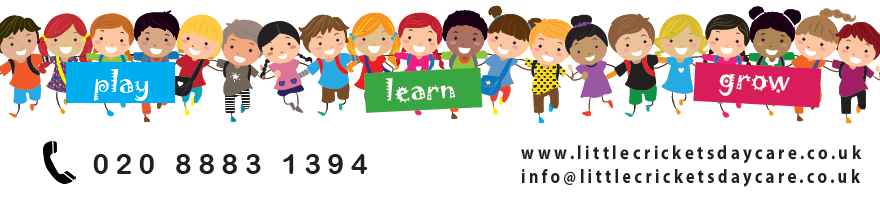


**PROSPECTUS AND**

**REGISTRATION**

**2019**



**Contact details**

185a Park Road, Hornsey, London, N8 8JJ

**Telephone:** 020 8883 1394

**Email:** info@littlecricketsdaycare.co.uk

**Web:** www.littlecricketsdaycare.co.uk

**Opening Times**

Full Time Day Care

Ages 3 months – 5 years

Monday to Friday 7am - 7pm

**Statement of Aims**

**Little Crickets Day Care will:**

* Provide a key person to help to meet the individual needs of every child
* Create a safe, secure, friendly and stimulating environment where children can thrive and enjoy their adventures
* Recognise appropriate support from highly qualified adults to move children forward in their learning
* Offer a balance between child initiated and adult directed activities
* Use materials and equipment imaginatively and creatively to expand learning
* Give children the opportunity to develop their own lines of exploration and enquiry, focusing on their own choices
* Promote experiences that widen their world into that of their community
* Provide creative opportunities to stimulate the imagination of children and excite their senses

# Room Structures

**Baby Room: 3 months – 12 months**

Children are in this room from ages 3 months to approximately 12 months. There are a maximum of 12 babies in this room with a ratio of 1:3.

The babies in this room can rest and sleep comfortably in cots, or on mats in a dedicated sleep room joined to this main area.

Babies enjoy a range of tactile activities including flour play, rice play and gloop. The babies have sensory play daily with lights, wind chimes where they can relax or be stimulated using their senses. Babies have access to a wide range of toys appropriate to their age and development.

Babies are offered fresh pureed fruit and vegetables whilst weaning and gradually the staff introduce carbohydrates and proteins following instructions from parents.

Parents are asked to provide formula milk, nappies and wipes for their children.

Mealtimes are taken in the playroom, or with all the other children in the main eating area. They are fed in high-chairs where the babies are facing each other and can interact socially. Children have access to drinking water through-out the day as and when they require it.

With permission from parents, babies are taken for walks using buggies around the grounds.

The staff within the baby room focus on the children’s Personal, Social and Emotional development, they focus on a home from home sense of feeling and concentrate on the children feeling secure and happy while in our care. They are focused much more on our Key Person approach this is beneficial for both children and parents.

**Toddler Room: 12 – 24 months**

Children in this room range from age approximately 12 months to 24 months. The maximum number in this room is 15 with a ratio of 1:3

The toddlers in this room can also rest and sleep comfortably in cots or on mats as they prefer in a dedicated sleep room joined to this main area.

Toddlers use a range of toys appropriate to their age and participate daily in activities such as painting, sticking, cooking, flour play, rice play and gloop.

With permission from parents, the toddlers are taken for walks using buggies and reins. The children will go out at least once a day if not twice.

Mealtimes are taken in the main eating area on chairs around small round tables, where toddlers can face other and begin to communicate with their peers and learn about good table habits. Children have access to drinking water through-out the day as and when they require it.

The staff within the room will focus their planning around the Prime areas of learning taken for the Early Years Foundation Stage (EYFS)

**Prime Areas of Learning**

Personal, Social and Emotional Development –

* Making Relationships
* Self-Confidence and Self-Awareness
* Managing feelings and Behaviour

Physical Development –

* Moving and Handling
* Health and Self-Care

Communication and Language –

* Listening and Attention
* Understanding
* Speaking

**Nursery Room: 24 – 36 months**

Children in this room range from age approximately 24 months to 36 months. The maximum number in this room is 16 with a ratio of 1:4

The nursery children can be changed or use the small toilets or potty.

Nursery children can access a range of toys appropriate to their age and participate daily in adult led activities such as painting, sticking, cooking, sand, water, flour play, rice play and gloop.

The nursery children have access to the garden straight from their room, they will go outside in the playground or go for a walk around the grounds at least twice a day, they will also have free flow through-out the day directly to the garden. Mealtimes are taken in the playroom with small chairs around small round tables, where the nursery children are encouraged to begin to be more independent with feeding themselves and appropriate table behaviour is encouraged. Children have access to drinking water as and when they require it through-out the day

Children in this room sleep on mats with the supervision from a member of staff in their playroom.

The staff will focus their planning around the prime areas of learning taken from the Early Years Foundation Stage (EYFS) as stated above.

The staff within this room will focus their planning the both Prime and Specific areas of learning taken from the Early Years Foundation Stage (EYFS) as stated below.

**Pre-school: 3 years – 5 years**

Children in this room range from age approximately 3 – 5 years. The maximum number in this room is 24 with a ratio of 1:8

The pre-school children benefit from their own cloak area where they are encouraged to partake in ‘self-registration,’ hang their belongings, use the toilets and wash their hands.

Mealtimes are taken in the playroom with small chairs around small round tables, where the Pre-School children are encouraged to serve themselves and take their plate and scrape it when they are finished. They have access to drinking water through-out the day as and when they require it.

Pre-school children can access a huge range of activities and toys which are laid out in the seven development areas; these are both the Prime and Specific areas of learning taken from the Early Years Foundation Stage (EYFS), which are:

**Prime areas of Learning**

Personal, Social and Emotional Development –

* Making Relationships
* Self-Confidence
* Self-Awareness and Managing Feelings and Behaviour

Physical Development –

* Moving and Handling
* Health and Self-Care

Communication and language –

* Listening and Attention
* Understanding and Speaking

**Specific Areas of learning**

Literacy -

* Reading
* Writing

Mathematics -

* Numbers
* Shape, Space and Measure

Understanding the World –

* People and Communities
* The World and Technology

Expressive Arts and Design –

* Exploring and using Media and Materials
* Being Imaginative

**Our Fees**

*The fees from* ***Septbember 2018*** *are set out below:*

|  |  |
| --- | --- |
| ***Hours*** | ***Price*** |
| *Full day 8am – 6pm* | *£80 per day* |
| *Session 1: 8am – 1pm* | *£40* |
| *Session 2: 1pm – 6pm* | *£40* |
| *Extra hours* | *£10 per hour* |

*5% off – Set Sessions 25hours or more per week*

*10% off – Set Sessions 40 hours or more per week*

Fees are invoiced monthly in advance and the deadline for the payment is the 4th of the month. As we provide a flexible service any additional costs will be invoiced at the end of the month, payable in arrears being due on the issuing of the invoice.

**Meals**

|  |  |
| --- | --- |
| Breakfast | £1.50 |
| Cooked Lunch | £2.50 |
| Supper | £1.50 |
| Snacks | FREE |

*Lunch and Supper are not charged until your child reaches 12 months old*

*Breakfast is chargeable for all age groups*

Our menu changes frequently in order to keep little taste buds developing and our chefs inspired. However, we always ensure a balance of carbohydrates, proteins and avoid heavy sugar laden foods especially in deserts. All our meals are made onsite and whenever possible are made from free range, organic locally sourced produce.

**Eligible three year olds** can receive up to 30 hours free per week in the local authority set term times. These hours will be deducted from their invoice in hours. Any extra hours over and above the 30 free hours will be charged at the usual rate.

Late pick up fees: £10.00 for the 1st 15 minutes, £5.00 per 15 minutes thereafter. Late payment of fees unless arranged prior to invoicing will be subject to a 10% charge

**Registration Form**

Staff use only:

**Key information**Child room at starting:  
Child’s proposed start date:  
Child’s days:  
Weekly fees:  
Deposit paid and method:  
Taken by:

If you are interested in a place for your child please complete this form and return with a **non- refundable** **£150.00** registration admin fee payable by bacs, card or cash. If we cannot offer your child a place we will not require a registration payment until a start date has been agreed.

BACS: Little Crickets Day Care Sort:40-02-44 Account 83802221

**Little Crickets Day Care – Tel 020 88831394 –** 185a Park Road, Crouch End, London, N8 8JJ

|  |  |  |
| --- | --- | --- |
| **Child’s Personal Details** *(PLEASE COMPLETE IN BLOCK CAPITALS)* | | |
| First name:\* | Middle name: | Last name: |
| Known as: | Gender:  Male □ Female □ | Date of birth: (DD/MM/YYYY)  Age: |
| Siblings : YES/NO | Siblings Name: | Siblings D.O.B |
| Child’s home address:  Town: County: | | Post code: |

|  |  |  |
| --- | --- | --- |
| **Parent/Carer Personal Details**  *(PLEASE COMPLETE IN BLOCK CAPITALS)* | | |
|  | 1 | 2 |
| Title\* | Mr Mrs Miss Ms Dr  □ □ □ □ □ | Mr Mrs Miss Ms Dr  □ □ □ □ □ |
| First name\* |  |  |
| Last name |  |  |
| Relationship to child |  |  |
| Do you have parental responsibility? | Yes □ No □ | Yes □ No □ |
| Home address if different from child’s home address\* | Town:  County: | Town:  County: |
| Post code |  |  |
| Email address |  |  |
| Mobile no |  |  |
| Home phone no\* |  |  |
| Work phone no |  |  |
| Employer |  |  |
| Occupation |  |  |
| **Emergency Person Contact information** | | |
| First Name | Last Name | Relationship to Child |
| Street number | Street address | Post code and Town |
| Mobile phone | Landline | Work place Phone number |

|  |
| --- |
| Who has legal contact with the child? (Please provide full name/s including title/s)  Please state which parent or carer the child normally lives with:  How did you hear about Little Crickets Day Care? |

|  |
| --- |
| Proposed commencement date: Day: |
| Please select the type of sessions/days/meals that you require |
| **Set contracted sessions (a minimum 1 session required)**:  Session 1: 8am -1pm Session 2: 1pm - 6pm  Additional hour 7am - 8am Additional hour 6pm – 7pm  **Set Contracted Days:**  Monday Tuesday Wednesday Thursday Friday  **Set contracted Meals:**  Breakfast (7:30am) £1.50 Lunch (12pm) £2.50 Dinner (4:00pm) £1.50 |

|  |
| --- |
| Has your child attended any other nursery or pre-school? If yes, please provide details. |

|  |
| --- |
| N/A 15 hours 30 hours  (Proof of eligibility to be provided by parents) |

**Government Childcare Funding Eligibility**

|  |
| --- |
| Proof of identity for parent (Please tick)  Birth Certificate Passport Driving License Other (state)\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |

**Please bring with you documents on Registration visit**

|  |
| --- |
| Proof of identity for Child (Please tick)  Birth Certificate Passport Other (state)\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |

**I/We hereby state that the information we have provided on this form is accurate as at the date of submission to the nursery.**

Signed Parent/Carer **1** …………………………....…………………..

Name Parent/Carer **1** ............................................................... Date........................

Signed Parent/Carer **2** …………………………....…………………..

Name Parent/Carer **2** ............................................................... Date........................

Data Protection and Privacy: In compliance with current UK General Data Protection Regulation, any information you provide to us will be kept secure and treated confidentially according to our Data Protection and Privacy Policy. This data collected will only be used by Little Crickets Day Care Ltd and stored by our third party suppliers and will not be disclosed to any external sources without your prior consent. By completing and sending this form to us, we will presume you are agreeing to our Data Protection and Privacy policy.

|  |
| --- |
| Doctors name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Doctors address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Health visitor name: Telephone number:  Local heath service centre: Telephone number: Dentist name: Telephone number: Social worker: Telephone number:  **Immunisations (Please select)**  Polio: Diphtheria: Whooping cough: Measles:    MMR: Tetanus:: BCG: HIB:  Please bring named child’s red book and any other records of infectious diseases at time of registration.  **Allergies**  Please list all dietary requirements/food preparations and any/all allergies, including whether medical, cultural, allergic, never tried or other (Please state all that appliesikes and dislikes**  Please state favourite meals, food likes and dislikes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Favourite activities**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Additional needs** Please say below if you feel your child requires an additional need of support. If yes, please state what kind of support would you like and our level of involvement.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**TERMS & CONDITIONS**

**Registration** A **non refundable** administration fee of £150 is payable on acceptance of the Booking Form and confirmation of a place for your child. The administration fee will only be fully refunded if we are unable to provide a place on the required.

**Confirmation of Place** The child’s place will be confirmed in writing. The confirmation will include details of the child’s commencement date along with the required sessions.

**Fees** are charged in advance on a calendar monthly basis, invoiced are raised in the last week of the month prior, and are payable by the 4th of the month following. No charges apply for Bank Holidays or the closure days between Christmas and the New Year.

**Eligible three year olds** can receive up to 30 hours free per week in the local authority set term times. These hours will be deducted from the invoice. Any extra hours over and above the 30 free hours will be charged at the usual rate as set our in our fees structure.

The initial payment of fees will be determined by the child’s commencement date with us and will include all sessions booked from that date, up to, and including the remainder of that particular month.

Morning and afternoon snacks are included in the fees. The Day Care will also provide cow’s milk for those children of an appropriate age if they choose.

Nappies, wipes and formula milk are to be provided by the child’s parent/carer.

Payment may be made by Bank Transfer, Childcare Vouchers and Cash.

Returned payments from the bank may incur an administration charge equal to any charges the Day Care may be charged by the bank

**Please Note:** **On commencement of a child attending the Day Care the fees shall be made in full and any voucher payments made will be deducted from subsequent months.**

The nursery reserves the right to review the fees and terms and conditions. In the event of there being changes one calendar month’s written notice shall be given.

A refund will not be given where a child is absent from the nursery due to sickness, holiday or if parents/carers decide not bring in the child on that day.

If fees remain outstanding for more than 10 days:

1. The Day Care reserves the right to charge a late payment fee of 10% on any outstanding balance
2. The Day Care may serve 14 days notice in writing to terminate the contract. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery and the nursery’ notice to terminate shall be regarded as a formal demand for all outstanding monies.

**Types of Sessions & Conditions of Booking** The session types available are set sessions.

Set contracted sessions are permanently booked recurring sessions or days requiring one full calendar month’s notice in writing should you wish to change. Little Crickets will try and change the contracted session to another available session. If no slots are available you may be placed on the waiting list.

**Extra Sessions/Hours** We are happy to offer extra sessions and hours if they are available, within our terms and conditions.

1. Please try to give as much notice as possible if you require extra sessions so that we can organise staff and food for your child, but not more than within the existing or the following week in advance. This is not a guarantee that we can do it, but an indication of our best efforts.
2. Extra sessions booked but not taken are not refundable or transferable unless agreed by the nursery Manager due to exceptional circumstances.

**Cancellation/Termination of Contract** When Settling in has been completed or the set contracted sessions have commenced, either party may terminate this contract by giving one calendar month’s notice in writing. This period is subject to the termination not being due to non payment of fees as outlined above. During that said one month period the Day Care undertakes to continue to admit the child, and the parent/carer undertakes to pay for all fees due. In the event of the parent/carer failing to pay the month’s fees the child’s place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.

In the event of the parent/carer giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the Day Care one calendar month’s fees in lieu of notice. Failure by the parent/carer to provide one calendar month’s notice or any notice at all shall render the parent/carer liable to the nursery for one month’s fees.

Notice must be made in writing to the Management.

**Late Collection Policy -** Little Crickets reserves the right to charge parent/carers when they do not collect their child at the agreed time, a charge at the rate of £10.00 for every 15minutes after the scheduled collection time.

**Notification of Absence/Lateness –** The parent/carer is expected to notify the nursery if their child is going to be late or absent. Sickness or absence will be charged at normal contracted rates.

**Scheduled Holidays -** Little Crickets will offer a 50% reduction on fees if provided with one months notice advance of holiday/absence. So we can guarantee quality of care and staffing we operate on an all year round basis including school holidays.

**Unforeseen Closure –** In the event of closure of the Day Care due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure, or other causes beyond the reasonable control of the nursery, the nursery will close and a refund of fees will be made one month latest after the date of closure.

**Sickness/Emergency Treatment -** Children must not attend the nursery when they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at the Day Care, the parent or nominated carer will be contacted to arrange to take their child home.

In the case of an infectious condition the recommended exclusion time must elapse before the child can be readmitted to the nursery (the nursery can advise on this).

In the case of an emergency nursery staff will call health professionals. A senior member of staff will accompany the child to the hospital until the child’s parent/carer arrives. The nursery will continue to make contact with their parent/carer if they had not been able to reach them immediately.

**Complaints Procedure -** The nursery complies with a laid down complaints procedure, a copy of this is held in the nursery, in compliance with Ofsted requirements.

**Safeguarding Children Policy -** The nursery observes the Children Act 2006.

**Ofsted Registration** Little Crickets is registered with Ofsted and complies with all Ofsted procedures, Ofsted number is EY547659 (Play On Kids Limited)

**Loss or Damage** The nursery does not accept responsibility for any loss or damage of property on its premises.

**Employment**- Any client who wishes to employ a current of former employee of Little Crickets Day Care will be subject to an introductory fee of £1500.

***The nursery reserves the right to change the above Terms & Conditions as and when the need arises. One months notice will be given in writing to any changes.***

***As parent/carer I acknowledge that I have read and agree to the Terms & Conditions set out above.***

Signed Parent/Carer **1** …………………………....…………………..

Name Parent/Carer **1** ............................................................... Date........................

Signed Parent/Carer **2** …………………………....…………………..

Name Parent/Carer **2** ............................................................... Date........................

**Visitor Questionnaire**

We would really appreciate any feedback that you want to give us about your visit to the nursery. Your feedback is very valuable to us and it helps us to improve our service for the parents and the children at the nursery.

|  |  |
| --- | --- |
| What were your first thoughts about Little Crickets Day Care? |  |
| When you arrived at our setting were you greeted by a member of staff and did you feel welcomed into the nursery? |  |
| How would you rate the atmosphere within our setting? |  |
| Did you feel the show round was informative and all your questions were answered? |  |
| Can you suggest any ways in which we can improve in any areas at Little Crickets nursery? |  |

Thank you for your time

The Team @ **Little Crickets Day Care**