



Prospectus



“Discover, learn and have fun”

Our Vision

A nurturing environment where everyone is welcome and happy memories are made

Mersham Little Stars
Mountbatten Hall
Church Road
Mersham
Ashford
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Tel : 07469 202723

mershamlittlestars@gmail.com

Find us on Facebook for up to date information “Mershamlittlestars”

Welcome to Mersham Little Stars, we hope the following information will prove useful for both you and your child. We are based in Mersham Village Hall, near “Mersham Primary School”, in a rural location with good links to local primary schools. We take children from 2 years old.

Choosing the Best Care

We appreciate that choosing the right setting for your child is a difficult decision; here at Mersham Little Stars we aim to create a secure, friendly and enjoyable environment that is stimulating for all the children and so gives parents’ confidence. All keypersons are First Aid trained and receive ongoing training to improve their personal development to enable them to provide the best care for your child.

Opening Hours/Delivery Pattern for Free Early Education

The setting is open during school term time, 8.45am to 2.45pm on Monday, Wednesdays, Thursdays and Fridays. We are currently closed on Tuesdays. Free Early Education can be accessed during these sessions and the delivery patterns are as follows:

Universal (15 hours) – 2 days 8.45-2.45 and then 1 x ½ day 8.45-11.45 or 11.45-2.45 total 15 hours Free Early Education hours.

Extended (30 hours) 5 full days 8.45 – 2.45 totals 30 hours Free Early Education hours

Monday 8.45am – 11.45am / *8.45am – 12.45pm / 11.45am-2.45pm / 8.45am-2.45pm

Wednesday 8.45am – 11.45am / *8.45am – 12.45pm / 11.45am-2.45pm / 8.45am-2.45pm

Friday 8.45am – 11.45am / *8.45am – 12.45pm / 11.45am-2.45pm / 8.45am-2.45pm

You will need to provide a packed lunch for your child if they attend the following sessions
*8.45am-12.45pm, 11.45am – 2.45pm and 8.45am – 2.45pm.

*** Note**

This session is funded from 8.45am to 11.45am but an additional cost of £3.20 is payable for lunchtime (11.45am – 12.45pm).

Non-refundable Registration Fee

Parents of children not in receipt of Free Early Education, will be charged a non-refundable registration fee of £25. This fee will cover the cost of administration and secures your child’s place with us at the pre-school. We do not charge a deposit.

Free for Two

Free Early Education is available for some 2 year olds. At Little Stars we are registered to accept children under the “Free for Two” Government scheme. If you think you may qualify, please feel free to ask for further details or visit www.kent.gov.uk/freefor2. If your child is eligible we will need to see evidence of the confirmation email. In addition we are also required to see your child’s birth certificate, and you will be required to sign a declaration form to enable us to claim your child’s funding.

Free Early Education

All 3 and 4 year olds are entitled to Free Early Education (15 universal hours per week) they will be eligible the school term following their 3rd Birthday (i.e. Sept/January/April). We are also registered for the 30 hours free childcare scheme. If you think you may qualify, please visit www.childcarechoices.gov.uk. If you qualify, you will need to supply us with the 10 digit code that is supplied by the government and complete a parental declaration form, along with evidence of your child's birth certificate. It is then your responsibility to reconfirm the code every 3 months – you will receive 2 reminders before the deadline.

All parental declarations are completed 3 times a year before our headcount week. This is September, January and April and we will inform you when they need completing.

Nursery Fees

Any child not entitled to Free Early Education will be required to pay wraparound hours.

- £6.35 per hour.
 - 8.45am – 2.45pm £38.10 per day
 - 8.45am – 11.45am or 11.45am – 2.45pm are £19.05 per day.
- Fees are invoiced the last week of term for the forthcoming term.

Keyperson

Your child will be allocated a Keyperson and Buddy when they start with us. This person is responsible for monitoring and observing your child's progress. Before your child starts you will be offered a home visit and free taster session for your child. We will explain the setting's routines and you will be given the opportunity to express any concerns/worries you may have prior to your child starting.

Policies

Mersham Little Stars' policies are available to look at if you would like to familiarise yourself with them, please ask a member of staff who will happily let you look at the folder. Alternatively, these can be emailed to parents upon request.

Non-Attendance due to Sickness/Holidays

Please let us know (either by ringing or texting 07469 202723) if your child will be absent from the setting and their expected return date (if known.) Please note your child should not attend Nursery from 48 hours following the last episode of sickness/diarrhoea. Please do not email your child's non-attendance to the setting.

Parent's Noticeboard

There are 2 noticeboards in the lobby area for parents to access information. It displays our bad weather policy, term dates, Ofsted information and complaints procedure and any other relevant data you need to know about!

Spare Clothing

Please provide your child with appropriate outdoor clothing as children access the outside area in all weathers. Please provide a bag with spare clothing as accidents do sometimes happen and children can get messy when playing. Please ensure all clothing is named.

Toileting

If your child is in nappies/pull-ups please provide nappies, wipes and nappy sacks and bags. We do not have the specialist facilities to dispose of wet nappies so these will be sent home with you at the end of your child's session. If your child is potty training, please inform your child's keyperson so we can continue to enforce the same procedures/routines at nursery.

Uniform

Uniform is available for you to purchase. Sizes available aged 2, 3/4 years or 5/6 years.
T-shirts £6 each Sweatshirts £9 each.

Concerns/Complaints

If you have a complaint whilst your child is with us please feel free to talk to any of our staff about your concerns. If you are unhappy with the way the matter has been dealt with you may wish to contact:-

Ofsted Early Years
Piccadilly Gate
Store Street
MANCHESTER
M1 2WD (quoting ref EY 538910)
Tel: 0300 123 1231