

PROSPECTUS



Towers Tiny Tots Day Nursery

The Towers School

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Ashford

Kent

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www.towerstinytots.co.uk



About Towers Tiny Tots

We have been operating in the heart of the Kennington community and supporting local families in Ashford since we opened our nursery on the site of The Towers School in April 2007. We became an independent charity in 2012 which is when we also opened our sister site, at Goat Lees Community Hall, operating as a term time only Pre-School as well as running an Out of School Clubs for primary age children.

Our Nursery

Our nursery is open 50 weeks of the year, closing only for bank holidays and two weeks at Christmas.

We are open from 7.30am to 6.00pm Monday to Friday, we are open for all families to attend from the local area.

We operate two rooms, our baby room for 3 months to 2 / 2.5 years and our over 2's room.

The nursery is within our own building based on the site of the Towers School, this provides a secure environment for our children with access via an intercom system on our gate. You will need to clearly identify yourself via the intercom buzzer before staff will unlock our door allowing entry. All visitors other than parents are required to carry identification and will sign in upon entry to our building. Towers School CCTV is also positioned around the premises.

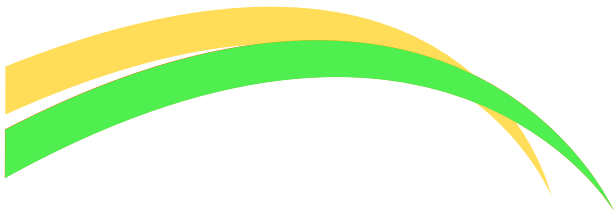
Meet Our Nursery Manager



I have been manager of the nursery since it opened in 2007. I have a foundation degree in early years. My team and I strive to deliver the best possible early education and care we can, as I believe that a good practitioner can help shape young minds. We pride ourselves on being a small friendly independent nursery where everyone matters and we work with parents and children to feel welcome and supported throughout their time with us.

We hope our prospectus gives you a good incite into our setting and we look forward to hearing from you. Please get in touch if you have any further queries.

Jo



Our Baby Room



Our baby room provides a safe and nurturing environment where babies are given our utmost care. The room is separate from our over 2's room, which includes a separate area for sleeping. The room is equipped with age appropriate resources to encourage exploration. We include lots of play time, singing, and stories each day. We look to stimulate sensory development and early language skills. There is access to our garden where babies have a separate area for play.

The staffing team in our baby room are Mandy, Charlene, Hannah, Kiera & Becca

Our Over Two's Room



Play is a child's way of learning new skills and in our over 2's room as well as a safe and nurturing environment, we offer fun and exciting opportunities in which children can learn and develop. Areas to explore include a role play area for imaginative play, a book area for pre-reading skills, we encourage creativity through art and crafts and sand and water play. Children have opportunities to learn about the world, which includes science, mini beasts, different occupations and every day events such as new siblings, birthdays and cultural celebrations. There is direct access to our garden where the children go out to play every day, and where we also have a covered outdoor area.

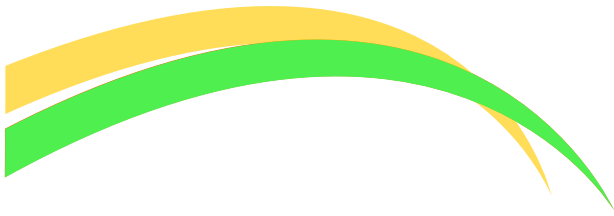
The staffing team in our over two's room are Wendy, Maria, Emma & Becca. Our deputy manager Michelle also spends time with the children each week in the room.



Our Garden

All children have access to our garden which is equipped to extend and support their learning from indoors. There is enough room for physical skills to develop such as running, skipping, climbing & balancing, using cars and bikes, as well as space for messy activities on a larger scale. We also provide opportunities to learn about living creatures as we have Guinea pigs the children help to care for.





Our Staffing Team and Key Person System

Our team at the nursery strive to offer excellent care and education for all our children, regardless of their needs, culture, religion or economic background, and we do this through an exciting play environment. Experiences offered are planned with the voice of the child at the very heart. Opportunities for learning are gained through the key person approach, which enables strong relationships to be formed between the keyperson and key child. Having these bonds provides opportunities to extend their knowledge through individual and group planning and observations are recorded onto Tapestry . Our team want the very best start in life for children in our care, and we aim for the children to leave us excited, motivated and equipped for their next stage in life.

All of our key person team either hold an early years qualification or are working towards one. Our deputy manager has an early years professional status qualification as well as being a qualified teacher with previous experience of teaching reception classes.

All staff hold are pediatric first aid trained and hold safeguarding certificates and, where required, hold a certificate in food hygiene.

Every child has a key person who will liaise with their key child's parents and carers. We use an online learning journal where we report learning observations and photos charting your child's progress through the Early Years Foundation Stage. We use these observations to help us plan activities and respond to the individual needs of the children. We like to maximize our time with the children, which means observations are only uploaded for new learning and not everyday.

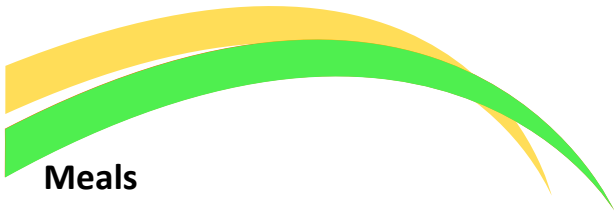
We believe that parents know their children best and we ask you to share information regularly with your child's key person, either at drop off and collection or via tapestry, about how they are developing at home and what your child likes to do at home and how we may better support their development together.

SEND

Here at Towers Tiny Tots nursery we have a dedicated special educational needs and inclusion coordinator and we follow the SEND code of practice. We support children with individual needs and requirements, within the setting and in partnership with parents.

The setting offers universal support through the starting strong guidance, ensuring all children make progress through the Early Years Foundation Stage.





Meals

For children coming into nursery between 7.30am and 8.45am each morning we provide a healthy breakfast of cereal, toast or fruit. Further drinks and snacks are offered to the children mid morning and again mid afternoon and water is available for children to access throughout the day.

Our lunch is prepared by an outside catering company called Zebedees, who provide healthy balanced meals on a three weekly menu rota. Menus are available for parents to see in the lobby of our setting.

Most dietary requirements can be accommodated, please put your requirement in writing and we will discuss this with our catering company and yourselves to arrange any suitable alternatives.

We encourage children to feed themselves from an early age.

We follow the guidelines of the safer eating campaign (eat safe) which means we will discuss with all parents, ages and stages of your child's weaning or whether they have passed all seven stages and no longer need support. It will include detailed information about textures, which your child is familiar with and what your child will require when they attend. A record will be made of ages and stages which will be kept up to date through regular discussions with parents/carers. All staff are made aware of all children's dietary requirements. We are lucky to have been donated the Lifevac emergency choking equipment, all staff will carry out online basic training on how and when to use lifevac in a choking emergency.

Clothing / Uniform

Children do get messy at nursery, we encourage children to wear aprons for messy play where necessary but we will never stop a child from participating without one if they refuse. We suggest that children don't wear their 'best' clothing to nursery. Uniform is available from www.logothatpolo.com/store/towers if you wish to purchase some, but it is not compulsory. We also request that you please provide your child with at least one whole additional spare outfit, including underwear and socks, to change into just in case it is required.

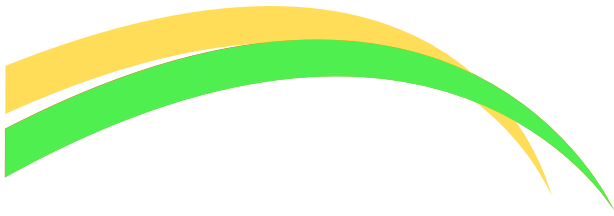
Settling in Sessions

We understand it can be difficult for a child to be left with people they are unfamiliar with, and we also understand that this may also be stressful and upsetting for parents too. Children are all different and settle into nursery differently, some taking longer than others. We therefore offer settling in sessions to enable everyone to feel a little more confident with the team who will be looking after them, and their new

Policies

We have a variety of policies and procedures, the most important ones are displayed in our lobby area, and we are happy for you to take a look at any of our policies which are available to you upon request.





Fees Information

(This information will also be included in the fee structure as part of your agreement with us.)

Fees include, depending on the sessions attending, breakfast, cooked lunch, pudding, afternoon tea, and snacks throughout the day. Fees do not include nappies, formula milk or jars of baby food.

If you are offered a place we will require a £75.00 refundable deposit to secure your place and a £30.00 non refundable registration fee, as part of your registration. (Please note that a deposit or registration fee is not required if your child is only accessing free early education hours.)

Sibling discounts are available and are applied to the eldest child's fees.

A months notice in writing is required when your child leaves nursery and your deposit will be deducted off of your final month fees. Failure to give one months notice will result in the loss of your deposit.

Fees are arranged monthly in advance and need to be paid within 14 days receipt of invoice by our preferred methods of bank transfer or childcare vouchers. We request that fee payments are made promptly each month. If payment is received after the 14 days and we have to send a reminder statement a late charge of £20 will be added to your next invoice.

Fees are reviewed annually in April and you will be given at least one months notice in writing of any changes to our fee structure and rates.

Once your requested sessions have been agreed then these will stay the same throughout your time at our nursery. You may request additional sessions, which we will try our best to accommodate, but we cannot guarantee sessions will always be available. Please put any request for changes in attendance, either increasing or decreasing, to our manager in writing giving a months notice. If not enough notice is given You will be charged for the full month.

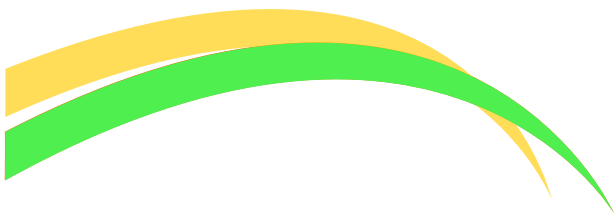
All fees are payable irrespective of whether a child attends or not, including holidays or sickness absence.

You will not be charged when the nursery is closed for Christmas, and we reserve the right to charge for some bank holidays.

In the event of late collection of your child at the end of their session we will charge £9.00 for each additional 10 minutes. If you are late collecting past 6pm a late charge of £10 for every 10 minutes will be charged. These late charges will appear on your next invoice.

We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due. Children in receipt of Free Early Education will be unable to access any additional fee paying hours until outstanding fees are settled.





Free for Two

Towers Tiny Tots Nursery is registered with Kent County Council to accept Free for Two early education places for 2 year olds. This is offered to families who fall within certain criteria as 15 hours free early education per week for 38 weeks. (Your child will not be required to attend for the additional 12 weeks of school holidays.) For more information and to check your eligibility for Free for Two early education please visit the KCC website: www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare

We have limited places available for Free for Two which can be accessed during our 3 hour sessions. If you are eligible to receive Free for Two early education then please speak to our manager.

(If you are looking for term time only attendance and the sessions are not available at our Nursery you may wish to contact our term time only Pre-School setting for availability. Tel: 01233 647608).

9 months + free early education for working parents — Universal 15 Hours funding

Every child aged 9 months + is eligible for the universal 15 hours of free early education from the term when they turn 9 months old to statutory school age as follows;

A child born between:

1st April to 31st August = The start of term 1, usually in September, following when they turn 9 months.

1st September to 31st December = The start of term 2, usually in January, following when they turn 9mths.

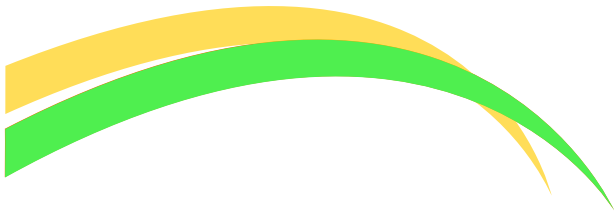
1st January to 31st March = The start of term 3, usually in April after Easter, following when they turn 9mths.

Once your child is eligible you can claim up to 15 hours free early education for 38 weeks. We have chosen to offer this as stretched funding for 12 hours per week over 47.5 weeks of the year. This means you are asked to pay for 2.5 weeks childcare in the August summer holiday, if you still require the place in September. Our free pattern for delivery of this offer is four 3 hour sessions per week, making 12 hours stretched funding. Hours attended above 12 hours a week will be charged at an hourly rate as per our fee structure.

You can split your free early education between providers, but you cannot claim more than your 15 hours. If you are splitting your funding between providers you must inform us exactly how you intend to do this.

More information can be found on the government website: www.childcarechoices.gov.uk. Here you will find a link to input your details and confirm entitlement. If eligible you will then be issued with a code that you will need to pass to us so we can confirm your claim





30 hours Free Early Education for Working Parents

Towers Tiny Tots Nursery is registered to offer children who are eligible, the extended 30 hours for 3 and 4 year olds'. We have chosen to offer this as stretched funding for 24 hours per week over 47.5 weeks of the year. This means you are asked to pay for 2.5 weeks childcare in the August summer holiday. The completely free hours will be offered for three 8 hour sessions per week, making the 24 hours stretched funding. Hours attended above the 24 hours a week will be charged at an hourly rate as per our fee structure.

To check if you are eligible for this funding please go to the Childcare Choices website: www.childcarechoices.gov.uk. Here you will find a link to input your details and confirm entitlement. If eligible you will then be issued with a code that you will need to pass to us so we can confirm your claim

How to claim Free Early Education with Towers Tiny Tots

To claim your free early education we must see your child's birth certificate/passport for our records and a parental declaration form (provided by us) will need to be completed and then signed by yourselves three times a year to confirm your free early education pattern with us.

For working parents we will need your eligibility code, obtained from the childcare choices website and your national insurance number for us to claim the free early education.

If you are looking to claim the free for two funding this follows the same process at the setting but you must first apply online via the Kent County Council website to confirm eligibility. We will also need your eligibility code and national insurance number for us to claim the free early education.

Additional costs relating to free early education

The early education and childcare funding is intended to deliver 12 or 24 hours of free, high quality childcare. It is not intended to cover the cost of the meals, other consumables such as nappies or sun cream, additional hours or activities.

We therefore ask on funded days, a payment for our hot meal to cover the cost of our cooked lunches and snacks for children.

If you do not wish to pay for a cooked lunch, we ask that you provide your child with a healthy packed lunch.

Admissions

If you are interested in your child attending Towers Tiny Tots Nursery then please get in touch, we are happy to show you around our setting. Waiting list forms are available from our manager and once we have your information we will contact you when a place becomes available to start the admission process.

Contact email: smithj@towerstinytots.co.uk

Telephone: 01233 665573

