



# Bright Little Kiddies Information Pack

Bright Little Minds  
The Parish Rooms  
Broadwater west street  
BN14 9DE

# Welcome to Bright Little Minds Nursery

We are open between Monday, Tuesday, Thursday Friday 8am- 6pm (Wednesday 8am to 12pm)

To provide choice and flexibility we offer the following sessions:-

	12mth	2+ years	3+ years	
8.am -9am	£10.00	£7.00	£6.00	Funded or paid sessions
9am-12pm	£30.00	£21.00	£18.00	Funded or paid sessions
12pm – 1pm	£10.00	£7.00	£6.00	Funded or paid sessions
12pm – 3pm	£30.00	£21.00	£18.00	Funded or paid sessions
3pm- 6pm	£30.00	£21.00	£18.00	Funded if doing a full day or paid sessions
Creche service	£10.50 per hour	£7.50 per hour	£6.50 per hour	Paid sessions only

Parents are required to pay in full for any absences including children's annual holidays.

We are open 50 weeks of the year, closing 1 week over Christmas and 1 week in August.

You can choose a term time contract of 15 hours / 30 hours

11 hours/22 hours if you can spread your funding over the 50 weeks

We will aim to provide you with the days and time to suit your needs. Subject to availability.

## Other fees

Consumable fee of 30p per session this helps to pay for snack, activities, and resources. (If you opt out of this fee you will need provide a healthy snack for each morning and afternoon session attended.

Registration fee £15 (not applicable to funded families unless you want to sign up to Tapestry online journal

Late collection fee £5 for first 15 minutes and £1 per minute thereafter. Late payment fee £5 per day Unless you have discussed this with management.

4 weeks' notice, in writing is required to change or cancel with Bright little Minds; otherwise, parents are liable for a month's fees in lieu of notice. If a child is transferring from another setting, then we can accept them after the stated notice period with the previous setting has ended.



## Play

Play is the most effective tool for early learning. It is the child's 'work' and should be respected for its powerful impact on their social and intellectual development.

Our curriculum is delivered through a wide range of play activities. These are opportunities for both child-initiated and adult-led play. Spontaneous play is shaped by available resources and the indoor/outdoor environment. Staff may well interact with the children during such activities in order to extend learning.

More structured learning opportunities take the form of focus tasks and children's next steps activities. These involve a high degree of teacher input. We aim for these tasks to span the breadth of the Early Years Foundation Stage curriculum over each term.

Children's play is most often of a practical nature, which does not have an end product. If your child has not produced anything to bring home it does not mean s/he has not been busy!

## Assessment

The main strategy for assessing young children is observation. Children's skills, knowledge and experiences are monitored regularly. This helps us to target their emotional and educational needs more precisely and understand children's next steps, so children are always developing learning and moving forward. Observation of activities and learning documented in individual online Learning Journals.

You will be invited to parent consultation with your child's keyworker at intervals throughout the year. This provides a more formal opportunity to discuss and celebrate your child's progress and to talk about the next steps for their learning. We will often talk informally with you about your child and always welcome your questions and comments.

Major changes at home can affect a child's behaviour and performance. In order to support your child, please inform us of any personal changes.



## Arrival and departure

At the beginning of the session, children wait with parents/carers outside the setting until a member of staff invites the children in. Children will be supported to take coats and bags off to ensure a smooth and quick dropping off session. Unfortunately, we cannot engage in lengthy discussion at this time, and we advise parents to call or text if you need to pass on information or seek advice.

Collecting children at the end of the day, we ask you to wait outside. We will escort the children to the door individually and hand over to the parent/carer collecting that day.

If you are unavoidable detained when collecting your child, please phone **07482311211** to let us know, so that we can reassure your child. It is important for us to know who will collect them and we must be told of any changes to the normal arrangements. Anyone collecting a child must be over the age of 16. We will never let your child leave with a stranger.

## Absence

It is important for your child's progress that s/he attends regularly. If your child is unable to attend, please let us know by telephone. **07482311211**

If your child is unwell or taking a course of antibiotics, please keep him/her at home as s/he will not enjoy pre-school and may infect others. If s/he has a tummy upset, allow a full 48 hours before sending them back to class.

If your child becomes ill during pre-school, we will contact you. It is important that you keep us informed of any change of phone number in case of emergency. Minor bumps and injuries will be dealt with by a qualified first aider. We will always inform you if your child has had any injury at nursery.

## Clothing

Please send your child in clothes that they can manage themselves. Joggers and sweatshirts are ideal for the winter and shorts and t-shirts for the summer. Clothing should be easy to launder, as preschool activities can be very messy!

All items of clothing should be named.

Children should not wear jewellery for reasons of safety.

Children have access to outdoor activities in all weathers, so please ensure they have waterproof coats and wellies for the rain, hats and gloves for the cold and sun hats when it's hot. Shoes should have easy fastenings, Velcro is ideal, as we encourage children to do as much as they can for themselves.

## Uniform

You can purchase our uniforms from Bright Little Minds

polo/shirts - £7.00

Sweatshirts - £10.50

Cardigans - £10.50

Fleece - £14.00

## Snacks

All children in pre-school are entitled to free cow's milk, which will be available during snack times. Children will also have access to water should they prefer it or need another drink.

We offer the children a healthy snack each morning consists of toast, fruit, cereal and afternoon snack Pitta bread, crackers, cheese hummus fruit. Children eat and drink at the snack table and are encouraged to independently choose and prepare their own snack.

If your child has any special dietary requirements, please discuss this with a member of staff.

## Drinks

Please provide your child with a drinks bottle that they can identify, but also named to help staff. This should be filled with water, and we will top up when needed.

Squash, juice or fizzy drinks are not permitted at preschool, due to following the government guidelines and local authorities' procedures to support healthy teeth and gums.

Drinking sugary drinks throughout the day could lead to tooth decay and gum disease which is irreparable.

## Lunchtime

If you choose a lunchtime session, your child will need a packed lunch. We are a healthy eating setting and are required to follow the government guidelines so fizzy drinks, sweets, or chocolate bars are not permitted. A treat is only allowed if they have eaten the rest of their meal.

Lunchtimes will be fully supervised. If you wish to discuss your child's lunch box, please ask to speak to one of the management team.

We ask you not to provide food that has nuts in due to allergies

We also have a child with an egg allergy, which means we have to ask you not to have eggs in your lunch box.

Hummus dip pitta  
bread & vegetable  
sticks

Tuna sweetcorn and  
mayonnaise sandwich  
with veg sticks and  
fruit.

Tuna Salad box  
malt loaf slice and  
a piece fruit

A good source of information can be found.

[Lunchbox ideas and recipes – Healthier Families - NHS \(www.nhs.uk\)](http://www.nhs.uk)

## Toileting

Do not worry if your child is still in nappies, we will change them until they are ready for potty training. We will then work with you to get them dry. If your child is still in nappies please send enough nappies, baby wipes, nappy sacks, and anything else they may need for their personal care in a named bag each day.

## Starting Pre-school

Your child will be offered 2 settling in sessions of up to 2 hours per session to suit the needs of your child.

We will discuss the start date and register you and your child onto our online learning journal and ask you to complete the All About Me Form, as this will give us a real insight to your child's home life and how to best support them during their settling in period. Your child will be allocated a keyworker who will discuss their wellbeing and development with you.