



Prospectus

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Little Angels and my family

Having been a Nanny for many years, one of the nicest parts of my job was being able to bring the children up in their own home environment and this has had a huge influence on the setting of Little Angels, which has been set up in the Annexe of my home in a beautiful, peaceful village called Rackenford. I am happily married to my wonderful husband, Steve, who is a backup member of staff for the nursery and we have three beautiful children of our own, a daughter, Eleanor, and two sons Harrison and Oliver. All of which, have proudly, have seen their time through Little Angels and Rackenford Primary School, and continue to grow up far too fast!

I am registered with Ofsted and able to offer high quality care for children from the ages of 3 months to 12 years old from the Day Care setting. I have a BTEC National Diploma in Nursery Nursing (level 4), and have worked with children and their families to provide a high standard of care for the last 17 years. I am also Level 5 qualified in Management, and very passionate about providing families with support to have the best outcomes for their children!

Little Angels is currently registered as a Day-care setting during the hours 7:30am until 6.30pm. We take 2, 3 and 4-year-old Nursery Education Funding, as well as any other funding that families can access. Parents can provide a packed lunch, a meal to be warmed or alternatively a hot meal is available from the local school (term time only). We work very closely with the school and provide before/after and holiday school care.

Within our Little Angels setting, on the ground floor we have two main play rooms, a kitchen and an office for staff. On the 1st floor we have two rooms that are for the younger children and these rooms are also for the older children after school.

Little Angels has two contained outside play areas: one which I share with my family with a mini football ground, the other suitable for the younger children. Both areas covered with astro-turf for an all-weather experience!

Since the out-set of running Little Angels we have received four Ofsted inspections, the latest of which took place in June 2015. I can proudly say, thanks to my great team of staff and the support of my own family as well as the families we are blessed to work with, we received an Outstanding in every area, every time!

As part of the ethos at Little Angels I believe we all realise the importance of our role and responsibilities, so that the children can benefit, learn, find passions and have fun.

As stated at the beginning, one of our aims is to create a homely environment and, hopefully, a place where children will want to come back, again and again. I hope this prospectus answers most of your question but if you have any more, please do not hesitate to ask, our door is always open!

I look forward to meeting you all and hope you become part of Little Angels family. Building a future together where opportunities for the next generation are loving, caring, fun and secure. Finding their own happiness and success, following their passion and skills for life, is a story that is unique and special to each and every one of us.....and I fell very blessed we have an opportunity to provide children with the very best beginning of their learning journey xxxxxx

Nicola Welsh – Proud Owner and Manager

Registration Details:

Day care: Little Angels EY303602

Registration Information:

Little Angels is registered to care for children from the ages of three months upwards.

During Day Care Hours:

Staffing numbers must ensure that all needs of every child are adhered to and that children are kept safe. You will be given a key person and key worker who will work with the family. You will be notified how the staff are deployed and where possible be involved in these decisions.

Staff All my staff have qualities and are chosen to bring a unity for every child to be able to build relationships, develop and grow. They are all amazing in their own way, and that is what makes Little Angels a place people wish to work at and be part of. The team are polite, thoughtful, disciplined yet caring, so the children are provided with an excellent atmosphere and ethos as soon as you walk through the Little Angels gates.

Gemma: Deputy Manager: joined as an Apprentice in September 2011. Gemma is Level 3 qualified in Childcare and has also completed her Level 3 in Management and Leadership. Gemma became my Deputy Manager in April 2016, and together we provide a foundation of morals and ethos that Little Angels thrives from. I can honestly say that Gemma has had a huge impact on ensuring every family's needs continue to be met at outstanding Levels. I feel very proud to have her as my Deputy and she ensures Little Angels continues to move forward and have a positive impact to ensure every child continues to thrive.

Fiona: Assistant Manager: (Fi) came to Little Angels on a college placement, she was a natural and as everyone was so impressed with her awareness of children's abilities we asked her to join the team. Fiona joined us in January 2014 and has completed her Level 3 in Childcare and Level 2 in Leadership working through Apprenticeships with Lifetime. Fiona became the Assistant Manager in May 2017, working alongside myself and Gemma to help meet our family's needs, she is the person in charge when we both are off site. Fiona is the room leader to the younger children upstairs, she has an open, loving honest relationship with all at Little Angels and carries the ethos and passion to educate our young children, and give them the best start possible to their learning journey.

Amy: Room Leader: joined Little Angels in September 2012 and has completed her Level 3 in childcare and level 2 in Leadership working through Apprenticeships with Lifetime training. Amy is a mum herself and has become a very valued member of the staff, she works close with families and has a strong belief for making a difference to children's learning outcomes. Amy works with the 2-5 year olds, and with her energy and love for life, provides a stimulating, exciting, yet safe framework for all children to explore their own identities and passions whilst learning.

Kimberley: Nursery Assistant (Kim) joined us at the end of January 2015, she was a natural with the children at her interview and the children loved her. Being a mum herself she was keen to find out how children learn and thrive. Kim has a soft, loving, patient approach to the children and they build strong connections to thrive. Kim is qualified through an Apprenticeship Childcare Level 3 with Lifetime; she has her level 3 safeguarding and has completed level 2 in SENCO training. Kim works with the 2 - 5 year olds and loves following the children's lead to learn, she is very interested in Special Educational Needs and is keen to pursue her own passions with future training.

Chloe: Nursey Assistant: joined our team in January 2017 as a Level 3 Nursery Nurse. She comes with a wide range of experiences and is mainly working with the younger children upstairs. Chloe has a loving, firm happy aura about her. She has made me feel very proud as she has adapted naturally to Little Angels family quickly bringing a sense of humour and respect with her.

Ellen: Nursery Apprentice: joined our team in September 2017 as a Level 2 Apprentice. Ellen loves working with children and throughout her interview sessions the children loved her! She will mainly be working downstairs alongside Amy with the 2-4year olds, continuing her training towards her level 3 in childcare.

Daisy: Nursery Apprentice: joined our team in September 2017 and will be working towards Level 2 in Childcare. Throughout her interview sessions Daisy had such a calm, caring nature to her and we thought she would fit in perfectly with the team! Daisy will be working upstairs with the 0-2year olds alongside Fiona and Chloe.

Eleanor Angel: Nursery Apprentice: is my daughter and the reason why Little Angels is even here. I couldn't be prouder that Eleanor is working towards her Apprenticeship Level 2 in Childcare with Lifetime. She has a calm, caring and extremely patient nature to support children throughout their time with us. The children love her because she loves to role model, play and get messy.

Steve: ICT maintenance and back up staff: is my husband and has been my guidance and back bone to finding all the positives when life is difficult. Being part of a family is hard work and has many ups and downs, his support for me to follow my heart within the nursery is a blessing and a reminder that anything is possible! The children love the male role model and he has encouraged many fathers to become part of their child's involvement in nursery. I will forever be grateful for his perseverance and encouragement for me to achieve my dreams of making a difference to many family lives.

Gemma: Nursery Assistant: (Gem) joined Little Angels in November 2014. Gem has completed her Level 2 and 3 in Childcare with Lifetime Training and is now working towards her degree at College. She has three children of her own and is very pleased to be part of the team and will work for us 2days a week whilst she takes on the new challenges of future education!

Harrison is my son who is now 14! With Little Angels being such a huge part of our lives Harrison now helps after School, teaching football skills or safety in the village with our older children. He has a caring nature and understands the importance of inclusion and individualism. He makes me very proud when parents comment on his support to children at the high school and within the village.

We all understand that although methods are proven to help children to grow, we must keep our minds open, so that we can gain new skills and knowledge to help each individual child grow and develop, to reach their own potential.

All my staff are keen to do training and follow their own paths of passion for learning. It is monitored and encouraged in their appraisals to ensure quality is kept to the highest standard for the children to achieve. This includes safeguarding and first aid training.

If you would like to know what we are doing on this front, just ask to see our Operational Plan. This has all the up to date training information on courses that we have attended.

Back-up staff

Angela My mum, who recently retired and has relocated to Devon has offered to help and be back up for the nursery. She has been introduced to many families and has become a great help to the team. She is known by most of the children as 'Nanny Angel' and its lovely to have my mum around to be part of my Little Angels family and all it has become. Thank you mum xx

Lisa worked for Little Angels for many years. She currently has four children and helps her husband out on the farm. She has kindly offered to become a backup member of staff and is Level 3 qualified in childcare.

As part of our Safeguarding ALL STAFF ARE DBS CHECKED – numbers are in the safeguarding folder.

Children at Little Angels

All children, whilst at Little Angels, are treated as individuals to enable each of them to reach their full potential through their own interests. Through planning, each child will be given opportunities to experience and take part in activities which will help him or her to learn new things and develop new skills; to grow and become independent. Your child will meet other children and learn how to share and to respect others as well as themselves.

Parents/Carers will be encouraged to contribute to children's development and learning. You will always be informed of your child's progress and what activities they have been doing. A younger child will have a daily diary that will inform you of what your child has done during their sessions, and a 'Caterpillar' programme and a photo album where observations are noted. An older child has a daily planning sheet for you to talk to your child about all the exciting learning that has taken place that day. They will also have a learning journey folder to share their experiences with you at nursery. Please feel free to include any of your own comments, or observations, as we are working together to ensure your child is happy and engaged to learn. When your child turns 2 they will be due a check with the Health Visitor, a written report will be provided to share with them, so please let us know when this check is due.

At Little Angels, we spend a lot of time observing each child to ensure that through each child's interests, we are providing an environment for them to feel safe, be creative and want to learn. If we provide the right equipment, atmosphere, and staffing then every child's learning will be extended. We have a framework that we use to ensure that every child is receiving a balance of the 7 areas of learning, and you will be given opportunities to see how we use the pack at our setting. These are the central headings:

- Personal, Social and Emotional
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Designs

By using children's interests, providing a safe and secure setting, with lots of valid experiences, every child will develop and learn. This has been put into four areas by The Early Years Foundation Stage: Principles into Practice. They are put under 4 themes:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

At Little Angels, we use an Observation, Assessment and Planning circle to ensure every child achieves. This means by observing what and how a child learns we can ensure our planning for future activities is done in the best way to meet the Child's needs. Children have three characteristics of effective learning and these are as follows:

- 1) Playing and exploring – engagement
- 2) Active learning – motivation
- 3) Creating and thinking critically – thinking

By using all the above, we can help to plan a safe, exciting, happy learning environment to help your child reach their full potential.....every child is amazing and deserves an environment that inspires them.

Opening Hours, Charges and the Early Years Entitlement

Hours:

At Little Angels, we try to be as flexible with the hours as possible. We are open between 7.00am and 6.30pm, Monday to Friday all year, except over Christmas and on Bank Holidays. We currently take children to the Rackenford School at 9.00am and collect children from the School at 3.30pm.

Little Angels currently runs a morning, afternoon or day session that are from:

9.00am until 12.00pm

12.30pm until 3.30pm

9.00am until 3.30pm

Hours may be flexible before and after these sessions to suit individual family needs, so please ask.

Nursery Educational Grant

We are registered to take the Nursery Educational Grant. We are extremely flexible to suit all your needs within our policy structure. Your child can claim a minimum of half an hour and a maximum of 10 hours per day. You may claim up to 15 hours over two days or more days if required. We do offer all year round claiming usually claiming 11.5 hours per week. Your child is entitled to 570 hours September – August. When your child qualifies for this you will need to sign a parental declaration form. You will be asked to show me your child's birth certificate and a copy taken for our files. This funding can be split between providers. Please see the Early Years website for more details, or ask the staff for the link.

There is also a '30 hours funding' for Early Years children aged 3 and 4 available. This could mean an extra 15 hours a week, term time only or 11 hours all year round could be accessible to your child within the setting. Please look up the eligibility on the Early Years Website or ask a member of staff for the link.

You can claim for the Early Years Grant after your child is 3.

If your child's 3rd birthday is between:

1st January and 31st March, your child will be eligible from Easter (Summer Term).

1st April and 31st August, your child will be eligible from September (Autumn Term).

1st September and 31st December, your child will be eligible from January (Spring Term)

Charges:

Sessions are booked on a term by term basis. Three months' notice period is required in writing to cancel or amend your child's place.

Once your requested days in the nursery are confirmed, we will ask you to pay a deposit to secure your child's place, this will be one weeks' worth of payment. This deposit will then be deducted from your first month's invoice. **Please note:** once the deposit has been paid and if you no longer wish to place your child with us, unfortunately your deposit is not returned.

You have two options when booking slots, both slots require a deposit of 1 week of the hours required.

Option 1 is Term time only contract.

The term runs alongside Rackenford School hours and Holidays. If you are term time only you will be charged full price if you have any holidays or time off during the term. You will be billed monthly and flexible payments can be arranged if needed.

Option 2 is All year-round contract.

You will be billed monthly in advance and you will have the opportunity to up to 4 weeks at half price, on a pro rota basis, with at least five weeks' notice of a holiday. You are charged monthly in advance and once you have booked for the month, there are no refunds, as Little Angels must organise staff to cover hours to ensure our ratios are kept to outstanding levels to safeguard your children and follow our policies.

Hourly Rate is: £4.90

Snack and drink: 50p

Breakfast: £1.00

School Meal (term time only): £1.80

Little Angels Dinner (holidays only): £2.00

If you are late to collect your child or children, or drop off early then the hourly rate, per child, will apply and be added to your next bill. Payments need to be paid the first Friday of every month and late payments will be at risk of an interest charge of currently 8.5%.

Food and Drink

Having energy and being hydrated are important for a child to be able to learn, and concentrate.

At all times water is available. All children that are at Little Angels will be offered a drink (milk, water or fruit juice) at snack at 10.00am and at 2.30pm. Children that have been collected from School will be offered milk or water and a snack at 3.45pm.

Lunch is served at 12.00pm and dinner is at 4.30pm

Please let us know of any dietary requirements or requests on your application.

Snacks:

All children are given a wide variety of textures, flavours and colours, using a variety of foods from the 'balanced diet plate' to ensure that every child receives a healthy diet. It is vital you inform us of any allergies or requirements before your child attends.

Breakfast:

Milk, orange/apple juice or a hot drink.

Cereal (Weetabix, Shreddies, etc.)

Toast with butter, jam, marmalade, or Marmite

Boiled egg and soldier or scrambled egg

Bread and butter

Yoghurts and fruit

Dried fruit

You may provide your own for us to give them.

Meal times:

At lunch time, you can provide your child with a packed lunch, a meal that can be warmed or have a hot meal provided from the local school – term time only. We would encourage all parents to include fruit and vegetables with their meals so that we can aim to work towards every child receiving at least five pieces of fruit and vegetables to keep them fit and healthy! If your child is staying for dinner at 4.30pm please provide a packed lunch or a meal for them to be warmed.

During the holidays, when the school is closed and your child is staying for a full session, please provide a packed lunch for 12pm and a meal to be warmed for 4.30pm if they are staying for dinner. If required we can provide something simple like beans on toast, yoghurt and a piece of fruit and you will be charged the Little Angels dinner price. If you would like any ideas for a packed lunch or hot meal, please ask a member of staff!

All parents will be informed how well their child has eaten all day and any likes or dislikes.

Kind words

We are very fortunate to have received some positive feedback from parents during our time. Below is a sample of some of these:

'After looking at most of the pre-schools in the Tiverton area, I was quite relieved when I found yours! What a wonderful place – clean, bright, welcoming and with very helpful and friendly staff. By far and away, the best I have seen.'

'Thank you for looking after me (and mummy) so well in my first week at Little Angels. I have had a lovely time.'

'Congratulations on your 'Outstanding' Ofsted report. Confirming what all the mothers already knew.'

'Never have we felt so much love and a family atmosphere together with the highest efficiency, we will always recommend you.'

'Many, many congratulations at your OUTSTANDING success with Ofsted. I am so proud to have my child at Little Angels.....You're wonderful!'

I hope you have enjoyed finding out about Little Angels, and that this has answered many questions. Please do not hesitate to get in touch if you would like to arrange a visit. I look forward to working with you to support your 'Little Angels' and watch them grow into happy, well balanced, confident individuals to be proud of.

Just remember; let's have fun in a safe, stimulating, loving environment and the learning will happen naturally!!

Partnership with parents/carers policy

As a Day care setting we believe that working in partnership with parents/carer enables us to provide the best care for the children.

We aim to do this by:

- Providing you with the policies and procedures when required
- Agreeing a termly contract for each child, signed by us both before your child starts. This is reviewed annually or, if necessary, more regularly by a change in circumstances. This means that if you wish to leave Little Angels you must give a terms notice.
- Discussing any specific requirements/routines with you before your child starts, and ensuring we work with you to ensure consistency of approach for your child.
- Seeking written permission for anything that we consider needs our joint agreement. In the event of permission not being given, we will endeavour to ensure that your wishes are respected but will discuss with you what this may mean for the care of your child, alongside other children in the setting.
- We keep a record of emergency contacts and ask that you inform us promptly if there are any changes to these
- We inform you when we are notified of our Ofsted Inspection so you can provide the Inspector with comments if you wish. You will be provided with a copy of my Inspection report.
- Any complaints made are taken seriously and investigated
- Accidents/significant incidents are recorded on accident/incident forms and shared with parents/carer concerned
- Promoting good two-way communication in the following ways:
 - We are happy to discuss the care of your child at any time that is mutually convenient. We can also be contacted by phone or email.
 - We will keep you up to date with daily routines and share information using a daily contact book or talking to you directly. We welcome contributions to this from you as well.
 - We offer regular review meetings to talk about how your child has settled in, share any issues of concerns, discuss any changes to requirements, routines, etc (e.g. weaning, potty training)
 - We hope you will work with us to build up a bigger picture of your child's development by sharing your observations of their milestones. Please mark these on their caterpillars.

If you have any concerns regarding this policy and contract, please do discuss them with us.