

little

STEPPING STONES

d a y n u r s e r i e s

Prospectus | 2015



**Awarded the Most Recommended Nursery
in Wandsworth & 2nd in London by DayNurseries.co.uk**



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Ofsted Registration Number: EY467575

Why Choose Little Stepping Stones?

All Inclusive Service | At Little Stepping Stones Day Nurseries there are no hidden or extra costs. Everything from nappies to sun hats are included in your child's monthly fees.

A Clear & Transparent Fee Structure | We understand that as parents / carers it's important that we give you a clear picture of the financial commitment ahead. We've also tried to help by discounting our full time and day rates, as well as offering additional discounts for siblings who are also attending our nursery at the same time.

Add-On Hours | As well as our standard nursery hours from 8am till 6pm, parents can also add additional hours using the Early Bird (7am till 8am) and Night Owl (6pm till 7pm) add-ons.

Home Visits | Before your child starts at Little Stepping Stones Day Nurseries, you can request for one of our nursery nurses to visit you and your child at home. This gives us the opportunity to get to know you and your child and for your child to get to know us. We would also use this time to fill out any remaining forms, collect photos for our safe collection system and to inform you on how you can get involved in your child's experiences at the nursery, after all the nursery is not just for your child but for you as well.

Settling In | We settle your child over a number of days prior to their start date. The dates and schedule will be discussed during your registration. The child's first session will be for an hour and this will then increase over the days until you are confident that your child has settled in.

Key Person | Your child will be assigned to a key person within their Nursery room who will help you with any questions you may have and to ensure that your child settles in and progresses well. This member of staff will continue to support your child's growth and development through close observation and careful planning. Your child's Key Person is also primarily responsible for recording your child's Record of Achievement and for providing you with regular updates.

Every Child is an Individual | At Little Stepping Stones Day Nurseries we appreciate that each child has their own unique abilities and interests. Hence their daily activities are planned around them with the assistance of their Key Person. In order to better understand your child's needs an "All About Me" document is completed by you during the registration or home visit. This document is updated by your child's Key Person when they are ready to move rooms.

Partnership with Parents & Carers | We encourage parents / carers to develop a close partnership with us, as we consider this to be one of the most important elements contributing to each child's overall well-being and development. We aim to keep parents / carers as fully informed as possible by communicating with you on a daily basis and giving you feedback as to how your child's day went. We understand that it's not always easy for parents / carers to visit our nursery, which is why we ensure that you are always well informed of updates, planned activities and event reminders through our newsletters, website and email alerts.

Safety First | Access to our nursery is via an intercom system that is CCTV monitored. At Little Stepping Stones Day Nurseries we operate a strict collection policy with the use of passwords and photos of pre-nominated adults for each child. As part of our Safeguarding Policy, we enforce a strict "No Mobile Phone & Camera Policy" at the nursery, however for emergencies / trips we issue our nursery staff with a mobile phone without recording or camera facilities.

Step to I.T. | As well as having access to traditional toys and games, children at Little Stepping Stones Day Nurseries are also able to interact with a range of Information Technology. We have a dedicated and controlled IT area where children are encouraged to use the iMac and iPads to learn about the world, different cultures, create music, make stories and enjoy interactive learning apps, all whilst introducing them to the world of technology. Using the in-built projector, children can also easily share their newly created stories with their peers, helping them to develop confidence and independent learning skills.

Outdoor Activities | Little Stepping Stones is located directly opposite to King George's Park which has three separate well-equipped play areas as well as a large grass area for ball games and picnics. The park also has a small lake with a fountain, ducks and moorhens. This provides the perfect setting for our children to connect with nature, explore and be more active. Outdoor activities for all age groups are scheduled through out the day, as this helps them become more engaged with their learning, develop their social skills, experience different seasons and most importantly have fun!

Our Staff | What really makes our nursery so special are the people who work for us! We understand that children learn best when looked after by adults who are suitable, well qualified, and who fully understand the importance of their role. That is why all our staff have at least a Level 3 qualification and is provided with additional training opportunities to support and build on our Early Year Foundation Stage curriculum. All staff are recruited subject to two employment references and must hold a valid Enhanced DBS check - the highest level of checking available, before officially starting at the nursery.

Healthy Eating | All food served in the Nursery is freshly cooked daily and is focused on healthy eating. By working in conjunction with parents / carers our cook is able to devise delicious homemade menus to provide a nutritious and carefully balanced diet. Our children are served fresh fruit and vegetables every day and have access to drinking water in each room. We are able to cater for all dietary or cultural requirements and our monthly menus can be viewed on our website / notice board. Parents / carers with babies are also provided with a daily report sheet with information on their meals, sleep and changing times.

Childcare Funding | We understand that as parents / carers you want to select the best childcare and education that you are able to afford. Hence it is useful to be aware of what financial help is available. Below we have briefly outlined details of the assistance that may be available to you - all of which are accepted at Little Stepping Stones Day Nurseries.

Childcare Vouchers - Childcare vouchers is a scheme some employers offer to help working parents save on registered childcare costs. Childcare vouchers are not means tested and are available to all working parents whose employers operate childcare voucher schemes. These schemes can save you National Insurance and Income Tax as a set weekly amount can be deducted from your salary and used to provide childcare vouchers for the same amount. This amount is deducted from the gross salary and is exempt from National Insurance and Income Tax. Our nursery accepts childcare vouchers.

Tax Credits (Child Benefit) - Nine out of 10 families are eligible for some financial assistance through the Child Tax Credit and Working Tax Credit. The amount you receive will depend on your circumstances. Working Tax Credit includes a childcare element to help families who are working and spending money on childcare.

Nursery Education Grant - The Government introduced the Nursery Education Grant to provide a free early education place for most 3 year olds and all 4 year olds. A grant may therefore be available for your child. The amount available per child changes from year to year depending on government funding. Our Nursery Manager will be able to confirm the current amount to you and to explain how the system works.

Extra Curricula Activities | In addition to planned daily activities based around the Early Years Foundation Stage Curriculum, parents can choose to enroll their children for extra curricula activities such as language classes and tennis lessons. Additionally at Little Stepping Stones Day Nurseries we believe in creating learning opportunities by offering environments and activities that inspire our children's imagination - hence at least twice a year we aim to take our children on "Stepping Stones Adventures" to aquariums and zoos.

Fee Sheet | 2015 Academic Year

Little Steps | 7 Months - 2 Year Olds

Full Time	Monday to Friday 8am - 6pm	£1,400 (Per Calendar Month)
Full Day*	8am - 6pm	£75 (Per Day)
Morning Session**	8am - 1pm	£45 (Per Session)
Afternoon Session**	1pm - 6pm	£35 (Per Session)

Big Steps | 2 - 5 Year Olds

Full Time	Monday to Friday 8am - 6pm	£1,275 (Per Calendar Month)
Full Day*	8am - 6pm	£70 (Per Day)
Morning Session**	8am - 1pm	£40 (Per Session)
Afternoon Session**	1pm - 6pm	£30 (Per Session)

*Minimum of 2 days a week (Limited availability)

**Minimum of 4 sessions a week (Limited availability)

Early Birds & Night Owls | Add-Ons

Early Birds	7am - 8am	£10 (Per Day)
Night Owls	6pm - 7pm	£10 (Per Day)

All fees include nappies & the following:

Full Time & Full Day | Breakfast, a freshly prepared hot meal at lunch and tea, which includes a main course and a pudding. Breakfast is served up until 9am.

Morning Session | Breakfast and a freshly prepared hot meal at lunch.

Afternoon Session | Tea, which includes a main course and a pudding.

Early Birds & Night Owls | Healthy snacks

Nursery Education Grants (NEG) & Childcare Vouchers will be deducted from fees over twelve months so that parents have a clear and fixed monthly fee.

All fees are calculated on 50 weeks a year - we close for 2 weeks (3rd till 17th Aug 2015) so we can carry out maintenance work at the nursery.

Fees are non-refundable for bank holidays, inset days, sicknesses and family vacations.

'Big Step' fees will be applicable from the following month from when your child turns two.

A 10% sibling discount is applied to the eldest child whilst enrolled at the Nursery at the same time

Fees are payable by Standing Order on the 1st of each calendar month and cover the child care for the following month.

The following charges are applicable for all age groups:

Non-Refundable Registration Fee of £50.

Late Fee Payments of £20 per day. Please note that if the nursery fees are in arrears of 7 working days after the due date, your child's place will unfortunately be withdrawn from the nursery.

Late Collection Fee of £1 per minute. This is at the discretion of the Nursery Manager and is due immediately.

A minimum of one calendar month notice is required in writing for cancellation of your child's place.

Terms & Conditions

Little Stepping Stones Day Nurseries hereinafter referred to as 'the nursery' offer a definite /provisional place to the child referred to overleaf who is to join the nursery on the following terms. These terms and conditions relate to the contract between the nursery and the parent/carer.

1. Registration

1.1 A registration fee as referred to on the fee sheet shall be paid by the parent/carer to the nursery on submission of the completed registration form and that fee shall not be returnable if such acceptance is later withdrawn by the parent/carer. The registration fee will be returned if the nursery cannot offer the place on the schedule and date required.

2. Offer Acceptance

2.1 A deposit as is referred to on the fee sheet shall be paid by the parent/carer to the nursery on the acceptance of the offer and that deposit shall not be returnable unless one full month's notice in writing is provided to the nursery manager. The deposit is not deductible from the first month's fees.

3. Payment of Nursery Fees

3.1 Payment of nursery fees to the nursery for the child's attendance at the nursery shall be made by the parent/carer monthly, in advance, on the first day of each month (the due date) by standing order.

3.2 If the payment of fees referred to in 3.1 above shall be outstanding for more than 7 working days then the nursery may serve notice in writing to terminate this contract immediately. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery, and the nursery's notice to so terminate shall be regarded as a formal demand for all outstanding monies.

3.3 The nursery reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/carer.

4. Calculation of Fees

4.1 The nursery year runs throughout the year with the exception of Bank Holidays and two weeks during August for maintenance.

4.2 The fees payable by the parent/carer are calculated by taking the child's weekly attendance fee, multiplying the same by 50, being the number of weeks the nursery is open, and dividing by 12 to give a monthly payment which is required in accordance with clause 3.1. The nursery does not permit the payment of fees on a daily or weekly basis. Any payments by a parent/carer upon this basis may be regarded by the nursery as a breach of the parent/carer payment obligations and the nursery reserves the right to terminate this agreement upon serving 7 working days notice of the parent/carer payment default. Upon the expiration of the said 7 working days notice and the parent/carer having failed to remedy their payment default then the nursery shall be entitled to treat this agreement as terminated and the provision of clause 3.2 shall apply.

4.3 The nursery does not permit the pro-rata reduction of payment fees if the child is absent from the nursery due to illness or holidays whilst the nursery is open. The parent/carer is therefore obliged to make full payment. In the event of payment not being made then the nursery reserves its right to terminate this agreement in accordance with clause 3.2.

5. Cancellation / Termination

5.1 After an offer has been made by the nursery but before acceptance by the parent/carer either party may cancel the offer by serving 7 days written notice.

5.2 After acceptance of the offer by the parent/carer either party may terminate this agreement by the service of one calendar month's notice in writing. During that said one month period the nursery undertakes to continue to admit the child and the parent/carer undertakes to pay 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.

5.3 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 nursery 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.

5.4 Notice must be in writing and posted to the nursery manager.

5.5 If in the reasonable opinion of the nursery manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child or other children of the said nursery or the teachers or other staff so employed then the nursery may serve notice to the parent/carers or a request for the child to be immediately removed from the nursery and the provision of one month's notice as referred to in sub-clause 5.2 hereinbefore stated shall not apply.

6. Non-Solicitation of Staff

6.1 The parent/carer of the child, the subject of this registration form, hereby agrees that during the term of this agreement and for the period of six months following its termination (howsoever terminated) that he/she will not seek to employ, entice away or attempt to entice away from the employment of Little Stepping Stones Limited ('the Company') any person or persons employed by the Company at the date of termination of the agreement between the Company and the parent/carer or any person or persons who was employed by the Company in the six months preceding the date of termination of the agreement between the parent/carer and the Company. If the parent/carer shall breach the aforementioned clause then he/she shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing the said member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements.

7. Variations

7.1 There shall be no variation of this agreement unless it is in writing and made between a duly authorised representative of the nursery and the parent/carer, any such agreement being in writing from a Director of the Company or the Nursery Operations Manager.

7.2 It is hereby recognised that the nursery is owned by Little Stepping Stones Limited (hereafter called 'the Company') and the members of staff at the nursery are employees of the Company.

7.3 The employees of the Company at the said nursery are not authorised to bind the Company in respect of the following matter:

7.3.1 The variation of any terms of this agreement except attendance schedule.

7.3.2 The entering into of agreements be they oral or written with the parent/carer as to payment schedules of current fees or arrears of fees.

7.3.3 The acceptance of any offer as to the payment of fees or arrears of fees other than in accordance with clause 3.

7.3.4 Any representation as to the rights of the Company to take legal or other proceedings.

8. Acceptance

8.1 The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent/carer has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

Registration Form

Child Details

Child's First Name:		Child's Surname:
Date of Birth:	Boy / Girl	Start Date:
Nationality:	Ethnic Origin:	Age of Child at Start Date:
Religion:	1 st Language:	Festivals Celebrated:
Children will be encouraged to discover & enjoy British and Multi-Cultural Festivals		

Parent / Carer Details

Mother's / Carer One's Title & Full Name:		
Mother's/ Carer One's Address:		
		Post Code:
Home Telephone <input type="checkbox"/> :	Work Telephone <input type="checkbox"/> :	
Mobile <input type="checkbox"/> :	E-Mail Address <input type="checkbox"/> :	
Please tick the above relevant boxes to indicate your preferred form of contact		
Company Name & Work Address:		
		Post Code:
Father's / Carer Two's Title / Full Name:		
Father's / Carer Two's Address (if different from above):		
		Post Code:
Home Telephone <input type="checkbox"/> :	Work Telephone <input type="checkbox"/> :	
Mobile <input type="checkbox"/> :	E-Mail Address <input type="checkbox"/> :	
Please tick the above relevant boxes to indicate your preferred form of contact		
Company Name & Work Address:		
		Post Code:
Name of Person or Persons with Parental Responsibility:		

Nominated Adults for Collection

Full Name:	Collection Password:	Photo <input type="checkbox"/>
Full Name:	Collection Password:	Photo <input type="checkbox"/>
Full Name:	Collection Password:	Photo <input type="checkbox"/>
Please ensure you provide a photo of all nominated adults approved for collecting your child		

Medical Details

Doctor's / Surgery Name:		
Doctor's / Surgery Address:		
		Post Code:
Surgery Telephone:		
Please confirm which vaccinations your child has had:		
Diphtheria <input type="checkbox"/>	Whooping Cough <input type="checkbox"/>	Polio <input type="checkbox"/>
Tetanus <input type="checkbox"/>	MMR <input type="checkbox"/>	HIBS <input type="checkbox"/>

Please confirm if your child has had any of the following illnesses:

Measles	<input type="checkbox"/>	Whooping Cough	<input type="checkbox"/>	Chicken Pox	<input type="checkbox"/>
Mumps	<input type="checkbox"/>	German Measles	<input type="checkbox"/>	Scarlet Fever	<input type="checkbox"/>

Please confirm if your child suffers from:

Asthma	<input type="checkbox"/>	Allergies	<input type="checkbox"/>	Eczema	<input type="checkbox"/>
Fits	<input type="checkbox"/>	Febrile Convulsions	<input type="checkbox"/>	Hay Fever	<input type="checkbox"/>

If yes to any of the above, then please give us more details:

Please let us know of any other physical or health problems that your child may suffer from:

Please let us know of any food or drink that your child is not allowed / is allergic to:

Nursery Requirements

	Monday	Tuesday	Wednesday	Thursday	Friday
Full Time					
Full Day					
Morning Session					
Afternoon Session					
Early Birds					
Night Owls					

Please tick as per your child's requirements

Full Day | Monday to Friday 8am till 6pm | Includes breakfast, lunch & tea

Morning Session | 8am till 1pm | Includes breakfast, lunch & tea

Afternoon Session | 1pm till 6pm | Includes tea

Early Birds | 7am till 8am | Includes healthy snacks

Night Owls | 6pm till 7pm | Includes healthy snacks

Signatures

Mother's / Carer One's Signature:	Print Name:	Date:
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Father's / Carer Two's Signature:	Print Name:	Date:
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Nursery Staff:	Print Name:	Date:
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(on behalf of Little Stepping Stones Day Nurseries)

For Staff Use Only Date Reg. Fee Paid:	Deposit Paid: £	Date Paid:
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Data Protection: In compliance with current UK Data Protection legislation, any information you provide here will be kept secure and treated confidentially. The data collected will only be used by Little Stepping Stones Day Nurseries and will not be disclosed to any external sources without your prior consent. From time to time we may wish to contact you in regards to new services. If you do not wish to receive further information from us then please tick this box