

 Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

Thank you for your recent enquiry about our nursery, Toddle In Group. We hope that all of your questions are answered within our prospectus, but please feel free to contact us directly if you have further questions.

In this prospectus you’ll find lots of useful information about our nursery, including our daily routines, activities and a few important policy points. At the back you will also find details about the types of sessions we offer, a fee table detailing our prices and all the forms you will need to complete in order to register your child’s place at nursery.

Yours sincerely,

 Bernadette Cahalan Kim Crompton

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Welcome to Toddle In Group!

Here at Toddle In Group we strongly believe in every child’s right to a happy and rewarding early years experience. Our core aim is to provide families with a safe and stimulating environment where they know their children will thrive and look forward to attending each day. That’s what we wanted to achieve when we first opened our doors 28 years ago, and we’ve been successfully accomplishing that goal every day since.

As a family-run and family-oriented small business, Bernadette and Kim, the mother-daughter-duo who own and manage Toddle In Group, aim to support and supplement the amazing work you do with your little ones already. We’ve created a home away from home atmosphere in our setting, where children can learn and grow with the same security and stability they would get from you at home.

Having been established in 1995, we’ve learned a thing or two about providing high quality care and education. Our staff are trained and experienced carers with a variety of additional and specialist training. With a carefully planned induction programme, we are able to ensure that all staff members who will be working with your children are consistently striving to uphold the high standards and ethos of our group.

We’re open on a term-time basis, for 38 weeks a year. We ensure our term dates line up closely with the local schools in Harrow, helping families with older children to plan their personal life with a little more ease. We’re here every weekday from 8am to 4pm and offer a flexible attendance schedule so that you can find sessions that suit your needs.

So, what are you waiting for? Dive into your prospectus now and see a more detailed breakdown of the awe and wonder we can offer your child - we can’t wait to get started on this journey with you!

Daily Routine

Carpet Time - Each morning and each afternoon, the children and staff sit down on the carpet together. Here, we take the register and use the opportunity to officially greet each other. We speak about how everybody is feeling and what the plan is at nursery for the upcoming session, allowing the children to have their input on what they’d like to do and what toys and activities to put on the tables.

Activity Time - We provide planned activities for the children during every session, and very often find ourselves setting up activities spontaneously as well! Sometimes the activities are adult-led, but other times we let the children take the lead. They will always be based on the children’s interests, Next Steps and the seven areas of learning set out in the EYFS, meaning our activities offer fantastic educational value, whilst still being great fun!

Free Play - Our playrooms are designed to inspire awe and encourage a sense of wanderlust. Areas are regularly rearranged to keep the children exploring curiously, and we provide an abundance of loose parts and natural materials that encourage children to use their imagination to come up with their own ideas of how and what to play. Free play is at the core of our day-to-day happenings, and is always going on in the background.

Physical Play - We use balls, hoops, bikes and scooters, to name a few, to encourage the children to get physical and practise their gross motor skills. Whilst engaging in physical play, children also naturally work on their teamwork and cooperative skills, socialising with one another to meet their goals.

Language and Literacy - Opportunities to practise these vital lifelong skills are present throughout every session at Toddle In Group, from stories and songs on the carpet to discussions about the world around us whilst exploring the outdoors. The ability to communicate builds confidence in children, so we encourage it throughout all that we do.

Outdoor Play - Our large L-shaped garden has a bit of everything. We have a large green area on one side and on the other side we have a UV- and weather-proof covering over a safety surface. This means we have space for children to explore the natural world whilst also providing somewhere for them to play with bikes, scooters, slides and other outdoor equipment, enabling them to develop all their skills holistically, rain or shine.

Group Play - We encourage the children to do some things in groups to hone their social skills whilst making personal progress and learning to manage their emotions. Children work together to choose goals, overcome obstacles and plan methods to solve problems amongst themselves, allowing them to take ownership over their own choices and learn to listen to one another effectively.

Session Details

Breakfast Club - This runs from 8am - 8:30am for an additional daily fee. Availability for Breakfast Club is limited so please enquire in the office for further details.

Full Daycare - Our Full Daycare session, sometimes also referred to as a School Day, runs from 8:30am to 4pm every weekday. This session includes a healthy snack in both the morning and afternoon as well as a hot, healthy, home-cooked lunch followed by dessert.

Full Morning - Our Full Morning session runs between 8:30am - 1pm and includes a healthy mid-morning snack followed by a hot lunch and dessert which is served at 12pm.

Full Afternoon - This session is very similar to its morning counterpart, but it runs between 12pm - 4pm. We serve the same amount of food during this time, however the session begins at 12pm with the hot lunch and dessert, and later offers a healthy mid-afternoon snack.

Playgroup Sessions - Our Playgroup Sessions take place in both the morning and afternoon for three hours each, with the Morning Playgroup session running from 9am - 12pm, whilst the Afternoon Playgroup session runs from 1pm - 4pm. Both of these include a healthy snack served mid-way through the session. Whilst these sessions are highly favoured by those seeking funded childcare, they can also be utilised for those who are paying their fees in full themselves.

Menus and Nutrition - We are proud to hold a 5 Star Food Hygiene rating awarded to us by the Environmental Health Agency. All of our meals are freshly prepared and cooked in our kitchen at the nursery by our fantastic cook who holds a Food Hygiene certificate. All staff are given food hygiene training as part of their induction, and most of them also hold a full Food Hygiene certificate, so you can be comfortable knowing that what is served to your child is safely prepared and served by fully trained professionals. We accommodate all diets, including both culturally required restrictions as well as personal preferences, and, as well as being a nut-free nursery, we take great care in strictly observing all allergies. We have a list in the playroom at all times with the children’s dietary information as well as placemats at meal times with the same information, so the staff serving meals are always fully informed of any restrictions in place. Our meal times are as follows:

* 10:15am - Morning snack *(Fruit, crudités or crackers with milk and water available)*
* 12pm - Lunch *(A balanced, hot meal followed by dessert eg. fruit, biscuits or yoghurt)*
* 2:15pm - Afternoon **snack** *(A different selection of fruit, crudités or crackers so Full Daycare children will receive a healthy variety, again served with milk and water)*

Policies & Procedures

 At Toddle In Group we have written our policies and procedures to reflect our ethos and put the wellbeing of the child at the heart of what we do. All of our staff have read and understood these policies, enabling them to work together as a team to ensure they uphold the core values of Toddle In Group and reflect best practice throughout every session. Below you will find a list of every policy and procedure we work to at our nursery. If you would like to read any of these in their entirety, just let someone know in the office and we would be more than happy to print off a copy for you to take home and read in detail at your own pace.

* 1. Child Protection: Children’s Rights and Entitlements, Keyperson, Looked After Children, Missing Child, Mobile Phones and Cameras, Safeguarding Children and Child Protection, Uncollected Child
* 2. Suitable People: Disciplinary and Dismissal, Employment Policy, Student Placements
* 3. Staff Qualifications, Training, Support and Skills: First Aid, Induction of Staff, Special Guardianship, Staff Absences, Staff Qualifications Training Support and Skills
* 4. Staff:Child Ratios: Staff List, Staffing Deployment
* 5. Health: Administering Medicines, Food and Drink, Food Hygiene, Kitchen Opening and Closing Checks, Long-Term Illness and Medical Conditions, Managing Sick Children, Nappy Changing, Recording and Reporting of Accidents and Incidents.
* 6. Managing Behaviour: Achieving Positive Behaviour
* 7. Safety and Suitability of Premises, Environment and Equipment:

Accident and Incident Termly Audit, Fire Safety and Emergency Evacuation, Health and Safety General Standards, Maintaining Children’s Safety and Security on the Premises, Risk Assessment, Supervision of Children on Outings

* 8. Equal Opportunities: Achieving Positive Behaviour
* 9. Information and Records: Admissions Policy, Children’s Records, Confidentiality and Client Access to Records, Information Sharing, Making a Complaint, Parental Involvement, Providers Records, Working In Partnership with Other Agencies, Acceptable Internet Usage

Good To Know

Location - We are tucked away at the very bottom of Kenmore Avenue, right where the road ends for the pedestrianised underpass to cross beneath the railway bridge. We are lucky to be serviced by a wide variety of buses and trains, with Harrow’s main transport hub just a short walk away. We are based inside the 4th Harrow Scout Hut, which is a big, blue building with a very large car park, just past the entrance to the park, Kenton Recreation Ground.

Staff - All of our staff hold a valid and up-to-date DBS, with the majority on the Update Service already. Every adult here has followed a rigorously structured induction process to ensure that every basis of life at Toddle In Group has been introduced and explained to them clearly, enabling the team to provide consistency throughout every moment of your child’s day. Qualification-wise, every member of staff we employ is either fully qualified in childcare already or is taken on as a student or apprentice who is currently studying. We take great pride in our ability to nurture students to become highly capable practitioners, with many going on to higher education. We were even one of the very first nurseries in the whole country to have a practitioner qualify for Early Years Professional Status (EYPS), a highly regarded degree-level qualification. On top of that, we aim to have 100% of our staff team formally qualified in Paediatric First Aid, the vast majority qualified in Food Hygiene, and also provide our staff with access to an online CPD platform to undertake supplementary courses covering subject areas such as Safeguarding Children, Outstanding Practices and The Prevent Duty, to name a few.

Facilities - We have two main playrooms, the Bunny Room for our 1- and 2-year olds, and the Squirrel Room for the Over 2s, both of which are furnished and stocked with age-appropriate resources. Children begin to transition from Bunnies to Squirrels before their third birthday, but not before they’re ready. We have a purpose-built bathroom for the children with low-level toilets and sinks as well as special cubicle doors that maintain the children’s privacy and promote their independence whilst still allowing the adults to reach the lock and remain in control when necessary. Outdoors, we have a large L-shaped garden where we get the best of both worlds, with a large grass area on one side and a playground style area on the other. Our playground area has safety flooring to minimise any injuries from falls and bumps and a UV-proof canopy over the top so we have a safe, shaded area to play in on bright summer days. In the garden we also have a shed full of pretty much any outdoors toy you can think of! All of our facilities are maintained by the staff on site so the adults working alongside your children are always very aware of the health and safety of the environment.

Settling In - We provide children with a home away from home, but sometimes this can take some getting used to. Before your child’s official start date, you’ll be offered a series of free sessions to attend alongside your child to let them get to know us and their new environment before you leave. Your child’s settling in programme will be individually tailored to suit them and enable a smooth and relaxed transition into nursery life. During the settling in sessions a member of staff will sit down with you so you can help us get to know your child a bit better. You’ll be asked about their personal routines, likes and dislikes and where they are developmentally. This is also a great time for you to let us know anything that could help us to support your child whilst they’re at nursery, such as their abilities, what they’re working towards, and what might upset them or calm them down.

Keyperson - When your child starts nursery, they will be allocated a keyperson. This member of staff will be your personal point of contact at Toddle In Group. They will be the person primarily responsible for your child’s journey through nursery; although we work as a whole team, and all members of staff will play their role, the keyperson will work to build a special bond with your child and provide them with the continuous security and familiarity they need to build their independence and thrive as a unique individual.

Curriculum - During your child’s time at Toddle In Group, they will be cared for all day whilst learning through play. We work to the Early Years Foundation Stage (EYFS), which is the statutory framework for pre-school aged children in England. It guides us to provide the children with developmentally relevant learning opportunities, positive relationships and enabling environments. To learn more about the EYFS, head to [www.foundationyears.org.uk](http://www.foundationyears.org.uk)

English as an Additional Language (EAL) - We regularly support children whose first language is not English, many of whom may not have been exposed to much English prior to starting with us. As a result, we are quite experienced in helping children to get the ball rolling with their speaking and understanding of the English language. Our staff team can also speak a variety of languages, and, where possible, we will match you and your child with a keyperson who speaks your native language.

Special Educational Needs and Disability (SEND) - At Toddle In Group we offer an excellent Early Years experience for all children with our inclusive admissions policy. We respect every child’s unique developmental needs and greatly value the contributions made by both parents/carers and other professionals to ensure we provide the very best care, education and opportunities for every single child.

Ofsted - Our last Ofsted inspection took place in June 2018, where we received a rating of Good. Head to <https://files.ofsted.gov.uk/v1/file/2786385>to view the full report.

Funding and Fees

 We honour all methods of funding in order to pay your nursery fees, including National Education Funding (NEF), Tax Free Childcare and Childcare Vouchers. To find out which funding scheme is right for you, please visit. [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Below you’ll find a bit more information on the different ways to pay as well as a handy fee table with all of our sessions and fees laid out clearly for you to have a look through at your own pace. If you have any questions to do with funding and fees, please feel free to ask for our help.

* National Education Funding (NEF) and Extended Funding: The government offers a funding scheme to provide children with nursery places free of charge to the parent/carer. This begins with eligible 2 year olds receiving up to 15 hours per week of childcare (NEF) and extends to 30 hours per week for eligible 3 year olds (Extended Funding). If your 3 year old is not eligible for the 30 hours per week, they are instead entitled to the NEF for 15 hours per week. This is a universal entitlement and there is no eligibility criteria to meet other than your child being 3 years of age.
* Tax-Free Childcare: Depending on your employment status, immigration status, income and child’s age and circumstances you may be eligible for the government’s Tax-Free Childcare scheme, which could entitle you to claim up to £500 (or £1000 if your child has a disability) every three months. For more information and a detailed breakdown of the eligibility criteria head to [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare)
* Childcare Vouchers: Unfortunately, this scheme is no longer available to new applicants. However, if you joined this scheme on or before 4th October 2018 and are currently in receipt of Childcare Vouchers we will honour them.
* Payment of Fees: When fees are due, you will receive an invoice that breaks down your charges and gives you the total amount to pay. Your fees are spread over an 11 month period and must be paid by the 1st of the month, in advance, and are subject to additional late payment fees. Please see our terms and conditions for more details.
* Consumables Charge:Please note that any funding paid by the government only covers the care element of your child’s attendance and there will be a small additional charge in order to cover the costs of consumable resources, food, administrative tasks and the general running and maintenance of the premises. Whilst this charge is necessary to enable us to deliver safe and effective care and education, we do our utmost to keep this cost as low as possible.

Fee Table

*January 2023*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | 0-2 years | 2-3 years | 3-5 years |
| Playgroup Session*(incl. snack)* | 09:00 – 12:0013:00 – 16:00 | £28.05 | £24.75 | £20.62 |
| Full Morning*(incl. snack, lunch, dessert)* | 08:30 – 13:00 | £38.83 | £36.96 | £33.93 |
| Full Afternoon *(incl. snack, lunch, dessert)* | 12:00 – 16:00 | £35.75 | £33.55 | £30.25 |
| Full Daycare*(incl. 2 snacks, lunch, dessert)* | 08:30 – 16:00 | £57.64 | £56.43 | £53.02 |
|  |  |  |  |  |
| Consumables\**(3y+ NEF)* |  | - | - | £2.00 |
| Consumables\**(Non-funded)* |  | £6.60 | £6.60 | £6.60 |
| Breakfast Club*(incl. breakfast)* | 08:00 – 08:30 | £5.22 | £4.95 | £4.40 |
| Late Collection\*\* |  | £5.50 | £5.50 | £5.50 |
| Hourly Rate\*\*\* |  | £9.90 | £9.40 | £8.80 |
| Registration Fee |  | £30.00 | £30.00 | £30.00 |
| Deposit*(NEF)* |  | - | £50.00 | £50.00 |
| Deposit*(Non-funded)* |  | £100.00 | £100.00 | £100.00 |

*\*The consumables charge covers the cost of resources provided to your child such as arts and crafts resources, personal hygiene products, food and more.*

*\*\*The late collection fee is charged per five minutes past the due collection time. For example, if your session ends at 16:00 you will be charged £5.50 for collecting your child any time between 16:01 and 16:05, £11 for collection between 16:06 and 16:10 and so on.*

*\*\*\*The hourly rate is used to extend a session and covers the childcare element of your child’s attendance. For example, if you have an appointment and may need childcare and hour earlier than your child’s regularly scheduled session. If the additional hour is between 12:00 and 13:00 you will be charged the hourly rate to cover the childcare element and the consumables charge to cover the food, hygiene and service element of the lunch hour.*

*\*The consumables charge covers the cost of resources provided to your child such as arts and crafts resources, personal hygiene products, food and more.*

*\*\*The last collection fee is charged per five minutes past the due collection time. For example, if your session ends at 16:00 you will be charged £5.50 for collecting your child any time between 16:01 and 16:05, £11 for collection between 16:06 and 16:10 and so on.*

*\*\*\*The hourly rate is used to extend a session and covers the childcare element of your child’s attendance. For example, if you have an appointment and may need childcare and hour earlier than your child’s regularly scheduled session. If the additional hour is between 12:00 and 13:00 you will be charged the hourly rate to cover the childcare element and the consumables charge to cover the food, hygiene and service element of the lunch hour.*

Discounts

* Sibling Discount: A 10% discount is applied to the child with the lowest monthly fees when you enrol one more sibling.
* Multiple Birth Discount: For twins, triplets or quadruplets we apply a 20% discount to the second, third or fourth child’s account.
* NHS Discount: We are pleased to introduce our new 10% discount for NHS staff. Thank you for all that you do!

Registration & Admissions

 Hopefully the information you’ve gotten from this prospectus and your show-around has answered all of your questions about life at Toddle In Group, but please do get in contact if there’s anything else you’d like to ask. We think it’s deeply important that parents and carers are fully informed about the people and place that their child spends time with when they’re away from home, so if there is anything else that we can do to make you or your child more comfortable with nursery life, please have an open conversation with us about what we can do to meet your needs.

 When you’re happy with everything and would like to register your child for a place with us, you will find a registration form attached to this prospectus. Just fill it out and hand it back in to the nursery and we will add you to our waiting list to begin the admissions process.

 Once your child’s place has been confirmed you will receive a confirmation letter with some further paperwork attached. This will include our Terms and Conditions, a permission slip for the use of our online learning journey platform and an All About Me form. Whilst the All About Me form may seem a bit less formal than some of the other paperwork, it’s very important to the people who will be working closely with your child throughout each day. It is kept in the playroom for ease of access, so please ensure you fill it in thoroughly. Even if you think some of the little details may seem silly to include, we promise that every bit of information helps!

 When you’ve received and filled out all the paperwork that came with your confirmation letter, please send it back to the nursery within 7 days alongside your deposit and consider your child’s place secured! The next step will involve arranging your child’s settling in sessions, filling in your admissions forms and beginning your child’s long and wonderful journey into the world of education, with their first giant leap taking place within the safe and stimulating environment you’ve chosen for them, right here at Toddle In Group!

See you soon!



Registration Form

Child’s Details

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date placement required from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Guardian’s Details

Guardian 1 name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you live with the child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian 2 name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you live with the child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If you live at a different address to the child you are registering, please speak to the office and we will discuss your personal circumstances with you.*

Sessions Requested *(Please use the boxes below to indicate what sessions you would like your child to attend)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Breakfast Club(8:00-8:30, add-on to 8:30 session) |  |  |  |  |  |
| Morning Daycare(08:30 – 13:00) |  |  |  |  |  |
| Afternoon Daycare(12:00 – 16:00) |  |  |  |  |  |
| Morning Playgroup(09:00 – 12:00) |  |  |  |  |  |
| Afternoon Playgroup(13:00 – 16:00) |  |  |  |  |  |
| Full Daycare(08:30 – 16:00) |  |  |  |  |  |

A non-refundable registration fee of £30.00 is required; please make your payment via BACS or cash.

Legal guardian’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_