



Little Munchkins

# LITTLE MUNCHKINS

## Pre-school

# Parents Handbook

# Little Munchkins Owner: Kully

**Little Munchkins club is registered with Ofsted (Registration No: EY501791).**

Our pre-school setting, based at St Bartholomew's Primary School will run from 8.50am until 3.00pm, with the option of morning, afternoon or full day sessions. We will be situated in the Port-a-cabin at the back of the infant playground. There will be access to the outside playground area where children can take part in numerous activities whilst always being under care of qualified staff.

## **Other settings**

Little Munchkins kids club is registered with Ofsted. We run a holiday club situated at Woodfield Primary School (Registration No: EY487355)

## **Aims**

At Little Munchkins Club we aim to provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care whilst setting the standards for learning development.

## **What we offer**

Our Club follows the Play work Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, home corner, craft, board games, construction, computer games/game consoles, physical play, cookery, and reading. In addition other resources are available for the children to select from our equipment library such as painting and messy play (moulding clay).

## **What we provide**

**Fresh fruit squash and water will be available every day.**

**Any food allergies must be reported to the club in advance so we can accommodate for that child!**

The food we provide at the Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table.

## **Staffing**

Our Club is staffed by 1 manager, 1 senior play leaders, 3 play workers and an apprentice worker.

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:4 for children ages two-four, in line with statutory requirements.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the owner. **Kully: 07920761762.**

## **Organisation**

Little Munchkins out of school club is run as a private business. We enjoy a close working relationship with St. Bartholomew's Primary School in order to ensure continuity of care, and to maintain good communication links. We will also be working with parents and teachers to ensure a safe and secure environment providing a positive atmosphere.

## **Policies and procedures**

The Club has clearly defined policies and procedures. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

## **Induction**

You and your child are more than welcome to visit the club before your child's first day to get familiarised with the surroundings which would help the child settle in. The induction would include going through club rules and routines which would include meal times, collection times and children meeting points.

An induction is helpful as it allows the child to familiarise themselves with staff and other children providing them with the opportunity to ask any questions they may have. We as a club would encourage other children to be your child's buddy for the first few sessions allowing your child to settle in more easily.

### Daily plan:

<b>Time:</b>	<b><u>Morning session:</u></b>
8.50 – 9.00	Children arrive to the club and a register is completed. Children are able to choose their choice of games and activities in free play. Introduce the daily plans and discuss weather, date and day.
9.00 – 9.45	Key workers observe, interact and support children's learning in various areas: <ul style="list-style-type: none"> <li>• 1 x group outdoors (dependent on weather)</li> <li>• 1 x group sensory play</li> <li>• 1 x group preparing snack for the day</li> <li>• 1 x group physical activities and learn words, numbers and letters</li> </ul> Activities include: Play dough, lego, outdoor play, creative play, reading, and writing, cooking and drawing. Each of these key groups will be observed each day and to rotate throughout the week.
9.45 – 10.15	Snack time – Encouraging children to eat independently and try new foods. Children are taught how to effectively keep hands clean by promoting washing of hands before snack time.
10.15 – 10.45	Story time / talking about feelings / singing / show and tell
10.45 – 11.15	Circle time – all groups join together to sing a song, discuss achievements for the day and any rewards for good behaviour.
11.15 – 11.45	Lunch time - Encouraging children to eat independently and try new foods. Children are taught how to effectively keep hands clean by promoting washing of hands before snack time.
	<b><u>Afternoon session:</u></b>
11.45 – 12.15	Lunch time - Encouraging children to eat independently and try new foods. Children are taught how to effectively keep hands clean by promoting washing of hands before snack time.
12.15 – 1.00	Key workers observe, interact and support children's learning in various areas: <ul style="list-style-type: none"> <li>• 1 x group outdoors (dependent on weather)</li> <li>• 1 x group sensory play</li> <li>• 1 x group preparing snack for the day</li> <li>• 1 x group physical activities and learn words, numbers and letters</li> </ul> Activities include: Play dough, lego, outdoor play, creative play, reading, and writing, cooking and drawing. Each of these key groups will be observed each day and to rotate throughout the week.
1.00 – 1.15	'Me time' – to allow children to pick something they want to do for a short period of time.
1.15 – 1.45	Snack time – Encouraging children to eat independently and try new foods. Children are taught how to effectively keep hands clean by promoting washing of hands before snack time.
1.45 – 2.15	Story time / talking about feelings / singing / show and tell
2.15 – 3.00	Circle time – all groups join together to sing a song, discuss achievements for the day and any rewards for good behaviour.

## Payment of fees and opening times

Session:	Times:	Price:
Morning	8.50am – 12.00pm	£11.00
Afternoon	11.45pm – 3.00pm	£11.00
Full day	8.50am – 3.00pm	£22.00

Fees are payable in advance by cash or cheque, bank transfer or childcare vouchers. We accept vouchers from the any voucher schemes. Cheques should be made payable to “Little Munchkins Club”.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

### Morning session

If children have attended the St. Barts morning nursery, Little Munchkins staff will go and pick the child up from the nursery and bring them to the club where the afternoon session will start. They will also take children from the Little Munchkins morning session to their afternoon session at the nursery. There is a variety of foods available for the children such as toast, cereal, fruit, yoghurt, milk water and squash. Children have the option of choosing anything they wish. Mid-morning snack will be served at 9.45 and lunch will be at 11.15 until 11.45.

### Afternoon session

If children have attended the St. Barts morning nursery, Little Munchkins staff will go and pick the child up from the nursery and bring them to the club where the afternoon session will start. They will also take children from the Little Munchkins morning session to their afternoon session at the nursery. Mid-afternoon snack will range from things such as bread and butter, ham or cheese sandwiches, biscuits, fruit, squash and water. Snack time will be at 1.15 and lunch will be at 11.45 until 12.15 when children arrive straight from nursery.

**NOTE:** We also offer an all day session which starts from 8.50 until 3.00. Little Munchkins will provide all snack time foods. **BUT** it is the responsibility of the parents to provide a pack lunch for lunch time. Fruit is given every day to promote healthy eating, alongside their choice of snack which is available on the day. This will be followed by outdoor activities, followed by a range of activities inside the club.

### Regular bookings

Ring the following number to check the availability for the session and the days and fill in a term-time registration form and return it to us as soon as possible. Please contact Kully on 07920761762 for more information.

### Absences

If you have already booked/paid for the sessions, it cannot be refunded, but it can be rebooked for another session instead. If your child cannot attend the session for any reason, then please ring one of the numbers provided above.

### **Changes and cancellations**

If you wish to cancel your child's place at the pre-school, written notice will need to be given 7 days before to avoid charges. However, extra sessions can be booked at short notice.

### **Short sessions**

The sessions times outlined above should be adhered to, to avoid any extra charges. If your child is collected after this time, then you will be charged for the full session.

### **Payments:**

Payments can be made by cheque or cash or by childcare vouchers. Cheques can be made to Little Munchkins. Invoices will be issued on the third week of every month, with full payment due by the first working day of the following month.

### **Peace of mind for Parents:**

Little Munchkins Club aims to provide a high quality, affordable and caring environment for child where primary school aged children can play in a safe environment with trained and skilled staff whenever needed. We encourage healthy eating by providing children with fruit on a daily basis twice a day, and also encourage them to respect their peers and staff. We will provide an Agreement Form before the child attends, emergency contact details and any medical history.

### **Temporary changes**

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the Manager know soon as possible.

### **Arrivals and departures**

When you arrive to pick children up, please ensure children are collected between 11.50am and 12.00pm as the gates lock at 12.00pm. There is a doorbell on the right hand side of the door of the port-a-cabin. Please ring this bell and a member of staff will come.

Our staff collects children from designated collection points within the schools premise and escorts them to the Club. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

The club finishes at 3.00pm, if you are delayed for any reason please telephone the Club to let us know. A late payment fee of £5.00 per 30 minutes will be charged if you collect your child after the Club has closed.

If your child remains uncollected after 3.30pm and you have not informed us that you will be delayed, and we have been unable to reach you or any of your emergency

contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

### **Child protection**

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

### **Equal opportunities**

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

### **Special needs**

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with special needs.

For more details on equal opportunities and special needs, see our **Equalities Policy**.

### **General Information**

#### **Behaviour (children)**

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see.

We have a clear **Behaviour Management Policy**, a copy of which is distributed to all parents and carers:

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club straightaway.

In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club. See our **Suspensions and Exclusions Policy** for full details.

### **Behaviour (adults)**

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

### **Illness**

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him/ her to the Club for 48 hours after the illness has ceased. See our **Illness and Accidents Policy** for more details.

### **Accidents and first aid**

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details see our **Illness and Accidents Policy**.

### **Medication**

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance. See our **Administering Medication Policy** for more details.

### **Complaints procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action. All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

A full copy of our **Complaints Policy** is available on request.

### **Nappy Changing Policy**

Any necessary adjustments are made to the bathroom area and hygiene practice for children who are not yet toilet trained.

Work is carried out alongside parents with regards to toilet training a child, unless there are any medical or other developmental reasons why this may not be appropriate.

## **Procedures:**

- There will be a timetable of nappy changing times for young children within the nursery who are in nappies or pull-ups.
- Changing areas are warm and safe, with an appropriate and comfortable surface if a child needs to have their bottom cleaned.
- Each child has their own basket to hand with nappies/pull-ups and changing wipes.
- Gloves and aprons are always put on by staff and areas are prepared before changing begins. Fresh blue roll is put down over the changing mat for every child.
- All staff are familiar with changing procedures and implement them when changing nappies.
- Nappy changing is relaxed and allows time to promote independence for each child.
- Young children are encouraged to use the toilet/potty. They may want to sit and talk to a friend who is also using the toilet/potty.
- Children are encouraged to wash their hands; soap and towels are always accessible.  
They are allowed to show interest in water and soap when washing hands, and should be allowed some time to do so.
- Older children have access to the toilet when they need to, and are encouraged to be independent.
- Nappies and pull-ups are disposed of hygienically. Any faecal matter is to be flushed down the toilet, and the nappy/pull-up is bagged and disposed of sanitarily.
- Wipes and nappies/pull-ups are never flushed down the toilet.
- Any soiled garments are to be rinsed and bagged for the parent to take home.

## **Pledge to parents**

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

**CONTACT INFORMATION**

**Little Munchkins Pre-school**

St.Bartholomews Primary School,  
Sedgley Road,  
Wolverhampton  
WV4 5LG

**Telephone:**

**Director/Manager: Kully: 07920761762 (Please leave a voice message if there is no reply.)**

**Manager: Gurpree Khakh: 07583244846**

**Email us at: [littlemunchkinsclub@outlook.com](mailto:littlemunchkinsclub@outlook.com)**