



# **Welcome Pack**

**Tiny Treasures Day care and Education T/A Best start Limited**

**The Chase,  
Coleshill Road,  
Hartshill,  
Nuneaton  
CV10 0PH**

**Tel:  
02477671414**

### **About Tiny Treasures Day Care & Education**

Tiny Treasures Day Care & Education is an Ofsted registered nursery. Tiny Treasures Day Care & Education is part of Best Start Limited and have chain of nurseries registered with Birmingham and North Warwickshire.

To continually improve our service we value your feedback therefore all your suggestions and comments are important to us so feel free to use the suggestion box in the nursery entrance or email The Nursery Management team, on: **chase@tinytreasuresnursery.co.uk**

### **Our Nursery Team**

Lydia Yorke (Manager)  
Emily Evan (Deputy)  
Emma Wells (Deputy)

All staff are qualified and hold a relevant childcare qualification (please refer to our staff board within the parents entrance). Apprentices are working towards a relevant level 2 or 3 childcare qualification. All staff receive on-going training. We follow the 12 steps to safer recruitment procedure. **All staff** are DBS checked and cleared, to work with children. Occasionally the nursery will facilitate students who are undertaking a childcare course these students are also DBS checked with the expectation of work experience children.

### **Our aims**

- To provide a service to improve the welfare and development of families and their children, 0-5 years of age, that is stimulating, relaxing and friendly.
- To create a safe environment that encourages children's learning opportunities through play towards individual progress and school-readiness.
- To work in partnership with parents/carers of the children attending.
- To follow and implement the EYFS 2021 statutory Guidance and Ofsted requirements and guidelines.
- To provide support to families with regard to Help Children achieve more agenda and principles of early intervention.

### **Tiny Treasures Day Care & Education Times:**

- Tiny Treasures Day Care & Education operates Monday to Friday. 7.30am – 6.00pm  
Any changes to this, parents will be notified of any unexpected closures.

### **Safeguarding**

Tiny Treasures Day Care & Education operates under a Safeguarding children and safeguarding vulnerable Adults policy. This means that staff will contact children's services or vulnerable Adult's services, as applicable, if concerns arise regarding:

- A child's safety and wellbeing
- A possibility of significant harm to a child or adult

- Allegations against staff or other members of the nursery community including volunteers, parents and visitors.
- All staff have received and introduction to safeguarding training and follow a robust safeguarding policy and procedures.

Tiny Treasures Day care and Education has 2 Trained designated safeguarding leads (DSL) who are listed below, at least one DSL is contactable at all times:

Lydia Yorke (Manager and DSL)

Emily Evans (Deputy and DSL)

### **Safeguarding and other policies**

Our policies and procedures are on our website. [www.tinytreasuresnursery.co.uk](http://www.tinytreasuresnursery.co.uk) parents are requested to read our policies,

All members of Tiny Treasures Day Care & Education community are encouraged to share concerns through an open culture of support.

Staff will be able to share concerns with children's services or vulnerable Adults services **without** consent of the individual, parents or child in question to ensure their safety is not compromised. Written copies of all safeguarding documents will be kept (securely).

Relevant contact details are displayed in the nursery and below:

- Front Door: 01926 414144
- Out of Hours: 01926 886922
- Warwickshire Safeguarding board : 01926742510
- Nuneaton Police: 02476641111 or emergency 999

**Tiny Treasures Day Care & Education staff must know who will be collecting your child, so if you are asking someone else to pick up your child, please inform the nursery staff and inform the persons of the child's password. Your child will not be released into the care of someone unfamiliar to the staff or under the age of 16 years.**

### **Tiny Treasures Day Care & Education fees**

<b>Session</b>	<b>Time</b>	<b>Fee</b>
Short 3 hours session	AM/PM	2 Years old                      £26.50 3- 5 years old                      £23.50 Consumables include
5 hours session	AM/PM	2 Years old                      £45.50 3- 5 years old                      £40.00 Consumables included
Day session	9.00am -3pm	Under 2 Years                      £57.00 Under 3 Years                      £50.50 3- 5 years old                      £44.50 Consumables included
Full day	7.30am - 6.00pm	Under 2 Years                      £69.50 Under 3 Years                      £67.50 3- 5 years old                      £63.50 Consumables included
Consumables charges for funded children only	3 hours session                      £2 a day 5 hours session                      £5 a day 6 hours session                      £6 a day Full day                      £10 a day	Hourly rate Under 2 Years                      £9.50 an hour Under 3 Years                      £8.50 an hour 3- 5 years old                      £7.50 an hour

### **Late charges £1 a minute**

For any queries regarding fees, please speak to a member of staff or E-mail:

[billing@tinytreasuresnursery.co.uk](mailto:billing@tinytreasuresnursery.co.uk)

### **Tiny Treasures Day Care & Educations payment of fees:**

- You will be asked to book your sessions and sign a session booking agreement form.
- Invoices are issued a month in advance and payments must be made a month in advance before the first day of each month to secure your booked sessions. Refunds will not be given for any nonattendance due to holidays or illness. Sessions are not interchangeable. Additional sessions may be booked subject to availability.
- All invoices will be sent via E-mail from: [billing@tinytreasuresnursery.co.uk](mailto:billing@tinytreasuresnursery.co.uk)
- You will be asked to pay monthly via cash or BACS.
- If an invoice is NOT paid on time there will be late payment charge of £5 per day until the invoice is paid in full.
- You will be advised to make payments on time, as non-payment of fees will result in the loss of your childcare place.
- If you require extra time/session you should formally inform nursery in advance by informing the staff or via E-mail: [billing@tinytreasuresnursery.co.uk](mailto:billing@tinytreasuresnursery.co.uk)
- If you require support by way of a payment plan, please speak to a member of staff.
- All Public Bank holidays will be charged at a normal fee.
- We may increase our charges. We will give you written notice of any such increase one month before the proposed date of increase.

### **Free Entitlement**

#### **3- and 4-year olds:**

FE sessions are available (funded hours)

15/30 hours free nursery place available from the term after your child's third birthday.

The table below shows when your child will become eligible for their free early learning place.

<b>If your child is born between:</b>	<b>They are eligible for a free place from:</b>
1 <sup>st</sup> April and 31 August	1 <sup>st</sup> September following their third birthday or the beginning of the Autumn* school term
1 <sup>st</sup> September and 31 December	1 <sup>st</sup> January following their third birthday or the beginning of the Spring* school term
1 <sup>st</sup> January and 31 March	1 <sup>st</sup> April following their third birthday or the beginning of the Summer* school term

#### **Babies from 9 months and 2 year old funding for working parents.**

If you're in work you might be able to get 15 hours of funded childcare a week from 1 April 2024 - this is often called 'free hours'. If you're in a couple you both need to be working. You need to apply for your code on HMRC website before the term start date. You can usually get 15 hours of funded childcare if both the following apply:

- your child is 2 years old or will turn 2 years old before 1 April 2024
- you earn at least £8,670 a year and less than £100,000 a year adjusted net income, which is your income after some tax reliefs and deductions

If you're a couple, you'll both need to earn between these amounts.  
 If you already get 15 funded hours of childcare from the government you can't get these hours as well.  
 You can get the 15 hours of funded childcare at the same time as using Tax-Free Childcare or Universal Credit for childcare.

### **Check when it will start**

If you're eligible you'll get 15 hours of funded childcare the term after your child turns 2 years old.

If your child is already 2 or turns 2 before January 1, you'll get the hours from 1 January.

If your child is already 2 or turns 2 before April 1, you'll get the hours from 1 April 2024.

If your child turns 2 between 1 April and 31 August 2024 you'll get the hours from 1 September.

From September 2024 the scheme will be extended to include children aged 9 months and older.

### **2-year-olds additional funding.**

Some 2-year-olds in England can get free early education and childcare.

You must be getting one of the following:

Income Support

income-based Jobseeker's Allowance (JSA)

income-related Employment and Support Allowance (ESA)

support through part 6 of the Immigration and Asylum Act

tax credits and have an annual income under £16,190 before tax

the guaranteed element of State Pension Credit

the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Universal Credit

Children are also entitled to a place if:

they're looked after by a local council

they have a current statement of special education needs (SEN) or an education health and care plan

they get Disability Living Allowance

they've left care under a special guardianship order, child arrangements order or adoption order

If your child is eligible, you can start claiming after they turn 2. The date you can claim will depend on when their birthday is.

<b>If your child is born between:</b>	<b>They are eligible for a free place from:</b>
1 <sup>st</sup> April and 31 August	1 <sup>st</sup> September following their second birthday or the beginning of the Autumn* school term
1 <sup>st</sup> September and 31 December	1 <sup>st</sup> January following their second birthday or the beginning of the Spring* school term
1 <sup>st</sup> January and 31 March	1 <sup>st</sup> April following their second birthday or the beginning of the Summer* school term

There will be no fee charged for the Free Entitlement 15/30 hours a week, if there are any additional hours that are required over your child's Free Entitlement weekly hours then the parent will be liable on making payment towards the extra hours used.(see fee list)

If a child leaves before the Headcount Day, the parents will be liable to pay Tiny Treasures Day Care & Education for the sessions already taken.

Should you not make any payments towards the charges then you can lose your child place until payment is made in full. This is in conjunction with the debt management policy.

### **Stretching Your Free Entitlement with Tiny Treasures:**

#### **What is Stretching?**

The setting is open all year around and we aim to cater for parents/carers needs. Your free entitlement can be stretched to cover the whole year using the provision hours during all academic holidays.

Your child's free Entitlement is for 570 hours (15 hours bases) or 1140 hours \*(30 hour bases) over 38 weeks from September to July (\* per criteria). This can be stretched in accordance to your needs throughout the year.

For example, you can stretch your 570 hours to 51 weeks so your child could have 11.15 hours a week for 50 weeks and 1 week 7.5 hours.

For example, you can stretch your 1140 hours to 51 weeks so your child could have 22.30 hours a week for 50 weeks and 1 week 15 hours.

#### **From spring term January till July**

Your child's free Entitlement is for 360 hours (15 hours bases) or 720 hours \*(30 hour bases) over 24 weeks (\* per criteria). This can be stretched in accordance to your needs. For example, you can stretch your 360 hours to 35 weeks so your child could have 10 an half hours a week for 34 weeks and 1 week 3 hours.

For example, you can stretch your 720 hours to 35 weeks so your child could have 21 hours a week for 34 weeks and 1 week 6 hours.

#### **From summer term April till July**

Your child's free Entitlement is for 195 hours (15 hours bases) or 390 hours \*(30 hour bases) over 13 weeks (\* per criteria). This can be stretched in accordance to your needs. For example, you can stretch your 195 hours to 22 weeks so your child could have 9 hours a week for 21 weeks and 1 week 6 hours.

For example, you can stretch your 390 hours \*(30 hour bases) to 22 weeks so your child could have 18 hours a week for 21 weeks and 1 week 12 hours.

#### **Changing back from Stretched Term**

If parents wish to change from stretched term to regular term then we require 20 nursery days advance written notice and we will recalculate your free entitlements hours to make sure your child receive full free funded hours.(subject to availability of place)

### **Our Sessions Times:**

- Full week & day 7.30 am – 6.00 pm
- Morning session 7.30am – 12.30 pm
- Afternoon session 1pm – 6.00 pm
- Short morning sessions 9:00 am – 12:00 pm
- Short afternoon sessions 1pm – 4 pm

If you have, any other requirements do not hesitate to contact us.

### **About our Activities**

We provide a range of activities that meet the Interest and Developmental needs of the children in accordance with the EYFS 2021. There is a plan Plan of activities displayed on the notice board in each room. Occasionally we will take children on local visits, e.g. to the local park, shops etc. You will have prior notice of these visits giving you all relevant details, with consent forms that will need to be sign and return.

Please remember that some of the activities at nursery may involve paint/glue, so please do not send children to nursery in their best clothes. **It would be useful if you could bring a spare set of clothes for your child, which will be kept in the nursery if there is a need for your child to be changed.** Please provide items in a backpack NOT a plastic bag drawstring bag due to health and safety.

### **Other items you will need:**

- A spare set of clothes.
- A coat
- Nappies and wipes (for your younger children) please provide items in a backpack and not in a plastic bag or drawstring bag due to health and safety.
- Sun cream and hat.
- A water bottle.
- All children belongings must be label. (Please ensure all your child's belongings are labelled)

Please do not allow your child to bring in any personal items e.g. toys, games as they may be lost or damaged. However, if your child is settling in we are happy to discuss the use of comfort toy or other objects from home.

### **Food and drink**

Breakfast from 7.30am till 8.30am

Morning snack at 10am

Lunch from 11.45am

Afternoon snack at 2pm

Tea at 4pm

**For a copy of our current menu, please ask a member of staff.**



### **Complaints & compliments:**

Anyone wishing to make a complaint or compliment is welcome to do so. Please contact:

- Lydia Yorke Manager. [chase@tinytreasuresnursery.co.uk](mailto:chase@tinytreasuresnursery.co.uk)
- Request for a compliments/complaints form.
- There is a compliment and complaints box attached to the wall on the entrance area where you can post a note or letter for attention of management or via E-mail: [yasmin@beststartlimited.co.uk](mailto:yasmin@beststartlimited.co.uk) (Director).
- Should you wish to raise any issues or make a complaint, it is our policy aim towards a quick resolution to avoid any further dissatisfaction or disappointment.
- Should you feel your complaint had not been dealt with by management within the 14 days period then you are entitled to contact Ofsted by phoning 0300 123 1231. Further information can be obtained from the following link: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- Please note that we operate under a zero tolerance policy to violence, discriminatory comments and abusive language.
- Your views will be always respected, as we encourage parents to share their views and opinions to help us to improve our service, therefore your feedback (positive or negative) is crucially important.

### **Fire Safety**

All parents must abide by the fire safety procedure and be aware of the fire escape routes, which are displayed around the building. Our fire assembly point is located at

**The rear of the building in the car park by the large gates.**

The fire alarm sound is a very loud and constant electronic siren. Please ensure you abide by the instructions of the nursery staff that has Fire Safety and/or Fire Marshall training. **The nursery fire Marshall is Lydia Yorke and Emily Even**

### **Accidents and Incidents**

All accidents will be recorded on accident forms and will be filed in the accident form folder. A first Aid box is located in the nursery is always kept fully stocked, only staff have access to the First Aid box and only a trained First Aider will be able to administer first aid. **The appointed first aiders for the setting are Lydia Yorke and Emily Evens** Parents/Carers will be shown the accident forms and will be asked to sign the form. It is your duty as parents to inform the nursery of any incidents/injuries your child incurs away from the nursery, and you will be asked to fill out an existing injury form.

### **Health and safety**

All staff aim to ensure that any potential risks are minimised through rigorous risk assessment. We believe Health & safety is everybody's responsibility and we encourage parents to report any issues to a member of staff to ensure the smooth running of services and minimise any disruption. The health and safety officer for the setting is Lydia Yorke.

### **Late charge**

**At Tiny Treasures Nursery we are flexible to parents needs and can accept a 5 minute lateness providing that you call and inform the nursery beforehand, however in circumstances where we don't receive a phone call and if lateness is not authorised and is occurring, there will be a late charge fee this is charged at £1 per minute and you will also receive a phone call from management.**

### **Absences/sickness**

Regular attendance is very important. If your child is arriving late for any reason, or will not be attending, we would appreciate you informing the nursery staff on 02477671414 (calls will be answered during opening hours as stated above) If your child receives funding irregular or bad attendance will result in the loss of your child's funded place.

If your child has sickness or diarrhea, they must not attend nursery until 48 hours after the symptoms have stopped. If a child has been given pain relief medication for example calpol on the same day they are due to attend nursery they will not be able to attend nursery on this day. If a child has been prescribed antibiotics they will need to stay off from nursery for the first 48 hours.

Privately paying parents will be charged according to the booked sessions for their child regardless of attendance; however, a discount of 25% will be applicable if a medical note is provided. A months' notice is required to terminate or change your child's agreed sessions. Please ensure you keep us informed to avoid incurring additional charges. If your child is going to be absent for longer than 4 weeks, they may lose their place. Please discuss with the nursery manager.

### **Key persons system**

Tiny Treasures Day Care & Education operates under a key person policy. Each child will be assigned a key person. Your child's key person will:

- Work in partnership with you
- Have regard for your individual needs and values.
- Ensure regular communication is given to parents/carers.
- Be responsible for monitoring and supporting your child's learning and development.

### **Parent partnership**

At Tiny Treasures Day Care & Education we understand the value of parent partnership and the positive impact parental involvement has on children's learning and development. Your child's key person will keep you informed of your child's progress, and you will be asked to contribute by attending workshops to involve in activities with your child and to gain knowledge on child development.

Writing comments in your child's online learning Journey on Tapestry, which is freely accessible to you via your email address.

**Research has proven that parental involvement in learning is the most important**

**factor in ensuring children makes progress effect upon your child and supports us to ensure we meet your child's developmental needs.**

### **Special Educations Needs and Disabilities (SEND)**

Tiny Treasures Day Care & Education is an inclusive nursery provision. We value each child as a unique individual and aim to promote every child's health, welfare and development. Staff are trained to meet the needs of children with SEND and we seek the support of external/specialist agencies in order to ensure a child-centered approach is in place reflective of individual needs. If you have a child with additional needs, please speak to Emily Evans who is the setting SENCO (Special Education Needs Co-Ordinator).

### **TERMINATION OF THIS CONTRACT BY THE PARENT**

Permanently terminate a nursery contract a notice period of one month. The notice **MUST** be made in writing and addressed to the nursery manager. Any future childcare will be subject to availability and the waiting list if appropriate.

#### **Changes to contract**

- Should a permanent reduction in sessions be required a notice period of 4 weeks is required, this change request must be made in writing and addressed to the nursery manager.
- Should a permanent change to increase sessions be required customers are required to make this request in writing which should be addressed to the nursery manager, where there is availability sessions may be offered immediately, where there is no availability customers will be informed of this and may request to wait for them to become available.
- Customers who are already registered with the Nursery will take priority in terms of the waiting list.

If the Nursery must close due to events or circumstances outside the control of the Nursery, we are not obliged to provide alternative childcare. Where a closure affects a contracted session, the Nursery will endeavor to replace this session outside the contracted period. Where this is not possible due to full time attendance, a credit will be allocated to the account.

### **TERMINATION OF THIS CONTRACT BY THE NURSERY**

If fees are overdue, you must make an arrangement to clear the arrears. If no such arrangement is made within 7 days of the due date or if the arrangement is not adhered to, the Nursery will give only one week's notice to terminate the contract.

**Should you have any queries that the information above has not covered please ask management at any time through the contact on the first page of the prospectus.**