



# Prospectus

Sept 2023 - Sept 2024



A great place to grow



A child's playroom with a large lava lamp, colorful string art, and a blue rug.

## Introduction

At **Little Learners**, we operate 3 small and very friendly day nurseries in the Croydon area.

Our first Nursery in **South Croydon** was established in 1991 and changed ownership in 2002.

**West Croydon** opened in 2009.

**Purley** opened in 2012.

## Aims and Philosophy

The early years in a child's life are of vital importance. It is during these years that the foundations for their schooling years and later life are laid. Our aim is to ensure that every child develops his or her full potential in preparation for formal education.

Learning comes naturally to children when the play activities presented are enjoyable and stimulating. Similarly, all exercises related to pre-reading, writing and number work are experienced in a concrete manner where the child learns the use of letters and numbers in his or her daily life. Making a line and counting the children before laying the table are examples.

It is important that a child's early experiences of care and learning are of a high standard and suited to his or her individual needs. We achieve this by working very closely with our parents through daily exchanges of information. As with all quality provisions, Little Learners ensures a safe, caring and happy environment where children thrive and parents achieve peace of mind.



# Our branches



SOUTH CROYDON



WEST CROYDON



PURLEY

## Our Policies

Below is a brief description of some of our Policies and Procedures for the nursery. In the entrance hall of the nursery we keep our full Policies and Procedures in our Operational Plan folder for parents to view if they wish, parents can also view our policies on the parent login page on the website.

- Age of Admittance
- Safeguarding Policy
- Settling-in Procedure
- Illness and Medicines
- Absences
- Emergency and Accidents
- Collection
- Clothing and Possessions
- Valuables and Belongings
- Behaviour Management Policy
- Complaints Procedure
- Anti-Bias Practice Policy
- Opening Hours
- Parking

### 1. Age of Admittance

South and West Croydon will accept children aged six (6) weeks to five (5) years. Purley will accept children twenty two (22) months to five (5) years.

### 2. Safeguarding Policy

As a provider of day care, we have a responsibility to safeguard the children's welfare. The responsibility involves recognising, recording, and reporting any signs or incidents, which may harm the child's physical and psychological well being. The Safeguarding Lead for this nursery is the Area Manager. We are also required to record any injuries/bruises etc that your child comes to nursery with, and you will be asked to sign this record.

### 3. Settling-in Procedure

For most children, starting at our nursery is their first experience of being away from the comfort and reassurance of their parents/carers. It can be difficult for some but it is our intention to help all children feel at ease as soon as possible. We do this with the help of parents where during the week prior to starting, there is a gradual build up of the time that the child is left without the parent. The objective is to help the child develop that sense of trust and confidence in the people working with him/her in the nursery.

NB. Most children would take an average of about a week to settle into the daily routines of the nursery. However, should your child not settle within a reasonable period of time, we might suggest that you try again sometime later.

### 4. Illness and Medicines

If your child has a doubtful rash, diarrhoea, high temperature, discharge from either eyes or nose, been sick during the twenty-four hours prior to coming to the nursery, please keep him/her at home until the symptoms have been cleared and certified by the doctor to be non-contagious. Likewise, should your child develop any of the above symptoms, you will be contacted and should make arrangements to collect your child as soon as possible. If your child develops a continuous cough, high temperature or any other COVID related symptoms then your child will be sent home and not allowed to return until your child has a negative COVID test.

All medicines prescribed by the doctor should be clearly labelled and handed over together with a Medication Authorisation Form to a member of staff or the manager. Please make sure that all instructions related to the dosage and frequency of administration is clearly detailed in the Medication Authorisation Form. If your child has been prescribed antibiotics, they will need to have the first 48 hours at home or 72 hours in the case of a throat infection. Calpol will only be given if it has been prescribed by a doctor.

### 5. Absences

Please note that if for any reason, your child is unable to attend the nursery, or is going to be late, you should contact the nursery and inform the Manager.

### 6. Emergency and Accidents

Accidents do occur from time to time and whilst we expect this should never be more than a bruise or slight graze, we ask you to complete our consent form giving us permission to take your child to hospital should it be necessary. We will of course contact the parent/carer so that he/she can meet us at the hospital if possible.

All accidents, however minor, will be recorded in the nursery Accident Book. You will be informed and as acknowledgement, you will be required to sign the entries on each occasion.

### 7. Collection

Should any person other than the parents be required to collect your child from the nursery, you must supply relevant information about the person and a password.

You are welcome to collect your child at any time throughout the day. If you would like your child to be ready to go home, please telephone us 30 minutes prior to collection and we will ensure they are ready for you.



## 8. Clothing and Possessions

You will be supplied with a nursery bag to keep spare clothes in, please note that we only allow the nursery bag on your child's peg and no other bags are permitted. Should you bring in another bag we will not be responsible for this bag. You should ensure that your child has at least two full sets of spare clothing in their bag and plenty of pants/knickers/socks and trousers if your child is toilet training. Please label all your child's clothing as staff will not look for unlabelled clothing. The nursery supplies formula milk up to the age of 1 year old and cows milk thereafter. We also supply nappies and wipes up to the age of 3 years if required. Please provide nappy cream should your child require this. We also supply summer hats, winter hats and gloves for each child so please do not bring in your own as staff will not be responsible for them.

## 9. Valuables and Belongings

Please do not send your child in with money or jewellery of any description. Please also do not pack sweets, chocolate or any other foods, which may cause an allergy if offered by your child to another. The nursery provides all food and snacks necessary during the course of their day here. In the case of a new or younger child, a comforter may be brought in from home. This must be marked with the child's name. Parents are advised not to bring toys from home, as it can be difficult for other children when the child concerned is not willing to share. We will not be held responsible for any toys etc that are brought in from home.

## 10. Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them, and children are free to develop their play and learning without fear of being hurt, or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

### In order to achieve this:

Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the nursery and explained to all newcomers, both children and adults.

All adults in the nursery will ensure that the rules are applied consistently so that the children have the security of knowing what to expect, and can build up useful habits of behaviour.

All adults will try to provide a positive role model for the children with regard to friendliness, care and courtesy.

Adults in the nursery will praise and endorse desirable behaviour such as kindness and a willingness to share.

We will take positive steps to avoid a situation in which children receive adult attention only when undesirable behaviour is evident.

### When children behave in unacceptable ways:

They will be required to have a short 'time out' session either by himself or herself or with an adult before they rejoin the group. During this period, the adult might explain why the behaviour is not tolerated and the child will be given support to correct that behaviour over a period of time.

They will be assured that it is their misbehaviour that is not acceptable and not their personal selves.

They will not be subjected to any form of physical punishment like smacking or shaking.

They will not be humiliated or singled out with techniques like the 'naughty' chair.

They will be dealt with using strategies, which are developmentally appropriate, respecting the children's varying level of understanding and maturity.

All adults working with the children will be made aware of the cultural expectations regarding interaction between people and will be required to respect certain differences. Should a child be observed to show any form of racial discriminatory behaviour either through verbal abuse or actions, the staff will try to rectify the situation through explanation and projects based on awareness of equal opportunities.

They will also strive to work closely with parents whose children may have a recurring behavioural problem based on the understanding that some behavioural problems can arise from the children's disabilities e.g. the lack of an appropriate level of speech.



### 11. Complaints Procedure

Should you feel that you have reason to complain about any aspect of your child's welfare in the nursery, please ask to speak to the nursery manager so that the matter can be resolved effectively and as soon as possible. If you still remain unsatisfied then please contact the Director following instructions in the Complaints Policy which you will find in the Parent Login section on the nursery website or in the operational plan in the entrance hall. If you still remain unsatisfied you can then ring Ofsted on 0300 123 1231

### 12. Anti-Bias Practice Policy

Little Learners believes in the equal treatment of all persons and the opportunities open to them. Little Learners welcome all who apply for entry regardless of their race, ethnic origin, gender, disability, culture or religion.

All staff are well briefed about our anti-bias practice policy and anti-discriminatory policies. They must demonstrate equal opportunities and anti racism in their work with the children at all times

### 13. Opening Hours

The nursery is open all year round for 51 weeks of the year, Monday to Friday - excluding two staff training days, bank holidays and statutory holidays between the hours of 8.00 am and 6.00 pm.

However, we can provide extended opening/closing times if required, 7.30am until 6.30pm at an additional cost.

We close at 12.30pm on Christmas Eve and re-open the second working day after New Year's Day (the first working day we will be closed for staff training).

Please note: Children will be unable to enter the building before their allocated start time, unless an early drop off session has been pre booked.

Late collection fees will be charged from a minute after the normal collection time at a rate of £10.00 for up to fifteen minutes and £10.00 for every subsequent quarter of an hour thereafter.

This is not only for insurance purposes but to ensure that the contracted hours of staff are not exceeded or the ratios broken.

### 14. Parking

The car parking spaces are limited at all the nurseries.

At South Croydon parents/carers must only park in one of the four designated spaces and are not permitted to park in the keep clear areas.

Parents must not park on the pavement immediately outside the nursery but at busy times should drive around the block until a parking space becomes free.

West Croydon has four parking spaces and Purley has two parking spaces.

Parents must reverse into the parking spaces at all times.

Pedestrians must use the designated pathways.

Parents must supervise their children in the car parks and exercise great care when driving through the car park.

The nursery accepts no responsibility for injury, damage or loss to persons, vehicles or property in the nursery car park.



## Early Years Foundation Stage

We follow the Statutory Early Years Foundation stage framework (EYFS) and use Birth to 5 matters to support the implementation of the EYFS for all of the children who attend the nursery. The framework is grouped into

### FOUR PRINCIPLES:

#### 1) A Unique Child

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

#### 2) Positive Relationships

Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

#### 3) Enabling Environments

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

#### 4) Learning and Development

Children develop and learn in different ways and at different rates, and all areas of learning and development are equally important and inter-connected.

Learning and development is divided into 7 different areas, **PRIME AND SPECIFIC** and through play these areas are covered.

The prime areas are:

- Personal, social and emotional development
- Physical development
- Communication and language

The specific areas are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

If you would like any further information on the Early Years Foundation Stage or Birth to 5 matters you can download the documents from the following websites;

Early Years Foundation Stage – [www.gov.uk](http://www.gov.uk)

Birth to 5 matters – [www.birthto5matters.org.uk](http://www.birthto5matters.org.uk)



### Personal, Social and Emotional Development

One of the main aims of being in a nursery is the opportunity for all young ones to experience life outside the confines of their homes. It is at the nursery that children learn there are others like them with the same personal and emotional needs. Turn taking and sharing are perhaps the first experiences which most young children encounter. They also form the basis of relationships with other adults and children who may come from different backgrounds and cultures.

Various topics based on the young children's experiences are often explored and presented. Multi-cultural celebrations and customs are introduced in the hope that children will grow to understand and respect people from different lands and diverse needs. We celebrate all major festivals of different faiths during the year with stories, art and craft activities, cooking, decorations and occasionally outings.





## Physical Development

We have a garden where our children can exercise their large motor skills like climbing, running, and balancing. Inside we develop the children's fine motor skills by using pencils/pens, scissors, threading, using a knife and fork etc.

## Communication and Language

We provide activities related to language acquisition through:

- Story telling and role-play which includes dressing up or experiencing the home corner which takes many forms, e.g. a bookshop, a hairdressing salon or a surgery.
- Circle Time where children learn to listen and discuss various topics of interest e.g. the weather, the days of the week and their own personal experiences.

## Literacy, Songs and Rhymes

- The book corner where children develop an interest for print and pictures.
- Where children acquire vocabulary and rhythm through familiar and new nursery songs and rhymes.

## Mathematics

We ensure learning mathematical concepts by providing the following:

- Materials for sorting, matching and measuring e.g. puzzles and coloured cubes.
- Activities where children explore shape, size, weight and length e.g. cooking.
- Interactive computer software, which are set up in the computer area.

## Knowledge and Understanding

We aim to:

- Introduce and extend the children's knowledge and understanding of Science and the world around them.
- Explore and enjoy natural materials and their qualities e.g. sand, water and clay.
- Encourage outdoor pursuits through visits to the library and local shops.
- Invite members from the local community like a fireman, a policeman and a dentist for talks and presentations to encourage personal and social awareness.

## Expressive Arts and Design

We encourage expressive arts and design through story telling, drama, role play, music and movement, drawing and painting with various medium, design and technology where children learn to use various tools like the scissors, glue spreaders and sellotape to create two and three-dimensional models. Clay/playdough is also used to help children learn how to sculpt and develop a sensorial approach to learning.





## Fees and Conditions - Fees from 1st SEPTEMBER 2023

### Non Early Years Funding

#### 8.00am until 6.00pm

Full week	£1,338.75 per month or £315.00 per week
4 full days a week	£1,071.00 per month or £252.00 per week
3 full days a week	£803.25 per month or £189.00 per week
2 full days a week	£535.50 per month or £126.00 per week
1 full day a week	£267.75 per month or £63.00 per week

#### 8.30am until 3.30pm

Full week	£1,211.25 per month or £285.00 per week
4 days a week	£969.00 per month or £228.00 per week
3 days a week	£726.75 per month or £171.00 per week
2 days a week	£484.50 per month or £114.00 per week
1 day a week	£242.25 per month or £57.00 per week

#### 8.00am until 1.30pm

5 mornings a week	£786.25 per month or £185.00 per week
4 mornings a week	£629.00 per month or £148.00 per week
3 mornings a week	£471.75 per month or £111.00 per week
2 mornings a week	£314.50 per month or £74.00 per week
1 morning a week	£157.25 per month or £37.00 per week

#### 1.30pm until 6.00pm

5 afternoons a week	£701.25 per month or £165.00 per week
4 afternoons a week	£561.00 per month or £132.00 per week
3 afternoons a week	£420.75 per month or £99.00 per week
2 afternoons a week	£280.50 per month or £66.00 per week
1 afternoon a week	£140.25 per month or £33.00 per week

(The above monthly fees have been based on 51 weeks per annum as there is no charge for the one week closure in December).

Fees include nappies and wipes up to the age of 3 years if required. Fees also include formula milk up to the age of 1 year old, cows milk thereafter, all meals, drinks and snacks.

#### Early drop off and late collection sessions

Early sessions between 7.30am and 8.00am are charged at £4.50 per session.

Late sessions between 6.00pm and 6.30pm are charged at £4.50 per session.

5 days early or lates	£95.50 per month or £22.50 per week
4 days early or lates	£76.50 per month or £18.00 per week
3 days early or lates	£57.25 per month or £13.50 per week
2 days early or lates	£38.25 per month or £9.00 per week
1 day early or lates	£19.00 per month or £4.50 per week

### Other Sessions Available

2.5 hour sessions are charged at £25.00 per session.

#### Hourly rate

You can book sessions at your convenience at an hourly rate of £15.00 (subject to availability).



## Two Year Old Funding and Early Years Funding

As of September 2023, the Government are in consultation regarding potential additional funding offerings. The current confirmed funding offers are detailed below however we would advise to check the local council website for the most up to date funding information.

Some children are eligible to receive two year old funding for 15 hours per week for 38 weeks of the year or a stretched offering of 11 hours per week for 51 weeks of the year. If you follow the link below and apply you will find out whether or not your child is eligible: <https://croydon.cloud.servelec-synergy.com/Synergy/2YearChecker.aspx>

Upon completing the information online, you will be issued with a 6 character code that you will need to give to the nursery. Nursery will then double check you eligibility and confirm the outcome. Codes must be issued and verified before a two year old funding space is offered.

## Early Years Funding

All children are entitled to Early Years Funding from Croydon Council from the term after their 3rd birthday.

- A child turns 3 between January and March entitled to funding from April.
- A child turns 3 between April and August entitled to funding from September.
- A child turns 3 between September and December entitled to funding from January.

The government will fund up to 15 hours a week, for 38 weeks of the year free nursery education which is paid directly to the nursery. Little Learners don't do Term Time Only, hence we stretch the funding hours to 11 hours a week for 51 weeks of the year.

In order for the nursery to claim this funding you will need to provide a copy of your child's birth certificate and complete a declaration stating where you are claiming the free entitlement.

## Fees For Two Year Old Funded or Early Years Funded

Children whom attend all year (funding amount already deducted):

These fees are based on the current level of early years funding and should the government withdraw the level of funding that we receive – we withhold the right to adjust fees accordingly.

### 8.00am until 6.00pm

Full week	£1,044.25 per month or £245.75 per week
4 full days a week	£776.50 per month or £182.75 per week
3 full days a week	£508.75 per month or £119.75 per week
2 full days a week	£241.00 per month or £56.75 per week
1 full day a week	No fees payable

### 8.00am until 1.30pm

5 mornings a week	£491.75 per month or £115.75 per week
4 mornings a week	£334.50 per month or £78.75 per week
3 mornings a week	£177.25 per month or £41.75 per week
2 mornings a week	No fees payable
1 morning a week	No fees payable

### 1.30pm until 6.00pm

5 afternoons a week	£406.75 per month or £95.75 per week
4 afternoons a week	£266.50 per month or £62.75 per week
3 afternoons a week	£126.25 per month or £29.75 per week
2 afternoons a week	No fees payable
1 afternoon a week	No fees payable



If your child does a combination of days/sessions and your fees are not listed, please ask a member of the management team to work them out for you.



## 30 Hours Funding For 3 and 4 Year Olds

The government is offering working parents of 3 and 4 year olds 30 hours free nursery education. Parents need to apply for the funding online at HMRC/Childcare choices. If your application is successful then you will be given a reference number which needs to be given to the nursery.

In order to receive the funding the code needs to be given to nursery the term before funding begins and will be subject to eligibility checking via Croydon Early Years.

- September to December – code needs to be given to the nursery by the middle of August
- January to March – code needs to be given to the nursery by the middle of November
- April to July – code needs to be given to the nursery by the middle of March

If you are entitled to 30 hours funding and have provided a valid reference number we are prepared to accept the hours in the following ways:

3 days attendance all year round (you will receive 22 hours free and pay for 8 hours of our daily rate, not our hourly rate. You will be required to pay £8.50 per day for 2 days towards meals. So at our current daily rate including meals would be £67.25 per week.

OR

Attend all year round Monday to Friday 1.30pm until 6pm. You would be required to pay £25.00 per week towards meals and £9.00 for the additional 30 minutes of care bringing your total to £34.00

For 30 hours funding, you will need to apply and obtain a code from the GOV website, I have provided a link below and if you scroll down you will see an apply now option. Once you have your code please email this to our funding team via [funding@little-learners.net](mailto:funding@little-learners.net) with the 30 hours form for verification.

Gov website: [www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare)

You will receive an acceptance letter regarding the 30 hours which will give the fees, once we have received and verified your code.

### Fees including 30 hours - Option 1

Full week	£821.25 per month or £193.25 per week
4 full days a week	£553.50 per month or £130.25 per week
3 full days a week	£285.75 per month or £67.25 per week

### Fees including 30 hours - Option 2

5 afternoons a week	£144.50 per month or £34.00 per week
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At present we are only able to offer the two options as above all year round. Limited term time only 30 hours places are offered at our West Croydon nursery subject to availability. These sessions are offered as three full days across 38 weeks of the year. Should you wish to book your 30 hours please let us know as soon as possible as spaces are limited. You are welcome to book additional hours/sessions and days on top of the 30 hour offer and these will be charged at our normal rates.

## Terms

Fees are payable weekly or monthly **IN ADVANCE**. We also accept Tax Free Childcare Accounts. Fees must be received in our account before the Monday for weekly payments and be received in our account by the 1st of each month for monthly payments. Failure to do so will result in a £20 late payment charge and £10 invoice administration charge (which are not negotiable).

It is the parent/carers responsibility to ensure that the correct fees are paid. Occasionally human errors may occur within the admin which result in the incorrect fees being stated. In this event we ask that you advise us as soon as possible. Where an overpayment has been made, we will refund you the overpayment as soon as possible, if you have underpaid you will be expected to pay any outstanding amounts due.

We reserve the right to terminate spaces for non payment of fees as per our Fee and Payment Policy. Sibling discount is offered on fees only (not registration fees) and is 10% off the older child's fees. We do not accept cheques.

In July there is an annual fee review of fees and you will be notified of any changes, which will take effect from the beginning of September.

If you fail to amend your standing order or bank transfer payments to the correct amount then you will automatically be issued with an invoice, which will incur a £10 administration fee plus a £20 late payment fee, this will continue for subsequent payments each time until you have amended your payment to the correct amount.



Prospectus Sept 2023 - Sept 2024

Little Learners Day Nursery  
46 Haling Park Road  
South Croydon  
CR2 6NE  
**Tel: 020 8649 7745**

Little Learners Day Nursery  
156 Whitehorse Road  
West Croydon  
CR0 2LA  
**Tel: 020 8683 2476**

Little Learners Day Nursery  
The School House  
Beaumont Primary  
Old Lodge Lane  
Purley  
CR8 4DN  
**Tel: 020 8406 0080**

# Contact us

Email: [enquiries@little-learners.net](mailto:enquiries@little-learners.net)  
[www.little-learners.net](http://www.little-learners.net)

