

little
STEPPING STONES
d a y n u r s e r i e s

Prospectus | 2023/24



**Awarded the Most Recommended Nursery
in Wandsworth & Top 10 in London by DayNurseries.co.uk**



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Ofsted Registration Number: EY467575

Why Choose Little Stepping Stones?

All Inclusive Service | At Little Stepping Stones Day Nurseries there are no hidden or extra costs. Everything from nappies to Italian classes is included in your child's monthly fees.

A Clear & Transparent Fee Structure | We understand that as parents / carers it's important that we give you a clear picture of the financial commitment ahead. We've also tried to help by discounting our full time and day rates, as well as offering additional discounts for siblings who are also attending our nursery at the same time.

Settling In | We settle your child over a number of days prior to their start date. The dates and schedule will be discussed during your registration. The child's first session will be for an hour and this will then increase over the days until you are confident that your child has settled in.

Key Person | Your child will be assigned to a key person within their Nursery room who will help you with any questions you may have and to ensure that your child settles in and progresses well. This member of staff will continue to support your child's growth and development through close observation and careful planning. Your child's Key Person is also primarily responsible for recording your child's Learning Journal and for providing you with regular updates.

Every Child is an Individual | At Little Stepping Stones Day Nurseries we appreciate that each child has their own unique abilities and interests. Hence their daily activities are planned around them with the assistance of their Key Person. In order to better understand your child's needs an "All About Me" document is completed by you during the registration or home visit. This document is updated by your child's Key Person when they are ready to move rooms.

Partnership with Parents & Carers | We encourage parents / carers to develop a close partnership with us, as we consider this to be one of the most important elements contributing to each child's overall well-being and development. We aim to keep parents / carers as fully informed as possible by communicating with you on a daily basis and giving you feedback as to how your child's day went. We understand that it's not always easy for parents / carers to visit our nursery, which is why we ensure that you are always well informed of updates, planned activities and event reminders through our online learning journal, newsletters, website, and email / mobile app alerts.

Safety First | Access to our nursery is via an intercom system that is CCTV monitored. At Little Stepping Stones Day Nurseries we operate a strict collection policy with the use of passwords / photos of pre-nominated adults for each child. As part of our Safeguarding Policy, we enforce a strict "No Mobile Phone & Camera Policy" at the nursery, however for emergencies / trips we issue our nursery staff with a mobile phone without recording or camera facilities.

Step to I.T. | As well as having access to traditional toys and games, children at Little Stepping Stones Day Nurseries are also able to interact with a range of Information Technology. We encourage our children to use the iMac and iPads to learn about the world, different cultures, create music, make stories and enjoy interactive learning apps, all whilst introducing them to the world of technology. Using the in-built projector, children can also easily share their newly created stories with their peers, helping them to develop confidence and independent learning skills.

Outdoor Activities | Little Stepping Stones is located directly opposite to King George's Park which has three separate well-equipped play areas as well as a large grass area for ball games and picnics. The park also has a small lake with a fountain, ducks and moorhens. This provides the perfect setting for our children to connect with nature, explore and be more active. Outdoor activities for all age groups are scheduled throughout the day, as this helps them become more engaged with their learning, develop their social skills, experience different seasons and most importantly have fun!

Our Staff | What really makes our nursery so special are the people who work for us! We understand that children learn best when looked after by adults who are suitable, well qualified, and who fully understand the importance of their role. That is why all our staff have at least a Level 3 qualification (or working towards their qualifications) and is provided with additional training opportunities to support and build on our Early Year Foundation Stage curriculum. Additionally all our staffs are Paediatric First Aid Qualified. All staff are recruited subject to two employment references and must hold a valid Enhanced DBS check - the highest level of checking available, before officially starting at the nursery.

Healthy Eating | All food served in the Nursery is freshly cooked daily and is focused on healthy eating. By working in conjunction with parents / carers our cook is able to devise delicious homemade menus to provide a nutritious and carefully balanced diet. Our children are served fresh fruit and vegetables every day and have access to drinking water in each room. We are able to cater for all dietary or cultural requirements and our monthly menus can be viewed on our website / notice board. Parents / carers with babies are also provided with a daily report sheet with information on their meals, sleep and changing times.

Childcare Funding | We understand that as parents / carers you want to select the best childcare and education that you are able to afford. Hence it is useful to be aware of what financial help is available. Below we have briefly outlined details of the assistance that may be available to you - all of which are accepted at Little Stepping Stones Day Nurseries.

Childcare Vouchers - Childcare vouchers is a scheme some employers offer to help working parents save on registered childcare costs. Childcare vouchers are not means tested and are available to all working parents whose employers operate childcare voucher schemes. These schemes can save you National Insurance and Income Tax as a set weekly amount can be deducted from your salary and used to provide childcare vouchers for the same amount. This amount is deducted from the gross salary and is exempt from National Insurance and Income Tax. Our nursery accepts childcare vouchers.

Tax Free Childcare - Tax free childcare is a method of paying childcare costs (including your nursery invoice) which provides a significant saving each month. It can be used alongside both 15 and 30 hours of funding. The eligibility criteria closely follow that of 30 hours funding. However, unlike 30 hours it is available to all nursery aged children. Full details of eligibility can be found [here](#). To apply for tax free childcare, please follow the instructions [here](#).

Government Free Childcare

15 Hours Funding | All children in England are eligible for 15 hours of funding for 38 weeks of term time, following their third birthday. Depending on your nursery plan, you may receive a monthly charge even when claiming funding. This will be a combination of:

- The additional weeks that your child attends Little Stepping Stones Day Nurseries that is not covered by the 38 weeks of funding.
- Additional hours that your child attends each week.

30 Hours Funding | Depending on your personal circumstances, your child may also be eligible for an additional 15 hours of funding per week, making a total of 30 hours per week. Full eligibility criteria and information on how to apply can be found [here](#). Please make sure you are eligible before applying.

Our Nursery Manager will be happy to explain any of the above in more detail during a visit.

Emergency Day Swaps | In case of healthcare or childcare emergencies we can offer up to a maximum of 3 emergency day swaps per year, subject to availability. An agreed emergency day swap is to be used in the same calendar month as the absence. Please note that bank holidays, public holidays and nursery closures are exempt.

Fee Sheet | 2023-24 Academic Year

Standard Plans

Full Day Care | 8am - 6pm **Part Time Day Care** | Morning (8am - 1pm) or Afternoon (1pm - 6pm)

Please note that there is a minimum requirement of 4 part time days or 2 full days. Exceptions are at the Managements discretion.

Monthly Fees	2 Days	3 Days	4 Days	5 Days
Full Days*	£853.66	£1,150.39	£1,385.11	£1,615.19
Part Time Days	-	-	£863.94	£937.75

*Multi-session discount applied.

Plan Details

All fees include nappies & the following:

Full Time & Full Day | Breakfast, a freshly prepared hot meal at lunch and tea, which includes a main course and a pudding. Breakfast is served up until 8.30am.

Morning Session | 8am to 1pm | Breakfast and a freshly prepared hot meal at lunch.

Afternoon Session | 1pm to 6pm | Tea, which includes a main course and fruits.

Fees Notes

All fees are charged / calculated on 51 weeks a year - we close for 1 week (between Christmas & New Year). Monthly payments will include bank and public holidays, as well as inset days, as our monthly staffing costs remain the same.

Fees are payable by Standing Order on the 1st of each calendar month and cover the child care for the following month.

Whilst Government funding is structured for 38 weeks of the year (term time), our places are for 51 weeks of the year and so the funded hours are stretched over the 51 weeks that the Nursery is open and paid over the twelve months so that parents have a clear and fixed monthly fee.

Fees are non-refundable for sicknesses and family vacations.

A 10% sibling discount is applied to the eldest child whilst enrolled at the Nursery at the same time.

A minimum of one calendar month notice is required in writing for cancellation of your child's place.

Please note, we cannot cater for plan exchanges between families, siblings or agreed funding days.

Additional Charges

The following charges are applicable for all children:

Non-refundable Registration Fee of £100, this includes waiting lists.

Late Fee Payments of £20 per day. Please note that if the nursery fees are in arrears of 7 working days after the due date, your child's place will unfortunately be withdrawn from the nursery.

Late Collection Fee of £1 per minute. This is at the discretion of the Nursery Manager and is due immediately.

Accepting A Place

When you are offered a place at the Nursery, you will be given 48 hours to confirm acceptance, before the place is allocated to the next family our waiting list.

Terms & Conditions

Little Stepping Stones Day Nurseries hereinafter referred to as 'the nursery' offers a place to the child referred to on the Registration Form, who is to join the nursery on the following terms. These terms and conditions relate to the contract between the nursery and the parent/carer.

1. Registration

- 1.1 A registration fee as referred to on the fee sheet shall be paid by the parent/carer to the nursery on submission of the completed registration form and that fee shall not be returnable if such acceptance is later withdrawn by the parent/carer. The registration fee will be returned if the nursery cannot offer the place on the schedule and date required.
- 1.2 The registration, offer & ongoing acceptance to the nursery are subject to all required documents being provided prior to starting at the nursery. It is required & expected that parents/carers will be honest and upfront in making full disclosure to any information relating to, but not limited to, the education, care, requirements and safeguarding of the child. Failure to comply with this clause, will result in the offer / registration of the child being immediately revoked.

2. Offer Acceptance

- 2.1 A deposit of one month's fee shall be paid by the parent/carer to the nursery on the acceptance of the offer and that deposit shall not be returnable unless notice in writing is provided to the nursery manager within one month of paying the deposit. The deposit is not deductible from the first month's fees.

3. Payment of Nursery Fees

- 3.1 Payment of nursery fees to the nursery for the child's attendance at the nursery shall be made by the parent/carer monthly, in advance, on the first day of each month (the due date) by standing order.
- 3.2 The Nursery reserves the right to charge a late payment fee of £20 per day. The late payment fee will be accrued for each day of late payment.
- 3.3 If the payment of fees referred to in 3.1 above shall be outstanding for more than 7 working days then the nursery may serve notice in writing to terminate this contract immediately. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery, and the nursery's notice to so terminate shall be regarded as a formal demand for all outstanding monies.
- 3.4 All costs, charges & legal fees relating to collection of any outstanding monies will be payable by the parent/carer.
- 3.5 An agreement with a third party to pay the fees or any other sum due to the nursery does not release the parent/carer from any liability under these terms and conditions unless an express release has been given in writing by the Company.
- 3.6 The nursery reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/carer.

4. Calculation of Fees

- 4.1 The nursery year runs throughout the year with the exception of Bank Holidays and the first two weeks during August for maintenance.
- 4.2 The fees payable by the parent/carer are calculated by taking the child's weekly attendance fee, multiplying the same by 51, being the number of chargeable weeks in the year, and dividing by 12 to give a monthly payment which is required in accordance with clause 3.1. The nursery does not permit the payment of fees on a daily or weekly basis. Any payments by a parent/carer upon this basis may be regarded by the nursery as a breach of the parent/carer payment obligations and the nursery reserves the right to terminate this agreement upon serving 7 working days notice of the parent/carer payment default. Upon the expiration of the said 7 working days notice and the parent/carer having failed to remedy their payment default then the nursery shall be entitled to treat this agreement as terminated and the provision of clause 3 shall apply.
- 4.3 The nursery does not permit the pro-rata reduction of payment fees or the swapping of sessions, if the child is absent from the nursery due to illness or holidays whilst the nursery is open. The parent/carer is therefore obliged to make full payment. In the event of payment not being made then the nursery reserves its right to terminate this agreement in accordance with clause 3.

5. Cancellation / Termination

- 5.1 After acceptance of the offer by the parent/carer either party may terminate this agreement by the service of one calendar month's notice in writing. During that said one month period the nursery undertakes to continue to admit the child and the parent/carer undertakes to pay all fees due. In the event of the parent/carer failing to pay the month's fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.

- 5.2 In the event of the parent/carer giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one calendar month's fees in lieu of notice. Failure by the parent/carer to provide one calendar month's notice or any notice at all shall render the parent/carer liable to the nursery for one month's fees.

- 5.3 Notice must be in writing and posted to the nursery manager.

- 5.4 If in the reasonable opinion of the nursery manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well-being of the child or other children of the said nursery or the teachers or other staff so employed then the nursery may serve notice to the parent/carers or a request for the child to be immediately removed from the nursery and the provision of one month's notice as referred to in sub-clause 5.1 hereinbefore stated shall not apply.

- 5.5 Where the nursery manager or person of similar standing or authority considers there has been, but not limited to, a breakdown of relationship, failing to adhere to the nursery's policies & procedures, unacceptable behaviour or abuse towards any staff by a parent/carer then the nursery may serve immediate notice to the parent/carer and the provision of one month's notice as referred to in sub-clause 5.1 hereinbefore stated shall not apply.

6. Non-Solicitation of Staff

- 6.1 The parent/carer of the child, the subject of this registration form, hereby agrees that during the term of this agreement and for the period of six months following its termination (howsoever terminated) that he/she will not seek to employ, entice away or attempt to entice away from the employment of Little Stepping Stones Limited ('the Company') any person or persons employed by the Company at the date of termination of the agreement between the Company and the parent/carer or any person or persons who was employed by the Company in the six months preceding the date of termination of the agreement between the parent/carer and the Company. If the parent/carer shall breach the aforementioned clause then he/she shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing the said member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements.
- 6.2 The parent/carer of the child, hereby agrees that any such person or persons who extend their services outside of the Company's authority, operational hours or premises, is doing so at the breach of their contract and the Company will not be responsible for their actions or duty.

7. Variations

- 7.1 There shall be no variation of this agreement unless it is in writing and made between a duly authorised representative of the nursery and the parent/carer, any such agreement being in writing from a Director of the Company or the Nursery Operations Manager.
- 7.2 It is hereby recognised that the nursery is owned by Little Stepping Stones Limited (hereafter called 'the Company') and the members of staff at the nursery are employees of the Company.
- 7.3 The employees of the Company at the said nursery are not authorised to bind the Company in respect of the following matter:
- 7.4 The variation of any terms of this agreement except attendance schedule.
- 7.5 The entering into of agreements be they oral or written with the parent/carer as to payment schedules of current fees or arrears of fees.
- 7.6 The acceptance of any offer as to the payment of fees or arrears of fees other than in accordance with clause 3.
- 7.7 Any representation as to the rights of the Company to take legal or other proceedings.

8. Safeguarding

- 8.1 Where the nursery has any concerns of safeguarding of a child the nursery will inform the necessary authorities.
- 8.2 In the interest of safeguarding/ the child's wellbeing, parents/ carers must proactively inform the nursery with any interactions with social services or any other multi-agencies.

9. Acceptance

- 9.1 The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent/carer has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

Registration Form

Child Details

Child's First Name:		Child's Surname:
Date of Birth:	Boy / Girl	Start Date:
Nationality:	Ethnic Origin:	Age of Child at Start Date:
Religion:	1 st Language:	Festivals Celebrated:
Children will be encouraged to discover & enjoy British and Multi-Cultural Festivals		

Parent / Carer Details

Mother's / Carer One's Title & Full Name:		
Mother's/ Carer One's Address:		
		Post Code:
Home Telephone <input type="checkbox"/> :	Work Telephone <input type="checkbox"/> :	
Mobile <input type="checkbox"/> :	E-Mail Address <input type="checkbox"/> :	
Please tick the above relevant boxes to indicate your preferred form of contact.		
Company Name & Work Address:		
		Post Code:
Father's / Carer Two's Title / Full Name:		
Father's / Carer Two's Address (if different from above):		
		Post Code:
Home Telephone <input type="checkbox"/> :	Work Telephone <input type="checkbox"/> :	
Mobile <input type="checkbox"/> :	E-Mail Address <input type="checkbox"/> :	
Please tick the above relevant boxes to indicate your preferred form of contact.		
Company Name & Work Address:		
		Post Code:
Name of Person or Persons with Parental Responsibility:		

Nominated Adults for Collection

Full Name:	Collection Password:	Photo <input type="checkbox"/>
Full Name:	Collection Password:	Photo <input type="checkbox"/>
Please ensure you provide a photo of all nominated adults approved for collecting your child, as without it, we will be unable to let your child leave with them.		

Medical Details

Doctor's / Surgery Name:		
Doctor's / Surgery Address:		
		Post Code:
Surgery Telephone:		
Please confirm which vaccinations your child has had:		
Diphtheria <input type="checkbox"/>	Whooping Cough <input type="checkbox"/>	Polio <input type="checkbox"/>
Tetanus <input type="checkbox"/>	MMR <input type="checkbox"/>	HIBS <input type="checkbox"/>
Please be advised that in order to confirm the above vaccinations, we would need to view your child's Red Book prior to them starting at the nursery.		

Please confirm if your child has had any of the following illnesses:

Measles	<input type="checkbox"/>	Whooping Cough	<input type="checkbox"/>	Chicken Pox	<input type="checkbox"/>
Mumps	<input type="checkbox"/>	German Measles	<input type="checkbox"/>	Scarlet Fever	<input type="checkbox"/>

Please confirm if your child suffers from:

Asthma	<input type="checkbox"/>	Allergies	<input type="checkbox"/>	Eczema	<input type="checkbox"/>
Fits	<input type="checkbox"/>	Febrile Convulsions	<input type="checkbox"/>	Hay Fever	<input type="checkbox"/>

If yes to any of the above, then please give us more details:

Please let us know of any other physical or health problems that your child may suffer from:

Please let us know of any food or drink that your child is not allowed / is allergic to:

Nursery Requirements

	Monday	Tuesday	Wednesday	Thursday	Friday
Full Time					
Full Day					
Morning Session					
Afternoon Session					

Please tick as per your child's requirements. For more information and prices, please refer to our Fee Sheet

Acknowledgement

Please kindly tick the below boxes to confirm your acknowledgement:

- Where the nursery has any concerns of safeguarding of a child the nursery will inform the necessary authorities (For more information please refer to our "Safeguarding Children Policy")
- In cases of emergency, medical assistance will be administered (For more information please refer to our "Medication Policy")
- You have informed the Nursery if you or your child is currently engaged with Social Services (or any other Multi-Agencies, such as Portage Service) and the requirement to inform the Nursery of any engagement/ changes in the future.
- The nursery operates CCTV cameras throughout the premises
- You have read & understood the Terms & Conditions

Signatures

Parent / Carers Signature:	Print Name:	Date:
<small>(on behalf of both Parents/Carers, where applicable)</small>		
Management Signature:	Print Name:	Date:
<small>(on behalf of Little Stepping Stones Day Nurseries)</small>		
For Staff Use Only Date Reg. Fee Paid:	Deposit Paid: £	Date Paid:

Data Protection: In compliance with current UK Data Protection legislation, any information you provide here will be kept secure and treated confidentially. The data collected will only be used by Little Stepping Stones Day Nurseries and will not be disclosed to any external sources without your prior consent.