



**Little Scholars Nursery**

## Why choose Little Scholars?

Little Scholars Day Nursery offers University staff, students, and the community first-rate childcare, enabling parents to pursue higher education and employment, knowing that their child is in a safe and happy learning environment.

The nursery is Ofsted registered for 72 children aged between nine months to five years of age. Whilst your child is in the nursery, they will have their own primary carer called a key person, who will also act as your key contact.

### Nursery staff

We have fully qualified staff, with full first aid certificates and up-to-date knowledge of special educational needs, equal opportunities, child protection and behaviour management techniques.

Our adult/child ratios are as follows:

9 months-2 years 1:3

2-3 years 1:4

3-5 years 1:8

All staff regularly attend courses to further their basic training in a variety of areas including curriculum planning, and health and safety.

### Parent partnership

Little Scholars Nursery believes that parents play a vital role in helping their children enjoy their time at nursery. We work hard to promote a happy and harmonious relationship with both children and parents as we recognise that the best childcare is achieved through close co-operation with the family. A successful partnership with parents is based on the exchange of information, knowledge and expertise.

### A stimulating environment

The nursery has a large open plan area situated on the ground floor of Randall Lines Halls of Residence. The children are divided into key person groups depending on their age and development. All groups have access to a book corner, a literacy table, an imaginative corner, a music corner, art and craft materials, jigsaws, construction play and much more. Our Under two's room allows children to explore and investigate their environment whilst taking part in exciting and stimulating activities. In the sunflower room the children have the use of the most up-to-date ICT interactive board.

The children's learning is extended through outside play. Our large secure outdoor play area consists of grass, bark, digging areas and a safe play area made of rubber matting. Children have the use of bikes, balls, scooters and lots more.

### At Little Scholars we aim to:

- work in partnership with parents to support each individual child and ensure that all children feel included, secure, valued and welcome in nursery
- enable children to develop confidence, independence and self-esteem with a carefully planned curriculum based around the Early Years Foundation Stage
- have a clear understanding about the individual development of each child, and assess and meet all individual needs of each child through indoor and outdoor learning environments
- encourage a learning environment that provides all children with imaginative, motivating, challenging and enjoyable experiences with a balance of planned, purposeful activities and play.

If you would like to read our latest Ofsted Inspection Report in full, visit: [ofsted.gov.uk](http://ofsted.gov.uk)

Our Ofsted URN number is **224857**.



## Contents

|                            |    |
|----------------------------|----|
| Learning through play      | 4  |
| In safe hands              | 5  |
| A quick overview           | 6  |
| Settling in to the Nursery | 7  |
| Early education            | 8  |
| Room for growth            | 9  |
| How to apply               | 10 |
| What should I bring?       | 11 |
| How to pay                 | 12 |
| Nursery arrears            | 13 |
| Policies                   | 14 |



Children are happy. There are strong systems in place to help staff meet children's individual needs and support their emotional well-being.

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# Learning through play

The Early Years Foundation Stage (EYFS) is a framework for all children from birth to the age of five years. It is an integrated approach to care and education which is play-based, following the interests of the children. The framework ensures a consistent approach to care, learning and development, and enables practitioners to plan for each child at every stage of their development.

The aim of EYFS is to help children achieve the five outcomes highlighted in the Every Child Matters agenda of: staying safe, being healthy, enjoying and achieving, making a positive contribution and achieving economic wellbeing. The EYFS principles that we help children work towards, are based on four themes:

- A unique child
- Positive relationships
- Enabling environments
- Learning and developing

## Assessments and reports

Records are kept of each child's progress and parents are regularly informed of their child's activities and progression.

Written reports are sent out annually and can be discussed at Parents Evening, which is also an opportunity to discuss your child's progress with their key person. We hold parent sessions, where parents/carers have the opportunity to interact with the Nursery curriculum.

## Inclusive practice

The nursery serves a very diverse community and great care is taken to respect each family and their inherent cultural backgrounds. We celebrate many events throughout the year.



Staff work well with parents to help children learn about their own and others cultures within this diverse community.



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# In safe hands

## Child protection policy

Here at Little Scholars, the health and safety of the children in our care is paramount. Nursery staff have a legal duty to act on any suspicions they may have regarding child abuse. This will include reporting to Wolverhampton City Council's Children and Family Services any harm to a child that we suspect is due to neglect or non-accidental injuries.







# A quick overview

## Opening times

Little Scholars is open all year round, closing for Bank Holidays, University Concessionary days and 5 days closure for staff training, to be arranged outside of teaching weeks.

## Term time (38 weeks)

Monday-Thursday 8.30am-6.00pm  
Friday 8.30am-5.30pm

## Out of Term Time (50 weeks)

Monday-Friday 8.30am-5.30pm

## Security

The nursery is monitored by CCTV to maintain high levels of security in and around the nursery. Nursery staff are committed to constantly reviewing the security of the nursery and the safety of children, parents and visitors. Only those persons authorised by parents/guardians to collect the children are permitted to do so.

## Meals

We provide a balanced menu meeting all the individual needs of each child, including special dietary requirements. Meal times are used to promote good table manners. Children are given a variety of foods and encouraged to make choices. Parents are asked to provide bottles and formula milk for babies and we consult with parents with regards to weaning children onto solid food.

Children are offered snacks of fruit and regular drinks of milk or water throughout the day. Fresh water is available at all times. We promote healthy eating and ask for sweets, chocolate and crisps not to be brought into nursery.

## Illness

All children must be kept at home if they are unwell. It is the policy of the nursery that medication will only be given with the parent/guardian's written consent and all medications must be prescribed by a doctor or dentist.

## Altering your childcare

Parents/guardians wishing to change the days/sessions their child attends the nursery should notify the Nursery Manager or Deputy Manager in writing at least one calendar month before the new times/days.

## Clothing

We ask you to provide a spare set of clothing which will be kept at nursery. All clothes including coats, scarves, hats and gloves should be clearly labelled with the child's name. Please provide wellington boots for outside play. Parents are requested to provide nappies and wipes for their child.

## Personal property

Please do not bring any personal belongings to nursery as we cannot be held responsible for any loss or damaged property.

## Parking

There is a drop off and pick up point for your car outside the nursery however, cars can not be parked here on a daily basis.

# Settling in to the Nursery

Starting nursery can be enormously beneficial for children and their families, yet it can also be an anxious time too.

At Little Scholars Day Nursery, we believe it is vital for children to be happy, settled and secure in their environment and with their key person before they can progress with their learning. Therefore, to ensure the process is as smooth as possible, we encourage all parents to take part in settling in visits.

The settling in process often begins with a visit to the nursery by a parent/carer. Once a place has been offered to a parent, they are encouraged to visit with their child. As all children are individuals, the settling in process can vary depending on the individual needs of the child and family. Parents are encouraged to talk to their child about nursery and the sorts of things they will be doing.

Nursery staff will be approachable to new parents and happy to discuss any concerns they may have regarding the settling in period and the transition to nursery.

The settling-in period is intended to bridge the gap for the child between home and nursery. It should help them to become accustomed to the nursery and form an attachment with their key person, who will be with them for much of the time.

The settling in visits should not be rushed and will be a gradual introduction to the nursery starting with short visits, followed by longer periods at the nursery as the child becomes more familiar with the environment, their key person and the other children.





# Early education places

## Funding for 3-4 year olds

All children aged three and four are entitled to a maximum of up to 15 hours of local authority funded nursery care. This entitlement starts the term following your child's third birthday.

We aim to deliver the grant funding services as flexibly as possible to our parents. However to plan and staff the nursery effectively we stipulate the following:

- The entitlement of up to 15 hours must be taken over a minimum of two days.
- Parents must take the grant funding in either a morning or afternoon session ie. 8.30am-1.00pm or 1.00pm-5.30pm, Monday-Friday.
- An hourly or session rate will be charged if you exceed 15 hours per week.
- If parents supersede their allocated time, they will be charged the hourly rate.

If you would like your child to receive a Government funded nursery place of a maximum of 15 hours a week, you need to:

- provide us with a document which gives proof of your child's date of birth, such as a birth certificate, passport or medical card and sign the parent declaration of attendance form.

If you require more information on early education places, please speak to the Nursery Manager or Deputy Manager.

## Terrific for Two's

The nursery has limited places for up to 15 hours free childcare for two year olds, based in the Wolverhampton area. The funding is criteria based, ie. if you are in receipt of certain benefits. However, if you are not in receipt of the above benefit you may be referred by a health visitor, family support worker, social worker, children's centre staff, or nursery practitioner. Please speak to the senior nursery management team who will provide more information or visiting: [www.wolverhampton.gov.uk/terrificfortwos](http://www.wolverhampton.gov.uk/terrificfortwos)

## 30 Hours Funded Childcare

If you are a working parent, you may be eligible for up to 30 hours of Government funded childcare. The funding is criteria based and income based, to check for you eligibility please visit:-

<https://childcare-provider-checker.tax.service.gov.uk/?search=224857>

Parents who are in training will not be eligible as they receive other Government support.

# Room for growth

## Buttercup Room – Under Two's Room

A team of qualified staff work specifically with the babies, building relationships with both baby and parent so that both feel happy and confident in our care. The staff work closely with parents to ensure that wherever possible, the baby will follow their own established routine of feeding, sleeping and changing times to ensure continuity of care. Our dedicated baby room provides activities and opportunities for learning through play, exploration and social interaction.



## Poppy Room – Our Two Year Olds

Once a child is two years of age, they will enter our Poppy Room. Here they will learn new skills and be encouraged to be more independent. Staff will work with parents to support toilet training and independent feeding. The room has the most up-to-date ICT equipment to support the children's learning through the seven areas of learning and development. Activities are planned around the children's interests with the emphasis placed on play.



## Sunflower Room – Our Pre-Schoolers, 3-5 Years

The children follow a more structured daily routine. However, emphasis is still based around learning through play. Activities are planned around the seven areas of learning recognised by the Early Years Foundation Stage.







## What should my child bring to nursery?

**Nappies** – If your child is not potty trained, please provide nappies, wipes and creams.

**Pull ups/pants** – Please provide if your child is being potty trained. Staff will support parents who are initiating this process with their child.

**A full change of clothing** – All clothing should be clearly labelled with your child's name.

**Formula milk** – If your child is still having formula milk, please provide a tin which is clearly labelled with your child's name and the date it was brought into nursery.

**Bottles/beakers** – If your child drinks from a special beaker or still uses a bottle, please bring their own into nursery, clearly labelled with your child's name. If your child does not have a preference of beaker, the nursery will provide one.

**Comforter/special cuddly toy** – Dummies should be replaced regularly; when they are not in use in the Under Two Room, they will be stored in sterilising fluid. All cuddly toys and blankets should be clearly labelled with the child's name. (The nursery does not encourage older children to bring in toys from home as they may get lost or broken.)

**Outdoor clothing** – The children have access to the outdoor environment in all weather, so please ensure your child has a suitable outdoor coat, hat, scarf, gloves and outdoor shoes. Please provide wellington boots during the winter months.

**Sun hat and sun cream** – During the summer months, the nursery will ask that these items be provided to protect the children during warm weather. Parents will also be asked for their permission to apply the cream.

## How to apply

### Admission

If you wish your child to attend Little Scholars Nursery, please complete the Nursery Application Form and return to the address below. Application forms can be downloaded from the website by visiting: [wlv.ac.uk/nursery/apply](http://wlv.ac.uk/nursery/apply) or by contacting the nursery.

Little Scholars Nursery  
Randall Lines Halls of Residence  
North Road  
Wolverhampton  
WV1 1RN  
Tel: **01902 322 909** or **01902 322902**

Once your application has been received the Nursery Manager will contact you to make arrangements for a free trial session for your child before they begin their nursery life.

### Complaints/compliments

If you have a compliment or complaint you would like to make about the nursery, please feel free to discuss them with the Nursery Manager. If you would like to make a complaint, please complete a University Complaint Form available from the Nursery Manager.

If you are unhappy with the resolution, parents/guardians can contact Ofsted directly, who are our regulating body for the registration and inspection of the setting.

Ofsted complaints helpline: **0300 123 1231**.

Ofsted  
Royal Exchange Building  
St Ann's Square  
Manchester  
M2 7LA





# Fees and how to pay

## Fees

An invoice will be raised for childcare fees a month in advance. You have 14 days to make full payment of the invoice. When making a payment, the parent/guardian needs to quote the invoice number.

Any child that begins their nursery placement after the second week of the academic calendar will be required to pay their first month's fees in advance. Thereafter they will receive an invoice by the 15th of each month.

## Methods of payment

Payment can be made within the MX Building at the Cashiers Office; over the telephone; online; or by Direct Debit.

## Payment via Cashiers

The Cashiers Office is located on the ground floor of the MX Building, next to the Randall Lines Halls of Residence.

Payment can be made using cash, card or cheque\* in person via the Cashiers. You will be issued with a receipt once payment has been confirmed.

## Online payment

You can log on to: [wlv.ac.uk/epayment](http://wlv.ac.uk/epayment) to make a card payment. You will need your customer reference number and invoice number. Look under the heading 'Instructions' and click on to the 'ePayment gateway' to make your payment.

You will be issued with a receipt once payment has been confirmed.

## Financial difficulties

If you are having financial difficulties you can talk to financial and international support experts in our student centre north (MX Building).

Tel: **01902 321 032** or Email: [gateway@wlv.ac.uk](mailto:gateway@wlv.ac.uk)

## Payment by post

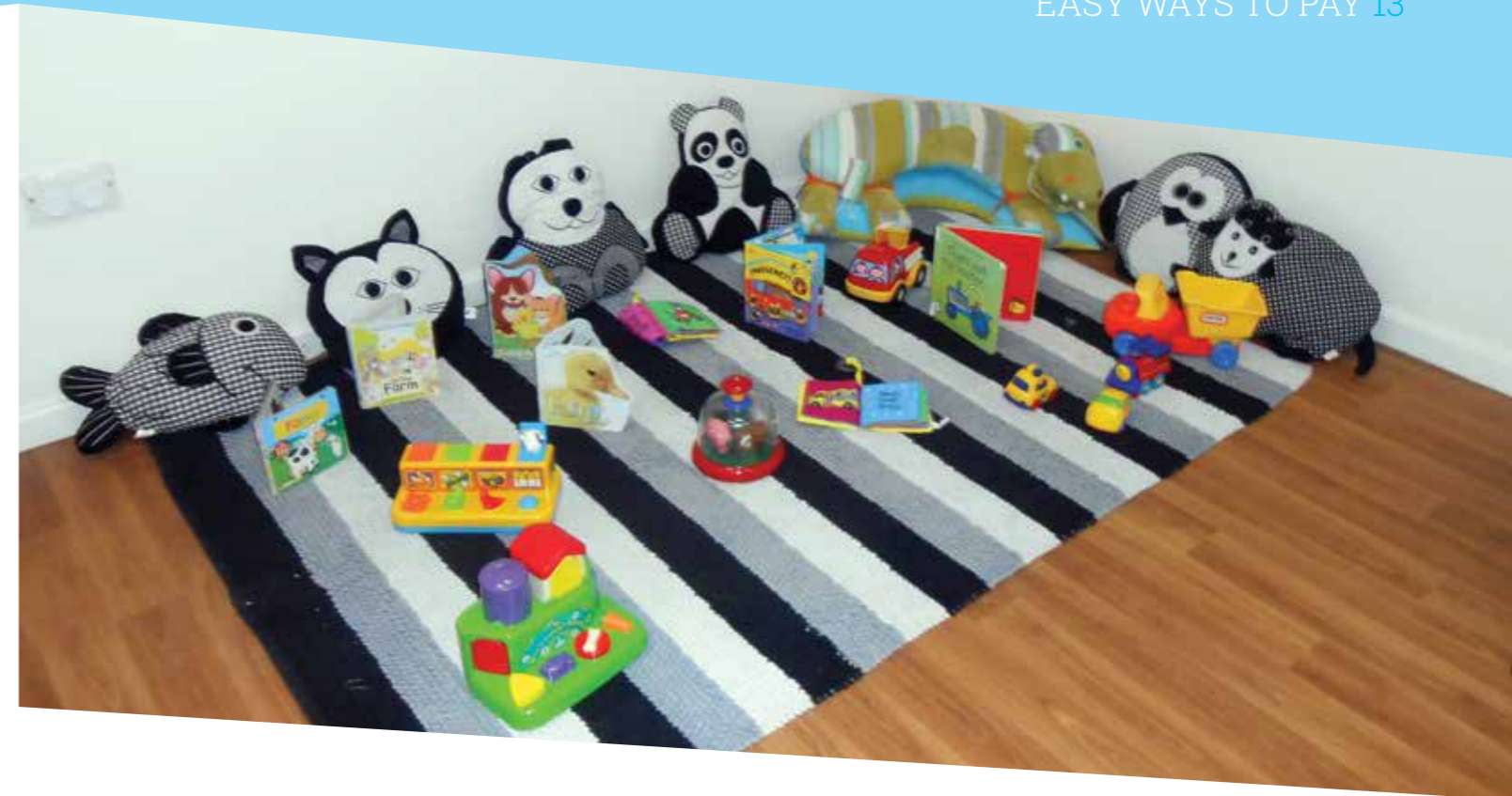
You can send in your card or cheque\* payment to:  
University of Wolverhampton  
Finance Department  
Cashiers Office  
MX Building  
Camp Street  
Wolverhampton  
WV1 1AD

## Payment by telephone

You can phone Cashiers on **01902 321 230** or **01902 321 231** to make a card payment. Please quote your customer name, customer number and invoice number when making your payment. Cashiers will post out a receipt to you once they have confirmed payment.

## Using childcare vouchers

If you wish to pay using childcare vouchers, you must contact your voucher provider and apply for the vouchers in advance. It is your responsibility to ensure that the University receives the childcare vouchers.



# Nursery arrears policy

## Little Scholar's Nursery has a two-step Arrears Policy.

1. Upon receipt of your nursery invoice, payment should be made within 14 days from the date of the invoice, if after this duration it has not been paid an outstanding debt letter will be issued.
2. If nursery fees are still outstanding after 17 days from the date of the invoice you will be sent a letter stating a suspension of services will be imposed, which may result in your child's place being revoked.

## Debt collection service policy

If debts are not recovered through the Nursery Arrears Policy the matter will be addressed by the Income Section of the University of Wolverhampton, and may be referred to a debt collection agency.

Please ensure that if you are facing difficulties with paying your nursery fees you liaise with the Nursery Manager or Deputy Manager straight away. Additional financial student support can be sought from within the University through the following:

## Making contact with Finance

Finance staff can be contacted by various means.

e:Vision **Helpdesk**  
Email: [incomesection@wlv.ac.uk](mailto:incomesection@wlv.ac.uk)  
Tel: **01902 321 256**

Appointments can also be made to meet Finance staff to discuss any fee related issue.

## Making contact with the Student Financial Support Team

The Student Financial Support Team will provide information on a number of finance-related issues; they can be contacted by various means;

Email: [money@wlv.ac.uk](mailto:money@wlv.ac.uk)  
Tel: **01902 321 070**

All student financial support queries will be dealt with from the Student Centre North (opposite the Cashiers Office within the MX Building.) The Student Financial Support Team will be the single point of contact for all current students with any financial enquiries or support.

## Making contact with Students' Union

The Students' Union Advice and Support Centre offers confidential and impartial advice in relation to money and debt advice. They can be contacted by various means;

Email: [advice.wolvesunion@wlv.ac.uk](mailto:advice.wolvesunion@wlv.ac.uk)  
Tel: **01902 322 038**

Appointments can be made with advisers at the Students' Union Advice and Support Centre to discuss any issues.

\*Cheques should be made payable to 'The University of Wolverhampton'. A £10 fee will be charged against any returned cheques.

# Nursery Policies

We adhere to the legal requirements governed by Ofsted which incorporate many different nursery policies and procedures including equal opportunities, special educational needs, behaviour management, and child protection. These policies are available to view at the nursery.

- |  |   |
|--|---|
| Mission Statement  | Incident Policy                                       |
| Accidents and Treatment Policy and Procedure                     | Induction and Probation Procedure                     |
| Admissions Policy  | Infection Control                                     |
| Allergies and Allergic Reactions                                 | Intimate Care Policy                                  |
| Anti-bullying Policy and Procedure                               | Intimidation of Staff, Students and Volunteers Policy |
| Bad Weather Policy   | Key Person Policy                                     |
| Behaviour Management   | Late/Non-collected Child                              |
| Bottle Feeding Policy and Procedure                              | Medication Policy                                     |
| Changing Wet/Soiled Children                                     | Missing/Lost Child Policy                             |
| Child Protection and Safeguarding                                | Nappy Changing Policy and Procedure                   |
| Code of Conduct for Nursery Staff                                | Outdoor Play Procedure                                |
| Complaints Procedure   | Outings Policy and Procedure                          |
| Confidentiality Policy   | Parents as Partners Policy                            |
| Enquiry Policy and Procedure                                     | PREVENT   |
| Equality and Diversity Policy                                    | Recruitment and Selection Policy                      |
| Equipment Policy   | Security Policy                                       |
| Fees Policy and Procedure  | Separated Parents                                     |
| Fire Safety Policy and Procedure                                 | Settling In Policy                                    |
| Grant Funding/Terrific for Twos Early Education Policy           | Sleep-time Policy and Procedure                       |
| Head Lice Policy   | Special Educational Needs Policy                      |
| Health and Safety Policy   | Student and Volunteers Policy                         |
| Illness Policy   | Transition Policy                                     |
| Table for Minimum Periods of Exclusion for Communicable Diseases | Whistle Blowing Policy                                |

“

The staff are brilliant and I am happy leaving him in the care of his key Person and other staff.”





## Where to find us

Little Scholars Nursery  
University of Wolverhampton  
Randall Lines Halls of Residence  
North Road  
Wolverhampton  
WV1 1RN

