3*

*Heidi (Senior Room leader) NNEB Diploma*

*Rochana Level 3*

*Sarah Level 3*

*Marsha Level 3*

*Damira Level 2*

*Little Explorers:- Ciara (Coordinator) Level 3*

*Jessica (Room Leader) Maternity leave Level 2*

*Vicky (Acting Room Leader) Level 2*

*Mollie Level 3*

*Ellie Level 3*

*Megan Level 2*

*Paige - (Maternity Leave) Level 2*

*Beth Health & Social care*

*Little Pioneers:- Lisa (Co-ordinator) Level 5*

*Judy (Room Leader) NNEB/NVQ Level 5*

*Kat Level 3*

*Asena BA Hons Early Years*

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<i>Little Adventurers:- Lisa (Co-ordinator)</i>	<i>Level 5</i>
<i>Philippa (Room Leader)</i>	<i>NNEB Diploma</i>
<i>Geraldine</i>	<i>Level 3</i>

**SUPPORT STAFF**

<i>Chef's</i>	<i>Karen &amp; Melissa</i>
<i>Admin/finance Manager</i>	<i>Lorraine</i>
<i>Church Liaison</i>	<i>Pastor Mike Wright</i>
<i>SENCo</i>	<i>Jane</i>
<i>SEN Adult Support</i>	<i>Laura</i>
<i>SEN Adult Support</i>	<i>Terri-Ann</i>
<i>SEN Adult Support</i>	<i>Sheree</i>
<i>Support Staff</i>	<i>Kerry</i>
<i>Bank Staff</i>	<i>Sharon</i>
<i>Bank Staff</i>	<i>Kayleigh</i>
<i>Bank Staff</i>	<i>Marian</i>

*We are committed to ensuring that all our staff have regular training to update their knowledge and gain new skills. Courses are available on a regular basis these courses include:*

*First Aid Practice \* Food Hygiene \* Special Educational Needs\*  
Equality, Inclusion and Diversity \* Early Years Foundation Stage \*  
Asthma, Allergy and Anaphylaxis \* Behaviour Management \*  
Safeguarding \* Outside Play \* Story Telling and many more*

## **Our Facilities**

*The Centre consists of two buildings:*

*The **CHILDCARE BUILDING** is divided into two main rooms that accommodates children of different ages and to maintain staff to children ratios*

		<i>Ratio's - Staff:Child</i>
<i>Little Discoverers</i>	<i>From birth - 2 years</i>	<i>1:3</i>
<i>Little Explorers</i>	<i>2-5 years</i>	<i>2 year olds 1:4</i> <i>3 years &amp; over 1:8</i>

*We offer a variety of sessions within the nursery as listed below to suit all your requirements.*

<i>Full day session</i>	<i>8.00 am to 6.00 pm</i>
<i>Short day session</i>	<i>9.00 am to 4.00 pm</i>
<i>Morning session</i>	<i>8.00 am to 1.00 pm</i>
<i>Afternoon session</i>	<i>1.00 pm to 6.00 pm</i>
<i>Short session</i>	<i>9.00 am to 12.00 pm or 1.00pm to 4.00pm</i>

*For an additional fee childcare can be arranged from 7.30am or extra hours can be added to shorter sessions to accommodate your childcare requirements. For our current rates please see page 26 onwards*

*The **MAIN BUILDING** consists of a large hall and a side rooms that is used for our Holiday Club and our family services, the hall is able to be partitioned into two rooms enabling us to run our two groups.*

*Ratio's – Staff:Child*

<i>Little Pioneers</i>	<i>2 &amp; 3 years</i>	<i>2 year olds 1:4</i> <i>3 year olds 1:8</i> <i>Ratio's – Staff:Child</i>
<i>Little Adventurers</i>	<i>3–5 years</i>	<i>1:8</i>

*Pioneers & Adventurers runs Monday, Tuesday, Wednesday and Friday  
(Adventurers join with Pioneers on a Tuesday)*

<i>Morning session</i>	<i>8.00 am to 1.00 pm</i>
<i>Afternoon session</i>	<i>12.45 pm to 5.45 pm</i>
<i>Short Am session</i>	<i>9.00 am – 12.00pm</i>
<i>Short Pm session</i>	<i>1.00 pm – 4.00pm</i>

*Ratio's – Staff:Child*

<i>Out of School Club's</i>	<i>4 years – 14 years</i>	<i>1:8 for the under 8's</i>
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*Holiday Club offers a variety of sessions in line with our nursery sessions*

*Our Bumps & Babies group runs on a Thursday (Limited weeks in the summer holiday). We offer a relaxing and friendly environment with the opportunity to meet new friends for parents/carers with children under 18 months or if you are expecting. We provide a cooked lunch during the group so is an ideal time to join us if you are weaning your child. We offer support for those that need it with our knowledge on breast feeding and HENRY (Healthy Eating & Nutrition for the Really Young) trained staff for those with questions on weaning. Booking is required for this group.*



## **Admissions**

*When a parent/carer enquires about a suitable space, the parent is invited to look around the Centre, if they would like to take up the place offered they will be asked to complete a registration form and pay the appropriate registration fee. Parents/carers are asked to sign the payment agreement on the registration form to confirm that they agree to the terms and conditions within it. Once the registration form has been completed it will be discussed with the parents/carers how they would like to settle their child into the setting. Where possible 2 members of staff (one being the key person) will visit the home to build the initial bond with both the child and parent/carer. We then recommend that all children have at least two visits to the centre, the first where information is shared with the child's key person about your child, then a visit where the child is left at the setting for an agreed amount of time, approximately an hour but this all depends on the individual child. During the first part of this time the parent will be asked to meet with the Centre Manager, Deputy or Coordinator to complete an induction. More settling in sessions can be arranged after this if needed*

## **KEY PERSON**

*Once your child has been registered to attend they will be allocated a Key person, they will be responsible for observing their progress and planning activities to meet their needs to enable them to progress in all areas of development. Your child will also be allocated a 'Buddy' who will support the child in the key person's absence. All children have an online Learning Journal in which the key person collects information related to the child's development. This will be a collection of observations, photo's, artwork and evaluations of the activities based around your child's interests.*

## **The Early Years Foundation Stage**

*Setting the standards for Learning, Development and Care  
for children from birth to five*

*From September 2008 there was a new guidance set in place that covered all children from birth to five years called the 'The Early Years Foundation Stage' (EYFS) that supports development of each individual child and focuses around the child's interests. This gives guidance to staff to support individual children and ensures every child is making progress to reach their full potential in learning and development whilst also receiving the best possible care. In September 2012 this was then revised to further children's development adding a progress check for all children aged 2 years.*

*The Early Years Foundation Stage (EYFS) is broken down into four themes each with their own principles. These are;*

- ***A Unique Child***

*Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.*

- ***Positive Relationships***

*Children learn to be strong and independent through positive relationships.*

- ***Enabling Environments***

*Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is strong partnership between practitioners and parents and carers.*

*These three themes together will then achieve the fourth theme;*

- ***Learning and Development***

*Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities. Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development.*

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*The EYFS is the guidance for the learning, development and care for all children on a very personal and individual level. All children will be encouraged and supported throughout their learning and development by their key person and they will have individual plans that consider their needs, interests and their stage of development. This information will help to plan a challenging and enjoyable experience across all areas of Learning and Development. These Principles along with the Welfare Standard requirements ensure our setting is compliant with the laws and requirements set out by the government for settings to care for children.*

### ***Areas of Learning and Development***

*There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are:*

- **Communication and Language**

*Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.*

- **Physical Development**

*Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.*

- **Personal, Social and Emotional Development**

*Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own ability.*

*Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:*

- **Literacy**

*Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.*

- **Mathematics**

*Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.*

- **Understanding the World**

*Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.*

- **Expressive Arts and Design**

*Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.*

*Each child progresses at their own rate with the Early Learning Goals for each area of learning being the end target.*

## **Little Treasures**

### ***Two year progress check***

*When a child is aged between two and three, practitioners must review their progress, and provide parents and/or carers with a short written summary of their child's development in the prime areas. This progress check must identify the child's strengths, and any areas where the child's progress is less than expected. If there are significant emerging concerns, or an identified special educational need or disability, practitioners should develop a targeted plan to support the child's future learning and development involving other professionals (for example, the provider's Special Educational Needs Co-ordinator) as appropriate.*

*(The Early Years Foundation Stage – Statutory Framework; 2012)*

*Once completed the Two Year Check will be discussed with parent/carer and how the summary of development can be used at home. We will encourage the parent/carer to share the information with any other relevant professionals including their Health Visitor, we will also ensure consent is gained from the parent/carer to share information directly with other professionals.*

### ***Final 'All About Me'***

*When your child sadly leaves us to start their new adventure at school we will complete a final 'All About Me'. This will give an overview of your child's current skills in each area of learning and development. This will then (with your consent) be passed to your child's new teacher to give them an understanding of their current skills. Within the document we will add your child's likes and dislikes along with any other relevant information, this will support the teacher to plan activities to settle your child into school.*

*If you require further information on the EYFS please see a member of staff*

*The learning environment is inspected by Ofsted to ensure we are providing a high standard of care and education. In our last inspection we received an outcome of overall Good with outstanding in Personal Development and Behaviour and attitudes.*

## A day in Little Discoverers ....

*Our Under 2's room is spacious and by Ofsted standards can accommodate twelve babies. The babies are encouraged to develop their first skills, touching, smiling, sitting, grasping, crawling, walking, and talking. A wide range of stimulating equipment such as mobiles, pop-up toys, mirrors, musical instruments, building blocks, puzzles and picture books are provided. We also have a range of sensory equipment, treasure basket, soft play and physical equipment.*

*Little Discoverers work on the different interests of individual children and activities are then organised for the children to participate in ranging from sand play to drawing to spaghetti play or playdough etc. Throughout these activities and playing with a selection of different toys all areas of learning and development are promoted.*

*After extensive play we have two warm and comfortable cot rooms for tired and sleepy babies to replenish their energy.*

*They are also able to sleep in the main room and we will of course try to follow any routines already established at home. Sleeping babies are monitored regularly.*

*Mealtimes are also a very exciting time within Little Discoverers and the children enjoy sitting together to have their meal. We offer a range of different freshly cooked dinners and follow guidance from parents with regards to eating patterns etc. Depending on the babies age we can support with weaning; baby led weaning is encouraged and we can serve food to match the needs of individuals.*



*With our babies who have milk during their time within the childcare provision parents can either bring in sterilized bottles and portion pots of formula, or supply the childcare provision with formula milk and childcare staff will make up feeds as required. Parents who are breast feeding can discuss their requirements with the staff on their initial visit. Please note nappies and wet wipes will need to be provided by you.*

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## Little Treasures

### A day in Little Explorers ....

*As the children gain independence through their uses of language and ever increasing physical and intellectual abilities they progress to our Little Explorers room at around the age of two years, this is where they will grow and develop their new skills until they leave for school.*

*During their day in Little Explorers the children are able to choose from a wide range of activities that cover all areas of the children's development. There is a home corner where the children can dress up and get creative with the play food and kitchen, or construct a tall tower or a rocket with the lego and bricks. For table top toys we have a range of puzzles and games and mark making resources to inspire their development. For quieter times Little Explorers have a relaxing book corner where the children are able to have a*



*story read to them or look through the books picking out their favorite characters or pictures. Around the room you can see all the art work created by the children through painting, sticking, cutting and drawing; our full equipped art trolley is full of art and craft materials to give them inspiration and develops their creativity. There is also work to be taken home for you to create your own gallery! Little Explorers*

*also love the messy activities such as gloop, water, shaving foam and cereal play.*

*At mealtimes the children sit together to develop their social skills. They are encouraged to try different food from our menu and develop skills in using cutlery, table manners and portion sizes. All children are able to self serve their own lunch and can choose from the daily pudding or fruit. At this time staff support the children to encourage portion sizes and healthy eating. We have rolling snack time mid morning and mid afternoon where a variety of snacks are used including fruit, rice cakes and vegetable sticks.*

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*After a busy morning some of the younger Little Explorers need to recharge their energy and can sleep in our sleep area. Children that don't wish to sleep can play with a range of different activities within Little Explorers and the outside garden area.*

*As the children develop and progress in Little Explorers we support them to develop their independence ready for when they go to school and through play they can learn and develop all their skills on very individual levels.*

*Every day the children have registration which supports their name recognition and a sense of belonging within the group. During mark making activities children can attempt to write letters of their name.*

*Children in Little Explorers from the age of three also get the option of joining swimming please see page 18 for more details.*

*Grant Funding is available for all 3 and 4 year old children the term after their 3<sup>rd</sup> Birthday. It entitles all children to 15 hours free care per week during term time or 11.5 hours "Stretched" funding over 50 weeks of the year. 2 year funding and 30 hours funding is also available for families that meet the correct criteria subject to availability. Please see page 24 for more details or see the Centre Manager about individual cases.*





## A day in Little Adventurers & Pioneers



*Little Adventurers and Little Pioneers are our Term Time only groups that take place on a Monday, Tuesday, Wednesday and Friday. Children that are aged 2 & 3 years will attend Pioneers and children that are aged 3 years and above attend Adventurers. The groups are a fun filled and provide children with an environment to learn during play and engagement with their peers and carers.*

*All activities set up within Adventurers and Pioneers are based around the children's interests and the areas of learning and development that support individual children to progress at their own level.*

*Independence is supported throughout the session so that the children are ready to progress to school. Children get to choose activities throughout their time with a wide selection of toys and activities to take part in, such as painting, water play, building blocks, puzzles, singing, computer activities, drawing, role play and many more. During circle time children are encouraged to take part in a range of activities from singing songs, stories, letter and sounds, talking about their families and interests etc.*

*Mark making materials are available throughout the sessions so that children can freely experiment with making marks and giving meaning to the marks. Letter, shape and number formation will be supported by the children being encouraged to use different tools for mark making.*

*In Little Adventurers and Little Pioneers meal time are a social time for the children to gain awareness of healthy eating and developing their skills with table manners. We can provide breakfast, a cooked lunch and tea at a small cost or packed lunches can be provided by parents. A balanced healthy lunch is supplied, therefore if your child is attending an all day session we recommend that at least one cooked meal is provided by us. During the morning children have a forty minute rolling snack time so they can freely help themselves to a snack when they are ready.*

*We have a garden area that is freely accessible for the children so they can fully take advantage of an indoor and outdoor learning environment.*



*Children aged three and above also get the option of joining swimming, please see below for more details.*

*Universal Funding is available for all 3 and 4 year old children the term after their 3<sup>rd</sup> Birthday. It entitles all children to 15 hours free care per week during term time. 2 year funding and 30 hours funding is also available for families that meet the correct criteria subject to availability. Please see page 24 for more details or see the Centre Manager about individual cases.*

## **Additional Services**

### ***SWIMMING LESSONS – Term Time only***

*Swimming lessons are on offer at a small additional charge to children who attend Friday morning and are over 3. They take place once a week for half an hour at Westleigh School. The children and staff are instructed by a qualified swimming instructor. The aim is to give children more confidence in the water and safety within and around the pool. This is a fun time where the children learn to co-ordinate their arms and legs, and have the confidence to go under water, jump in from the side whilst playing many games.*

*Your child will need to arrive in swimming costume/trunks under their clothes and a swimming hat and a towel should be provided.*

### ***DANCE CLASSES – Term Time only***

*Dance classes are held weekly by a qualified dance teacher assisted by nursery staff, helping towards coordination and balance whilst encouraging the children to be creative and interact with their peers. These are booked termly and are a small additional cost.*

## **TRIPS**

*We are very fortunate to have our own minibus. Therefore take the children out on a weekly basis to a local Care Home or Bookshop and we plan trips for the childcare to follow on with topics to extend their learning. Apart from using the minibus we also take the children out on local walks to the library, woods or park, sometimes taking a picnic too. We do have a range of single and double pushchairs for the younger children and babies.*



*For our holiday club children we aim to plan a variety of different trips to meet every child's needs and entertain them.*

## **OUTSIDE PLAY AREA**

*Our garden consists of climbing equipment, sensory/story corner, Teepee, art corner and mud kitchen. The area is fully equipped and is enclosed within the Centre's grounds, including an undercover section for the wetter days. The garden areas are covered with a safe play surfaces to provide a safe environment where children can get daily fresh air and explore the outside environment. We encourage all areas of development within the outside area by providing a wide range of activities from building a den to creating a car garage or making a mud pie in the mud kitchen. Children are also encouraged to develop their physical skills such as running, hopping, skipping and jumping. We also help children to learn to climb and provide equipment to support bike riding, throwing, catching and kicking a ball. In the garden we also aim to encourage group activities and games to get the children interacting*



*together and having fun to develop all areas of their learning. We have a wooden sitting area in our sensory corner so that all the children can join staff to sing songs, read a story or just have a quiet rest.*

## **SPECIAL EDUCATIONAL NEEDS**

*We offer a high quality service and the needs of all our children are catered for. We have trained Special Educational Needs Coordinator's (SENCo) who support staff within the setting to recognise the needs of all children, with help through the key person system and the two year progress check they are able to identify children who may require additional support with their learning or have a special educational need. Once identified the SENCo's works in partnership with parents to refer to outside agencies for support and then develop Individual Support Plans (ISP) depending on the level of support required. We also welcome children who already have an identified special educational need or disability who require additional support with their learning. Our SENCo's will ensure that a partnership with parents and other professionals is developed to plan and deliver an individualised program to meet your child's needs. If you would like to view our Special Educational Needs Policy or for more information please see Janet, Liz or Jane.*

## **BEHAVIOUR**

*All children are encouraged to show positive behaviour in all areas. Little Treasures staff use positive methods when unacceptable behaviour occurs. Key aspects include redirection, anticipation and removal of potential problems, and positive reinforcement and encouragement. Little Treasures operates a Behaviour Policy which is available from the office. Our rules have been developed with the children.*

## **Meal times**

*Children have their meals in their rooms where an optional prayer is said before eating. The children are encouraged to eat together in a relaxed social atmosphere. Our menu works on a four-week rota ensuring a variety of meals that are balanced and nutritious. All our food is prepared from the finest fresh produce prepared by our highly qualified in-house chefs. We can cater for every child's individual needs from special diets to vegetarian and our babies meals can be blended or finely chopped if needed. We can offer support and advice on baby-led weaning also.*

### ***BREAKFAST from 8.00 am***

- *Fresh fruit*
- *Cereal*
- *Toast/Croissants/Pancakes/Yoghurt*

### ***LUNCH 12.00 pm***

*The menu varies daily from lasagne, to Jerk chicken or a lovely roast dinner. Each meal has vegetables and potato, pasta or rice accompaniment that the children are able to serve themselves. Desserts are also varied from fresh fruit to carrot cake or bananas and custard. Fresh fruit is always served with the daily dessert as an alternative.*



**TEA 4.00 pm**

*To ensure the utmost care is taken in the preparation of food, tea is prepared by staff who hold a current Food Hygiene Certificate. Tea varies and includes:*

- *Jacket potatoes with a variety of fillings*
- *Crackers, cheese with side salad*
- *Sandwiches with a variety of fillings*

*Our tea menu is then followed by a dessert and a choice of fresh fruit.*

**SNACK TIME**

*Snack time is organized into our day both morning and afternoon. Within the 2–5 year rooms the children have a 40 minute rolling snack period where they are able to help themselves to snack when they are ready, this time enables the children to try healthy snacks and new tastes. At snack time a drink of milk or water is offered. Water is also always available throughout the day in all rooms.*



## **Holiday Club**

*A natural progression for the children who live locally and use Little Treasures would be to use the Holiday Club. Once they enter school, holidays can be a challenging time for parents to get childcare arranged, so register them with our holiday club and you will receive a leaflet before every holiday with our fun packed programme of all our activities. The children will be familiar with their surroundings and will already know the staff and some of their friends.*

*It is important to register your child with this facility as soon as possible if you would like to take advantage of the holiday club, as children do not automatically transfer from the Childcare to the Holiday Club. We cover most of the school holidays including half terms. Places are given on a first come first served basis.*

*Three meals are provided throughout the day with the main meal being made by our in house chefs. As well as organised trips out to places such as megazone, the farm, cinema and bowling we invite outside agencies into our club to offer a range of different activities. In the past we have had drama classes, road safety, children's first aid courses, party pets, football skills and fencing. Children are encouraged to participate in all the activities on offer and we want everyone to have as much fun as possible. Green cards can be gained when children make that extra special effort with a prize for the child who has gained the most.*

## GOVERNMENT FUNDED SESSIONS

### 2 year olds

*The local authority enabled families to access limited free Early Years Provision for two year olds. To access this funding families need to meet a certain criteria, if the criteria is met and there is sufficient funding available your child will be able to access up to 15 hours Government grant funding. Please see the office for more information.*

### Universal 3 years to 5 years

*From the term after your child's third birthday your child is entitled to receive 11.5 or 15 hours of free provision.*

- *Funding is available term time (38 weeks @ a maximum of 15 hours per week)*
- or*
- *Stretched funding (50 weeks @ a maximum of 11.5 hours per week)*
- *Funding can be accessed within 2 provisions but can't be more than the overall entitlement.*
- *A Declaration form will need to be completed for the start of each new term to confirm the number of universal funded hours they wish to access at the Centre. A Privacy Notice will be given alongside this form to inform you how the information you have given us will be used in accordance to GDPR.*

### Extended 3 years to 5 years

*Some children after their third birthday may be eligible to access up to 30 hours funding.*

- **Eligibility:** *Both parents must be working, or the sole parent is working in a lone parent family and each parent earns on average*
  - *A weekly minimum equivalent to 16 hours at national minimum wage or national living wage: and*
  - *Less than £100,000 per year*
- *Funding is available term time (38 weeks @ a maximum of 30 hours per week)*
- or*



## **Little Treasures**

- *Stretched funding (50 weeks @ a maximum of 23 hours per week)*

*To check eligibility or apply for up to 30 hours funding please visit the following website: <https://childcare-support.tax.service.gov.uk/>*

*Please note: Spaces are limited for 30 hours funded children, please see our funding policy for further details.*

*We offer a variety of sessions which incorporates the free provision entitlement, some session times can vary from those below and individual cases will be calculated on their own merit. Any additional hours are calculated at the hourly rate in line with our Over 2's fee structure.*

*Meals are charged accordingly (Meals are optional and for some a lunch box option is preferred however if a child attends for lunch and tea we recommend a cooked meal to ensure a balanced diet).*

*Please contact the Centre manager to discuss your childcare needs and to make the most of the funding provision.*

**Childcare Fees for Children from birth to 24 months old**All day session from 8.00 am to 6.00 pm

Daily rate:- £5.85 per hour plus meals £65.55 per day

Weekly rate:- £5.55 per hour plus meals £62.55 per day £312.75 per week

Short day session from 9.00 am to 4.00 pm

Daily rate:- £6.55 per hour plus meals £48.90 per day

Weekly rate:- £6.25 per hour plus meals £46.80 per day £234.00 per week

Morning session from 8.00 am to 1.00 pm

Daily rate:- £7.10 per hour plus meals £40.20 per day

Weekly rate:- £6.70 per hour plus meals £38.20 per day £191.00 per week

Afternoon session from 1.00 pm to 6.00 pm

Daily rate:- £7.10 per hour plus meals £37.85 per day

Weekly rate:- £6.70 per hour plus meals £35.85 per day £179.25 per week

Short sessions either from 9.00 am to 12.00 pm or 1pm to 4 pm

Daily rate:- £7.10 per hour (no meals) £21.30 per day

Weekly rate:- £6.70 per hour (no meals) £20.10 per day £100.50 per week

Hourly rate for additional 8-9am or 4-5pm

Hourly rate:- £7.20 per hour. 7.30 start:- £3.60

Meal Prices

Breakfast £1.65

Lunch £3.05

Tea £2.35

Fees are reviewed annually and any increase will usually take place in October

## ***Little Treasures***

### **Childcare Fees for Children from 2 years to 5 years old**

#### All day session from 8.00 am to 6.00 pm

Daily rate:- £5.65 per hour plus meals £63.55 per day

Weekly rate:- £5.40 per hour plus meals £61.05 per day £305.25 per week

#### Short day session from 9.00 am to 4.00 pm

Daily rate:- £6.40 per hour plus meals £47.85 per day

Weekly rate:- £6.10 per hour plus meals £45.75 per day £228.75 per week

#### Morning session from 8.00 am to 1.00 pm

Daily rate:- £6.65 per hour plus meals £37.95 per day

Weekly rate:- £6.35 per hour plus meals £36.45 per day £182.25 per week

#### Afternoon session from 1.00 pm to 6.00 pm

Daily rate:- £6.65 per hour plus meals £35.60 per day

Weekly rate:- £6.35 per hour plus meals £34.10 per day £170.50 per week

#### Short sessions either from 9.00 am to 12.00 pm or 1pm to 4 pm

Daily rate:- £6.65 per hour (no meals) £19.95 per day

Weekly rate:- £6.35 per hour (no meals) £19.05 per day £95.25 per week

#### Hourly rate for additional 8-9am or 4-5pm

Hourly rate:- £6.95 per hour                      7.30 start:- £3.48

#### Meal Prices

Breakfast £1.65                      Lunch £3.05                      Tea £2.35

Fees are reviewed annually and any increase will usually take place in October

***PLAY TOGETHER, LEARN TOGETHER***

**Childcare fees for Holiday club**

Full day session from 8.00 am to 6.00pm

£47.05 per day

Short day session from 9.00am to 4.00pm

£32.80 per day

Morning session from 8.00am to 1.00pm

£28.20 per day

Afternoon session from 1.00pm to 6.00pm

£25.85 per day

Hourly rate:- £5.95

7.30 start:- £2.98

Meal Prices

Breakfast £1.65

Lunch £3.05

Tea £2.35

The majority of trips will incur an additional trip fee alongside session fees due to the increased expenditure of entrance fees and transport costs.

Fees are reviewed annually and any increase will usually take place in October