



PROSPECTUS

Monkspath Junior & Infant School

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MONKEYS CHILDCARE WELCOME YOU TO LITTLE CHIMPS

Dear Parents/Carers,

I would like to take this opportunity to welcome you and your child to our 2 year old Nursery. Little Chimps is based in the Monkspath School Family Centre.

Little Chimps provides a high quality learning environment that is resourced both indoors and outdoors. Outdoor provision is an essential aspect of the Early Years Foundation Stage Framework and all children within the Nursery have continuous access to the outdoor provision on a daily basis.

The practitioners in Little Chimps acknowledge the important role that you as parents/carers play in your child's education and we value your support. Children's experiences at home are highly significant and when parents and staff work together to support children's learning, the results can have a measurable and lasting effect upon their development. A successful partnership needs a two way flow of information, knowledge and expertise and we very much look forward to developing this with you.

This prospectus has been compiled to give you as much information as possible about the experiences your child will have in Little Chimps, and if you have any questions please do not hesitate to contact us. We look forward to meeting you and your child.

Yours sincerely,

Mrs Lesley Pinner

Manager

OFSTED

Monkeys Childcare and Little Chimps Nursery are registered with Ofsted and are inspected every three to four years.

Our recent inspection report is available for parents to read on Monkspath School web site where you will see the outcome of the inspection was a judgement of 'Outstanding'. Ofsted have stated that: "Monkeys was Outstanding in all areas achieving grades of 1 in all areas of quality and the standards for Early Years provision". The judgement of Outstanding means we are exceptional and significant elements of our work are exemplary.

OUR VISION

At Little Chimps Childcare we have a passion for high quality care, love and learning are at the heart of what we do.

We aim to keep each other happy, safe and secure in a loving family environment, to value one another and make a positive contribution to everyone's development - Together we can all achieve this.

OUR AIMS

- To provide a safe and caring environment for the children, in which they can grow and develop confidently and happily. To provide the highest level of childcare possible, within carefully planned routines and a stimulating and language rich environment which provides each child with happiness and security.
- To provide opportunities for children to make friends whilst learning to share and care for one another. We encourage children to communicate their thoughts and feelings to others and provide activities which foster this in children. Children share the joy of observation, exploration and discovery and are allowed time and space to choose to rest, play alone or play with others. We provide a high level of care and commitment in a bright, cheerful and stimulating setting.
- To develop a shared partnership with parents and carers based on our mutual respect and interest in your child's development and well-being.

How do we do this?

Everyone within Monkeys is aware that all children are unique individuals with their own personality and we ensure each child in our care can develop at their own pace, whilst discovering that learning for life is fun and fascinating.

Children learn while having fun

At Little Chimps, we devote our energies to creating a fun and loving environment whilst delivering the best in childcare and education. By giving our children these opportunities we create a positive and motivating experience that will, in turn, play a major role in your child's future learning and development. Our friendly, highly-trained staff are focused on providing fun and education. They work to ensure your child develops as an individual whilst helping to nurture and encourage learning through discovery and enjoyment. We offer education through creativity and play and pride ourselves in understanding the importance of instilling confidence and enthusiasm from an early age. We want our little ones to feel secure and happy from the start so they can't wait to come back tomorrow!



LITTLE CHIMPS ROOM

Little Chimps is childcare for children from 2-3 years of age and is situated in the Monkspath School Family Centre.

We provide pre-school education and childcare to an extremely high standard with a strong emphasis on the happiness and well-being of children and building good relationships with all parents/carers.

What Your Child Will Learn

Your child will start to learn all round development skills such as primary colours, shapes and counting.

Children get messy playing with spaghetti and jelly; they splash in the water, dig in the sand and paint masterpieces for you to take home and treasure.

Social interaction is very beneficial to children of this age and your child will start to become aware of their peers and will develop friendships and make new friends.

At Little Chimps we encourage and support children with potty training, growing toddlers need clear limits in a safe and fun environment.

Within the toddler age group, play becomes more identifiable so the emphasis is on physical activity. With this in mind we plan our specific toddler activities for 'play with a purpose'.

During this age and stage of development there are incredible and joyous physical milestones to look forward to such as the development of speech and subsequent ability to communicate with others.

By using a variety of educational toys and activities we can open up our big wide world for your children to safely explore and increase their physical awareness both inside and outside of the Little Chimps room.

Encouragement and praise play a significant part of our ethos. As children become more able to take part we respond with focus on self-care activities as part of day to day play. This will include dressing up, encouraging them to feed themselves, toilet training as these are essential to your child's growing skills.

'Messy' play, hide and seek and memory games are introduced to help in their exploration of space and new textures, which through good staff role modelling, helps to promote respect and personal choice and of course lots and lots of fun.

Hats, bags and giant boxes are just some of the objects we use to encourage imagination and creativity during playtimes. This is accompanied with music, picture books and finger rhymes developing listening skills, speech and language development through rhythm and sound recognition.

All children at Little Chimps are allocated a key person; this member of staff will build a special relationship with both your child and your family, take prime responsibility for your child and will understand your child's individual needs.

Staff will let parents/carers know at the end of the day what activities your child has been involved in, what progress they have made and all the activities and fun they have had during the day.

Each child has their own special 'communication book' to enable messages to be relayed between home and nursery each day.

At Little Chimps we offer childcare that meets the needs of children of different ages and ensure that children have lots of fun as they grow and learn.

Staffing

Little Chimps is run by dedicated, enthusiastic, qualified staff and we believe they are our most valuable asset. All of our staff are dedicated to the early year's education of all children and are knowledgeable and enthusiastic, thus giving our children the best opportunities to achieve their full potential. They are also committed to furthering their own professional development through attending appropriate courses and training to improve the quality of care offered to our children and to keep up to date on current research into early childhood issues.

There is a ratio of one member of staff to four children and all staff undergo First Aid training to become qualified First Aiders and hold current certificates to support this. Furthermore, we have a member of staff who is the named DMS (Designated Member of staff for Safeguarding).



A Typical Day

Your child can look forward to:

- Breakfast club on arrival in the morning (depending on what sessions they are attending)
- Play time (with activities such as; messy play, water and sand, musical instruments, role play)
- Snack time (where children help to serve their own healthy mid-morning refreshments)
- Outdoor play (mud kitchen, bikes, balls and hoops, role play, both adult and child led play activities)
- Circle time (children develop language skills, listening to others, reading and discussions on a wide range of topics)
- Language groups (listening to CDs, story books - to help develop new vocabulary and promote a wide range of language)
- Lunchtime
- Sleep or quiet time
- Outdoor play and walks to: (the local library, shops or the park)
- Small groups for focused activities (counting games, practicing fine motor skills whilst painting, cutting, drawing, peg boards and threading beads)
- Snack time (where children help to serve their own healthy mid-afternoon refreshments)
- Singing and musical instrument activities (tapping out beats, clapping to a rhythm, following a sequence)
- Activities (both planned and unplanned, such as bug hunts, cooking, science experiments or role play, musical instruments, painting and collage, range of messy play, counting games and songs)
- Story time and listening to visual story sacks, encouraging imagination and exploring new language)
- Teatime Meal (depending on what sessions they are attending)
- Physical Movements (dancing and physical body movements to music, body stretches and ring games)
- Tidying up our toys to music
- Getting ready for home

Mealtimes

Children are able to enjoy a healthy breakfast with us, with a choice of cereals, toast and croissants in addition to fresh fruit and milk. During the morning and afternoon children enjoy a choice of fruit, cheese and crackers and brioche bread served with either milk or water. During lunchtime, hot meals are served from our excellent school cook and delivered to the nursery for the children to enjoy. At teatimes the children enjoy a light snack which ranges from beans on toast, pasta, soup etc. in addition to fresh fruit. If your child has any special dietary needs please do ensure we are notified as we can easily ensure all children are always catered for.

We ensure these meal times are enjoyable sociable experiences for all our children. Fresh water is always available for the children throughout the day.

CURRICULUM

We understand the need for the children to grow and gain independence and we provide a warm, caring and safe environment within which children can excel. Little Chimps Nursery offers a full curriculum and provides a solid foundation for entry into Monkeys Wraparound from the age of 3 following then onto Yellow Group State Nursery in the September after your child is 3 years of age. Following the Early Years Foundation Stage framework (EYFS) enables us to focus on children as unique individuals, allowing us to map their progress over the seven key learning areas and identify where they may need help. Children have their own 'Toddlers Two's Book' where the child's key person will make observations, assessments and take photographs, enabling us to ensure we plan for your child's next steps.

We will track your child's progress in all areas but specifically the 'Prime Areas' which are:

- Personal, Social and Emotional
- Communication and Language
- Physical Development



The other areas are called the 'Specific Areas' which are:

- Mathematics
- Expressive Arts and Design
- Understanding the World
- Literacy



Our daily activities and play opportunities are planned through these areas and each child is treated as an individual and presented with lots of opportunities every day to develop and reach their full potential through play.

At Little Chimps we lay down the foundations so that when your child leaves us to enter our next room in "Monkeys", they leave happy, educated, independent, confident and with all of the social skills needed for their next big step!

PARENT'S INFORMATION

Settling In

As we all know and appreciate every child is unique and different and may therefore require different settling in sessions. We usually use part of the first week as settling in sessions, for this reason we do not charge you for this week and payments will start from the second week your child is with us.

On the **first** day your child is with us for their settling in day, please be prepared to stay with them for about an hour. Whilst your child is playing, we go through your **Admission documents**. Please bring with you details of your child's health visitor and doctor, in addition to immunisation details and dates.

On the **second** visit we invite you to come into Little Chimps for a one hour visit. After 10 minutes you can leave your child but we ask that you stay on the nursery premises. We will provide you with tea or coffee and if your child is unsettled and we feel it necessary we can call on you to help settle your child. Your **third** visit you can leave your child for up to two hours and leave the nursery premises as long as we have your contact details and all registration forms are complete. On the **fourth and final day** you can leave your child for three hours. We ask that you meet with either the Manager or Deputy to discuss how your child has settled in, to ensure we have all paperwork completed and to ensure you understand about the fee process. This meeting will be scheduled for 15-20 minutes prior to collecting your child. If your child experiences any difficulties during the settling in period we can discuss this with you and a plan of action agreed.

A further meeting will be scheduled for one week later with your child's key person and then at the end of your child's first month with us to ensure you are confident and happy about how your child has settled with us. Parents/carers are welcome to come and speak to staff if they have any concerns at any time.

Equipment

Clothing – What do I need? - Children have the best fun whilst getting messy, so at times need changing if they have had lots of fun in the sand or messy play, for this reason we ask that you bring and leave a set of spare clothes on your child's personalised peg.

As children love to be outdoors and do not mind the cold, we take the children out in all weathers, so please send your child in appropriate clothing; hats, gloves and of course a warm coat. It is imperative that **all clothing is named**. Children can sometimes have little accidents when they are either in the process of being toilet trained or when they are engrossed in their play and forget! Lots of spare pants and trousers are really useful as children may get upset when we put them in something different to their own clothes.



Wellingtons – Your child will also require a **named** pair of wellingtons.

Dropping Off and Collecting Your Child

Due to planned staffing levels and the number of children in each session, we require you to drop your child off and pick your child up at the designated times. If your child is ill or has had an accident at home please let us know by 10am if your child is not going to attend Nursery on that day. Late collection of children after 6pm will be charged at a rate of **£10 for each quarter hour**.

Security

On arrival into Little Chimps, we ask that you **sign your child in** on our daily register, and also **sign your child out** when collecting them at the end of each session.

For your child's security and ours, please inform us either personally, by letter or by telephone if someone different is going to collect your child. We ask that you give the person collecting your child your chosen **password** as we will ask them to tell us this when they come and collect your child.

Payment

- **Registration Fee** - When you complete your child's booking form to secure your child's sessions with us, you will be asked to pay a non-refundable registration fee of £50. When your child starts with us we provide a book bag to put pictures into and for us to put letters in for you, it can also be a safe place for your child's special toy if they bring one in. In addition to this, we will give your child their own back pack which can hold spare clothes, nappies and wipes and this can be left on your child's personal coat peg.
- **Invoicing** – In the month prior to your child starting with us you will be issued with an invoice for the following month and also a letter outlining the procedure for accessing your Parent Pay account and how to activate it. Your child will be given their own unique Parent Pay number which you will need to register online to enable you to pay for your child's sessions. We require payment in advance before your child starts us.
- **Payment** – All childcare fees are payable in full in advance on the first day of each calendar month. Late payments incur a late fee charge of £15 per week.
- **Childcare Vouchers** – We accept childcare vouchers from all recognised voucher providers if paid electronically. If parents are paying by childcare vouchers, these must be submitted the previous month to ensure we have them in our system for the first of each month. Any outstanding balance after vouchers have been paid must be paid immediately by Parent Pay. If you intend to pay using childcare vouchers, please speak to the Manager or Deputy prior to your child starting so that we can inform you of our registration number.
- **2 Year Old Grant Funding** – Government funding is available for children aged 2 years in the term following their second birthday, subject to meeting criteria. Children will receive 15 hours per week of government funded hours, (term time only). Please speak to the Manager if you think you might be eligible.

Cancellation

- **Notice Period** – If for any reason you need to withdraw your child from our nursery, we require four weeks written notice in advance. If you make a request to change days or sessions, you will need to complete a 'change of day/hours application' and the Manager will inform you if we are able to accommodate your changes. **Please note: sessions may not be transferred.**
- **Sickness and Holiday Absence** – We are not able to issue refunds on occasions when your child has been sick or absent due to holidays.

Hours of Opening

Little Chimps is open from 7.45am until 6pm, we are open 50 weeks of the year.

Nursery Closures

- **Unscheduled Closures** – In the event that we have to close the Nursery, we will endeavour to give as much notice as is reasonably possible. We are not able to refund any missed sessions.

In the event of adverse weather, we will endeavour to open the nursery as normal. If the nursery is open and operating normally, fees will be charged regardless of whether your child has attended.

- **Scheduled Closures** - We are closed on all Bank Holidays and any day between 25th December and 2nd January. We shall close the nursery at 1pm on 24th December and reopen on the first working day on or after 2nd January. Fees will be calculated with these closures accounted for and fees are payable as normal.



POLICIES

Equal Opportunities Statement – We endeavour to develop an environment in which the value of each and every child is fully recognised. We plan a curriculum which is accessible to all, regardless of race, gender, social class and religion. We encourage all children to play and work together developing mutual respect. All children are encouraged to express themselves in all aspects of play and to work together co-operatively and constructively.

Child Protection – Safeguarding Children - Monkeys Childcare and Little Chimps comply with all relevant safeguarding children procedures and conform to all appropriate documentation and other guidance from the Local Safeguarding Children Board (LSCB). All staff have relevant DBS checks and undertake regular child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

No Smoking and Alcohol Policy - Monkspath School including Monkeys Childcare and Little Chimps has a policy of no smoking or alcohol within the school environment.

Parents as Partners – At Little Chimps we fully appreciate how important it is to make sure that the transition from home to nursery is as smooth as possible. We appreciate that parents are the main source of information about their child and we hope that we can work in partnership about information sharing and working together to help each child progress through each stage of their development.

Complaints Procedure – We pride ourselves in having excellent communication with all our parents and developing strong partnerships together. In the event of a parent feeling unhappy with any aspect of care/service that we provide, the Manager is always available for you to talk to and investigate the matter immediately. We pride ourselves that excellent communication is the key to a successful partnership together.

Confidentiality Policy - It is Little Chimps policy to ensure that confidentiality is paramount. This is particularly important about children's personal and private information, issues concerning a child, parent or members of staff. Breach of confidentiality will be dealt with in the strictest confidence in line with the Data Protection Act.

Administration of Medicines and Accident Procedures – If your child requires any medication during the day, we require you to complete a 'medication consent form'. We will administer medicines that parents have signed for and if it is absolutely necessary in order to complete a course of treatment, such as antibiotics. Written records are kept of all medicine administered to children and parents sign to acknowledge this when collecting their child. Medicines will be stored in a secure cupboard clearly labelled with the child's name and dosage to be given.

We will require a 'care plan' to be completed for children with specific medical needs, who need to have regular medication in nursery. Please ensure that you have discussed this with your child's key person and updated the admission form.

In the event of an accident at nursery, we follow clear procedures. If your child has a bump to the head, we will inform parents by telephone and an accident form will be completed, signed and countersigned. When you come and collect your child you will be asked to read the form through and sign the form. If the accident is thought to be serious, we will ask parents' to come and collect their child or in extreme circumstances a member of staff may seek emergency attention immediately. (Parents will always be kept informed of any actions taken by the nursery).

For all minor accidents we record these on minor accident forms and parents/carers are requested to read the accident form when collecting their child and countersign the form. A copy will be given to all parents/carers.



Sickness and Illnesses - All children need to be absent from nursery for 48 hours after sickness or diarrhoea to prevent any infection to other children, therefore we ask that children do not attend Little Chimps in these instances.

We are unable to cater for children who are unwell, so will endeavour to contact parents/carers immediately to collect children who are taken ill during the day. Please ensure that we have your up to date contact telephone numbers and any necessary medical details about your child.

Supporting Children with Additional Needs - At Little Chimps we welcome all children including those with additional needs. The needs and progress of children are monitored by Monkeys Childcare Inclusion Co-ordinator who assists the nursery together with other carers in providing an independent learning programme for each individual child.

Positive Behaviour - We believe that every member of our nursery should be treated fairly and feel valued and respected. We are a caring community at Monkspath School and this in turn includes Little Chimps at Monkeys Childcare. Our values are built on mutual trust and respect for all. The Behaviour Policy is designed to support the way in which all children can learn and play together in a supportive way. It aims to promote an environment where every child feels happy, safe and secure. We expect every member of the nursery to behave in a considerate way towards others. We aim to help all children grow in a safe and secure environment, and to become positive and increasingly independent members of the nursery who develop personal responsibility for enabling the good care and welfare of others.

Little Chimps use stickers for being kind and using good manners and we also have a group reward system, when the nursery has worked together. This might be for good tidying away, listening and doing what has been asked and everyone listening to stories or singing together. The children help to decide our group rules and reward and these are shared with all our staff and parents in the children's daily communication book and newsletters.

CONTACT US

If you would like any further information or have any questions please either:

- Email: 62monkeys@monkspath.solihull.sch.uk
- Telephone: 0121 703 1820
- Mobile: 07980 172151