Dear Parents/Guardians

Thank you for your valued enquiry regarding Little Angels Day Nurseries.

We hope that this prospectus will provide you with all the information you need, and is presented in a way that is both interesting and informative.

Although our nurseries are managed and operated to the same high standards each one has its own unique atmosphere and surroundings, and we advise that you visit the nursery of your choice, where you will be encouraged to ask questions and talk to nursery staff.

To make an appointment to view, please telephone the relevant nursery and we will be delighted to arrange this for you. This would also be an ideal time for us to discuss your child-care needs and any suitable vacancies.

We feel confident that you will choose Little Angels to care for your child as although we offer the highest standard of care, our fees compare favourably to all of our competitors.

Unlike many other nurseries we also offer FREE settling-in sessions and DO NOT charge a registration fee.

We look forward to meeting you soon.

Yours faithfully

Linda Byas
Proprietor
At “Little Angels” we aim to create a friendly homely environment for your child with lots of opportunity to learn through play, within the guidelines laid down by Ofsted.

Our nurseries care for children from birth to 5 years, we are registered with Ofsted and are members of the pre-school learning alliance and National Day Nurseries association.

We aim to give parents the chance to balance family and work responsibilities with the minimum of tension and the maximum stability.

Our experienced and qualified team of staff who are all CRB checked will give your child the highest quality of care throughout the day and will regularly record your child’s progress and development.

We offer your child the scope to acquire skills, learn to communicate, gain confidence and most of all to have fun.

We present a wide range of activities which promote your child’s physical, intellectual, emotional and social skills as well as language development. These skills will be developed through both organised and child initiated play which stimulates initiative and imagination.

Our Baby units each cater to the needs of babies under two years in small groups. Each child has their own cot or bed for rest periods within the comfortable, stimulating setting, offering the opportunity to explore and learn.

As the babies approach their second birthday they are gently integrated with the older children to make the transition from the “baby room” less daunting.

Our Breakfast & After School clubs provide care up to the age of 11 yrs.

Staff from the clubs escort the children to school from Breakfast club & collect the children from School to the after school clubs.

Snacks are provided. Please speak to each individual manager for times & availability.
East Tilbury

Our first nursery to open was in Linford, Thurrock in March 1992. The nursery proved to be a huge success and was full to capacity within six months of opening. Over the years the nursery has consistently remained popular and despite fierce competition in the Thurrock area we have maintained our excellent reputation. Due to this popularity we have recently moved into a new architecturally designed building in East Tilbury, with large open spaces flooded with natural light and a large landscaped garden with a race track.

Our East Tilbury nursery is located in a residential community in the grounds of East Tilbury Infant and Junior Schools, and is readily accessible from East Tilbury Station. As we are such a short distance from the A13 (Orsett / Brentwood junction), we are easily accessible by car from Grays, Stanford-le-Hope, Chadwell-St-Mary and of course Thurrock Lakeside Shopping Centre.

In addition to nursery care, we also offer a Breakfast Club and After School Club for children aged 4 to 11.

For further information about our East Tilbury site or to book a visit to the nursery please phone 01375 841100.

AVELEY

Our Nursery in Aveley is based in the Discovery Childrens Centre, and is part of the extended services programme provided in conjunction with Thurrock Borough Council.

We re-located from our previous site in Aveley, to enable us to extend our places for up to 60 places. We also have a dedicated area for under 2’s and are able to offer 6 places per day.

The centre opened in July 2006 and as well as full day care, pre-school and there are various groups and clubs operating from the two community rooms, as well as parent craft and Ante-Natal classes.

Future adult learning classes are also planned.

The Nursery is based in the Old Aveley Infant School building, which was built in 1914, but has been extensively renovated, and set within the grounds of the Aveley Primary School, with easy access to Thurrock Lakeside, Upminster, Purfleet and surrounding areas.

For more details call 01708 866093.
The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.

The Early Years Foundation Stage (EYFS) framework supports an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

As well as being the core document for all professionals working in the foundation years, the EYFS framework gives mums and dads confidence that regardless of where they choose for their child’s early education, they can be assured that the same statutory commitments and principles will underpin their child’s learning and development experience.

(taken From ‘Foundation Years’ website)

At Little Angels we believe that it is important to give your child the best start to their development and education and therefore believe that as parents and guardians you play a vital role alongside us in this. We ask you at your settling in visit for information to help us know where your child is, currently in their development.

We continually assess the children and use this information to inform our planning to help your child develop across all the areas of learning. The staff plan activities that cover a broad and balanced curriculum within a range of opportunities. We have a topic based curriculum and try and include interests of the children within this.

We send home ‘All About Me’ every term where we share your child’s development against the EYFS Curriculum and ask for your input into your child’s development.

We are introducing this year ‘Tapestry’ which is an online tacking system that allows you as parents to be able to log in and see what experiences your child is having in the nursery, and for you to leave comments and experiences they have outside the nursery.
OUR FUNDAMENTAL BRITISH VALUES

Promoting British Values

The Department of Education have recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs”


At Little Angels we believe that the EYFS curriculum already provides a solid foundation to encourage the children’s understanding and acceptance that we live in diverse communities with many different cultures and lifestyles. We are an inclusive setting and our ethos and curriculum enables children to be independent learners, to make choices and to build strong relationships with their peers and adults. We know that children learn best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

The Rule of Law

We use “Our Golden Rules “which the children helped to make. We use positive strategies to handle conflict and praise and acknowledge desirable behaviours. The children are given responsibilities and are expected to make a fair contribution to activities such as helping to tidy away at the end of a session. Children are involved in discussions about rules and are expected to contribute and cooperate with them.

Individual Liberty

Within nursery the children are encouraged to make good choices. As a nursery we educate and provide boundaries for young children to make choices safely through our provision of a safe enabling environment and effective teaching. Children are encouraged to be assertive and expect others to listen to them and to understand their own rights and are given opportunities to resolve conflicts effectively.

Mutual Respect

Children are encouraged to develop their respect of others through caring, sharing and listening to others. Staff help the children to understand how their actions and words can affect others. The children are expected to be polite and kind towards each other through respectful relationships and their developing skills of empathy and understanding.

Tolerance of those of different faiths and beliefs

We aim to enhance children’s understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. The children learn about different faiths through the celebration of different cultural festivals and our wide range of resources such as songs from around the world, dual language books and cooking utensils from different countries. Children have opportunity to dress – up in clothes and try different foods from other cultures and we encourage parents and carers to participate and support our multi-cultural activities. Children use the ‘Around the world treasure baskets’ to discuss similarities and difference between themselves, their families and those of other children.
The nursery will provide breakfast, lunch, tea, morning and afternoon snacks for your child depending on their attendance.

Pre-School children are developing faster than at any other time in their lives, therefore their diets require the right kind of tasty nutritious foods to encourage healthy growth. This means they need good carbohydrates to give them energy, protein to build their bodies and essential vitamins and minerals for healthy bones and teeth.

So to embrace all these needs Little Angels have developed unique colour-coded menus to provide parents with the nutritional values of the meals provided in their nurseries.

These menus are displayed on our notice boards.

These fully nutritional meals are prepared by catering staff who hold the relevant food Hygiene certificates.

At meal times staff sit with the children to encourage quiet conversation which makes them a social and happy time and helps promote good eating habits.

Special diets can be catered for on request.

After lunch the children have a quiet time and those who wish have the opportunity to sleep.

A ‘snack table’ is available throughout the morning and afternoon to give children the opportunity to choose from a selection of fresh fruit or vegetables and drinks of milk or water.

A typical daily menu is as follows:

**Breakfast:**
Weetabix or cornflakes, Wholemeal toast & fresh fruit. Milk or water

**Lunch:**
Home made shepherds pie, cabbage & carrots, yoghurt & banana. Milk or water

**Tea:**
Pitta bread pockets with chicken & salad. Milk or water
Admissions

When Little Angels Day Nurseries have places free they will be offered to children whose names are on completed application forms, supplied by the nursery, and held on a waiting list.

The nursery place will be offered to the parent/guardian informally by telephone then confirmed in writing.

Parents are then invited to visit the nursery with their child before the start date, providing the opportunity for parents/guardians and the child to speak with staff, familiarise themselves with the nursery routine and get to know the other children.

Parents are welcome to stay with their child until they feel ready to leave them. We always suggest the child is introduced gradually into the nursery environment.

The staff will work with each parent and child to ensure a positive entry to the nursery.

Inclusion / SENCO

Little Angels believes that no child, should be excluded from the nursery’s activities because the child has special needs or disabilities as defined by the Children Act 1989 and/or the Education Act 1993.

Little Angels will support children with learning difficulties and disabilities and will work with outside agencies to meet the child’s needs.

We will aim to acquire the necessary information about the specific situation to further support the parents.

Little Angels will offer staff training where possible to increase their knowledge and skills to ensure that each child is offered equal opportunities within the nursery.

We are currently working towards the 'stamp of approval’, from the National Portage Association.

This website address http://www.askthurrock.org.uk/localoffer gives details of the local offer in Thurrock.

Safeguarding

As part of the registration process we are duty bound to inform social care of any worries we may have regarding a child’s welfare and safety.

continued/.........
Inclusion

Little Angels Day Nurseries are committed to recognising and responding sensitively to the needs of any child or parent/guardian regardless of age, gender, class, family status, ability, disability, race, colour, ethnic origin, culture, religion or belief.

Little Angels will accept people’s differences and treat each person as an individual.

Security

The Security and Safety of all the children in our care is our main priority. Therefore, we ask that you comply with our policies to guarantee this. When registering your child at Little Angels you will be given an ‘authorisation to collect form’ you must return this as soon as possible with the necessary information and a photograph of any persons you authorise to collect your child from nursery. If we do not have this form on file, your child WILL NOT be allowed to leave nursery with ANYONE other than the main carer.

Zero Tolerance Policy

We will not tolerate aggressive or abusive behaviour towards our staff.

Any Parent or member of the public found to be in breach of this will be asked to leave the premises.

Parent - Pack

Once registered at Little Angels you will be issued with a ‘Parent Pack’ which contains all the information you will need regarding our polices and necessary guidelines. Unfortunately we do have to have some rules and regulations and we ask that you read this pack carefully to ensure the health and safety of all the children in our nurseries.

Children’s Act 1989

Little Angels Day Nurseries are registered by Ofsted, who inspect us regularly to ensure we comply with the ‘Children’s Act 1989’. A copy of our inspection reports are available at each of our nurseries.
Data Protection - Privacy Notice

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?
We collect personal data about you and your child to provide care and learning that is tailored to meet your child’s individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

* Your child’s name, date of birth, address, health and medical needs, development needs, and any special educational needs.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

* your name, home and work address, phone numbers, emergency contact details, and family details

continued/........
This information will be collected from you directly on the registration form.

If you apply for up to 30 hours free childcare, we will also collect:
▪ Your national insurance number or unique taxpayer reference (UTR), if you’re self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

**Why we collect this information and the legal basis for handling your data**
We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:
▪ contact you in case of an emergency
▪ to support your child’s wellbeing and development
▪ to manage any special educational, health or medical needs of your child whilst at our setting
▪ to carry out regular assessment of your child’s progress and to identify any areas of concern
▪ to maintain contact with you about your child’s progress and respond to any questions you may have
▪ to process your claim for up to 30 hours free childcare (only where applicable)
▪ to keep you updated with information about our service

With your consent, we will also record your child’s activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

**Who we share your data with**
In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:
▪ Ofsted – during an inspection or following a complaint about our service
▪ banking services to process chip and pin and/or direct debit payments (as applicable)
▪ the Local Authority (where you claim up to 30 hours free childcare as applicable)
▪ the government’s eligibility checker (as above)
▪ our insurance underwriter (if applicable)
▪ our setting software management provider (if applicable)
▪ the school that your child will be attending
▪ Tapestry – if your child goes to a new setting which accesses Tapestry, we will transfer your child’s account.

We will also share your data if:
▪ we are legally required to do so, for example, by law, by a court or the Charity Commission;
▪ to enforce or apply the terms and conditions of your contract with us;
▪ to protect your child and other children; for example by sharing information with social care or the police;
▪ it is necessary to protect our rights, property or safety
▪ We transfer the ownership of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

continued/………. 
How do we protect your data?
We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:
- Locked office

How long do we retain your data?
We retain your child’s personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child’s learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children’s and Provider Records policies).

Automated decision-making
We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data
You have the right to:
- request access, amend or correct your/your child’s personal data
- request that we delete or stop processing your/your child’s personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child’s personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice
We keep this notice under regular review. You will be notified of any changes where appropriate.
“Little Angels” are open 5 days a week, 52 weeks a year, excluding Bank Holidays, offering full day care, either on a full week, part week or sessional basis.

Our normal opening times are from 8am to 6pm, but limited places are available from 7.30am to 6.00pm. Please speak to the ‘Nursery Manager’ regarding availability. To provide flexibility for parents a charge of £7.00 per hour is charged outside normal nursery hours – but MUST BE PRE BOOKED.

Unlike other nurseries we DO NOT charge a registration fee.

**Additional Charges**

- Late Payment Charge: £25
- Working Family / Tax Letter: £5
- Passport Form: £5
- Any Funding /Official Paperwork: £5

**Educational Nursery Funding**

Little Angels Day Nurseries are registered by Ofsted and therefore accept Government nursery funding for children the term after their third birthday. There is limited funding available for 2yr olds, please ask Nursery Manager for details.

These children are entitled to a maximum of 5x3 hour sessions of free nursery education a week or 10 3 hour sessions if eligible. If children access NEG funded places from another provider it is your responsibility to inform us.

The funding provides an educational curriculum.

All 2, 3 and 4 year olds are entitled to just use their free entitlement.

For children requiring care throughout the year, a deduction of 11 hours per week or 22 hours will be calculated over 52 weeks.

The free entitlement will be delivered in line with the curriculum guidance for the EYFS.

Funding hours will be shown as free on your invoice.
The fees listed below apply from September 2018, and are calculated annually. They are charged on a monthly basis in advance of attendance and are due on or before the first of the month.

**Paid Sessions**

<table>
<thead>
<tr>
<th>Session</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly:</td>
<td>£225.00</td>
</tr>
<tr>
<td>Daily:</td>
<td>£50.00</td>
</tr>
<tr>
<td>Half Daily:</td>
<td>£32.00</td>
</tr>
<tr>
<td>School Day Session 9am – 3pm</td>
<td>£40.00</td>
</tr>
<tr>
<td>Morning/Afternoon Session</td>
<td>£20.00</td>
</tr>
<tr>
<td>Early Start 7.30am - 8am</td>
<td>£5.00</td>
</tr>
<tr>
<td>Additional hour extension</td>
<td>£8.00</td>
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</tbody>
</table>

**Funded Sessions**

<table>
<thead>
<tr>
<th>Session</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Session 9 - 12 or 12 - 3</td>
<td>Free</td>
</tr>
<tr>
<td>Afternoon Session 12 - 6</td>
<td>Free</td>
</tr>
</tbody>
</table>

Please note that only one funded session may be chosen per day.

**School Children**

<table>
<thead>
<tr>
<th>Session (East Tilbury only)</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afterschool Club Session</td>
<td>£17.00</td>
</tr>
<tr>
<td>(Breakfast Club from 7.30am)</td>
<td>£7.00</td>
</tr>
</tbody>
</table>

**NOTE:** For late collection after 6pm – see terms & conditions
30 Hours Free Childcare

30 hours free childcare for working parents of three and four year olds

• For working families
• With 3 and 4-year-old children
• 30 hours for 38 weeks of the year but the hours can be stretched across the year.

30 hours free childcare is available for 3 and 4 year olds of working parents. The 30 hours offer doubles the existing 15 hours currently available to all 3 and 4 year olds and could save working families up to £5,000 a year.

Parents can apply for 30 hours childcare at the same time as Tax-Free Childcare, via the childcare service. To qualify, a parent, and their partner, will need to expect to earn (on average) the equivalent of working 16 hours a week at their National Minimum wage (£120 in 2017-18 at the National Living Wage, less for people on the National Minimum Wage). And earn less than £100,000 a year each. If they are on maternity, paternity or adoption leave for another child, or unable to work because they are disabled or have caring responsibilities, they could still be eligible.

Tax-Free Childcare

Parents can now get up to £2,000 per child, per year for children under the age of 12 and £4,000 for disabled children under 17.

• For working families, including the self-employed, across the UK
• With children aged under 12 (or under 17 for disabled children)
• For every £8 paid in, the government will add an extra £2, up to £2,000 per child per year toward childcare costs. This means you can get up to £500 every three months per child.

A parent, and their partner, will need to expect to earn (on average) the equivalent of working 16 hours a week at their National Minimum wage (£120 at the National Living Wage, less for people on the National Minimum Wage). And earn less than £100,000 a year each. If they are on maternity, paternity or adoption leave for another child, or unable to work because they are disabled or have caring responsibilities, they could still be eligible.

Tax-Free Childcare can be used with the 15 hours and 30 hours schemes. It can’t be used at the same time as childcare vouchers, Universal Credit or tax credit.

Parents can find out more about the full government childcare offer on childcarechoices.gov.uk. Parents can use the Childcare Calculator, and apply for Tax-Free Childcare and/or 30 hours free childcare through the Childcare Choices website.
Parents are strongly advised to read the following terms and conditions thoroughly. You are reminded that having signed the application form to register your child with Little Angels Day Nurseries you have agreed to be bound by these terms and conditions as stated.

1. You will be required to pay a month's deposit and one month in advance of attendance to secure your place. Fees will then be payable on 1st of every month, and your deposit held until you give one month's notice to terminate your place. Parents are responsible for all fees billed, even if the fees are to be paid by a 3rd party, e.g. Local Authority, college or work place, if they fail to pay, for whatever reason, parents will be expected to pay the outstanding amount immediately.

2. Failure to pay promptly will result in your child being refused entry to nursery and eventually losing their place. Continued non-payment of fees will always be taken seriously and court proceedings will be instigated.

3. Little Angels Day Nurseries will not operate on Bank Holidays (fees are calculated to factor in Bank Holidays). There will be no refunds made in the unlikely event that the decision is made to close the nursery due to adverse weather conditions or other situations out of our control.

4. There will be no refunds for sickness or holidays as your child’s place is secured throughout the year. It is not possible to arrange for a child to “make-up” time in the case of an absence from nursery.

5. A rate of £5.00 will be charged for every 5 minutes that any child is collected later than their pre-arranged time, as this can severely affect the staffing ratios, as laid down by Ofsted. These charges can increase to a maximum of £100.00, payable on collection.

6. Fee increase will be notified 4 weeks in advance, and any changes to these terms and conditions will be displayed on the ‘parents notice board’ and on our website.

7. If you intend to remove your child from “Little Angels,” or change attendance times, a minimum of one month’s written notice or one months fees in lieu of notice is required, if your child attends nursery on a monthly basis. We will endeavour to accommodate all requests subject to availability.

8. The Day Nursery retains the right to use their absolute discretion in deciding whether or not to accept any child. The Nursery retains the right to require the removal of any child from Nursery by giving 24 hours written notice.

9. The Nursery retains the right to refuse any child entry to nursery if they are deemed unwell and to ask parents to collect their child if they become ill whilst at nursery. In an emergency the nursery reserves the right to call a Doctor or have the child taken to hospital should it be considered necessary.

10. If your child receives Nursery Education Grant Funding and you fail to complete or sign a funding form, you will be liable to pay LADN Ltd for 15/30 hours (whichever is applicable). It is your responsibility to inform us if you are claiming whole or part of your 30 hours funding with another provider, or you find you are not eligible for the funding.

11. By signing a Nursery Education Grand Funding form, you are agreeing to LADN Ltd claiming 15/30 hours of funding on your behalf for the WHOLE TERM. If you decide to remove your child during term time there will be No refunds of NEG for that funding period. Whilst we endeavour to accommodate parental requests for times and days for your 15/30 hours of funded childcare, all places are due to availability and at the discretion of the Nursery Manager, and you may be offered a place at another of our nurseries to meet your entitlement.

12. If your child attends Breakfast and/or After School clubs at LADN Ltd, your fees will be billed on a half termly basis, with payment due on the first day of that half term. There will be no refunds, if your child does not attend for the whole of that half term.
Please contact the Nursery Manager at:

East Tilbury Children’s Centre
Princess Margaret Road
East Tilbury
Essex RM18 8SB
01375 841100

Aveley Discovery Children’s Centre
Aveley Primary School Site
Stifford Road
Aveley
Essex RM15 4AA
01708 866093

Why not visit us on our website at: www.littleangelsnursery.co.uk or E-Mail us at littleangelset@btconnect.com

Little Angels Day Nurseries are registered by Office for Standards in Education (Ofsted)

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