



Welcome to Tiny Toez

You are about to make one of the most important decisions that you'll ever have to make in your life as a parent, that of who you choose to look after your child.

With the fast pace of modern life more parents have to return to work after starting a family. We offer peace of mind that your child will be given a safe and caring environment to grow up in.

We look forward to having the opportunity to show you around our nursery and for you to meet an outstanding team of individuals who respect each individual child and their needs.

If after visiting us, you are interested in a place for your child/children at Tiny Toez then please complete the 'Application to Join' form at the back of this prospectus. When we receive the form along with the deposit, your child will be allotted a space on our waiting list. You will then be contacted as soon as a place becomes available, so that arrangements can be made for Settling In visits.

Should you have any queries then please do not hesitate to contact us.



Stoke	Tiny Toez @ Eastvalley	01782 265 000	Lisa Carter
Sandwell	Tiny Toez @ Tividale	0121 520 6900	Lisa Davies
Stourport	Tiny Toez @ Lords & Ladies	01299 879181	Clare Whitehouse
Cannock	Tiny Toez @ Nutwood	01543 571404	Liz Cowan
Nottingham	Tiny Toez @ Meadows	0115 986 7359	Chris Leeman
Stoke	Tiny Toez @ Treehouse	01782 260 303	Michelle Gould
Stoke	Tiny Toez @ Westfield	01782 331061	Hayley Ferns

Mission Statement

'It is our mission to provide a caring and safe learning environment where individual attention maximises and enriches the development and potential of children in their first journey through life'

From the moment of birth the future happiness and development of your child becomes a first priority. At Tiny Toez we have created a safe and loving environment especially designed and equipped to enrich the lives of your little ones.

Tiny Toez incorporate bright airy rooms with an outside play area. They are run by experienced and qualified staff committed to quality care for your child.

Our Nursery

Tiny Toez day nurseries are designed to meet the needs of local families, providing affordable, accessible, quality childcare in the community.

Our nurseries are designed to provide full day care and sessional day care in a quality environment with a team of dedicated professional staff delivering the highest standard of care for all families.

We aim to treat all children as individuals with individual needs. Children learn through all types of play and at Tiny Toez we recognise and value the importance of this and the integral role it plays in developing your child's needs.



Our Nurseries aims to:

- provide high quality care and education for all children attending our nursery;
- offer affordable and sustainable childcare for parents;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community;
- offer children and their parents a service which promotes equality and values diversity;
- offer children in the community a safe, welcoming and stimulating environment;
- to provide a community resource and to offer welfare advice particularly with regard to nursery education;
- to be socially inclusive;
- offer employment opportunities within the local area; and
- to enable all children to acquire social skills and achieve recognised educational standards.

The Team

Tiny Toez nurseries are staffed by experienced and fully qualified dedicated professionals in childcare. The nurseries are run by a manager who has attained full training and extensive experience of looking after children in a day care environment.

The rest of the team at Tiny Toez have one single objective – **a desire to provide the best possible start in life for your precious ones.**

The team are dedicated and caring, and bring a wealth of expertise and knowledge to the nursery. They have a consistent approach in providing a safe, stimulating and caring environment. We are proud of the continual training opportunities we provide in supporting our staff.

We endeavour that every child is a happy child and therefore assuring parents of our best attention at all times.

At Tiny Toez, your child:

- is in a safe, caring, welcoming and stimulating environment;
- is given generous care and attention,
- the chance to join with other children and adults to play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person;
- is in a nursery which sees you as a partner in helping your child to learn and develop; and
- is in a nursery in which parents help to shape the service it offers.

We are open Monday to Friday from 7.30a.m – 6.00p.m

We provide care and education for young children between the ages of 0 and 5 years

The Nursery Day

The nursery organises the day so that children can take part in a variety of child-chosen and adult-led activities. These take account of children's changing energy levels throughout the day. We have incorporated this into our childcare rooms to cater for children aged 0-5 years. Each individual room has a team of qualified and experienced staff who are committed in creating a loving, safe and stimulating environment designed and equipped to enrich the lives of all the children.



0-2's

Children aged between 0-2 are offered stimulating and varied age appropriate play equipment. These include: soft toys, shape sorters, heuristic and sensory activities, bikes and balls etc. They will also have the opportunity to explore painting, sticking and messy play.

We will always endeavour to keep you fully informed of your child's day through a diary system that we have in place within all our childcare rooms.

Nappies will be checked regularly throughout the day and will be changed when required. We follow all children's individual routines and cater for all individual needs.

2-3's

The children will enjoy self chosen and adult focused activities to further their development. Music and movement plays a big part of your child's day helping to develop their language and social skills.

As well as messy and creative play all the children will enjoy several different types of cooking activities under the supervision of staff.

There is a quiet area for reading and taking part in quiet activities. Physical and creative development is further encouraged in the outside play area where there is a full range of activities where children are able to express themselves freely and let off some energy!

3-5's

The 3-5's room have space to allow them to explore and investigate new experiences. This age group will gradually be introduced to letters, numbers, shapes and writing skills to help their development and to encourage them to reach the *early learning goals* that prepare them for school.

Independence is actively encouraged within this age which includes going to the toilet by themselves, dressing themselves, using a knife and fork at lunchtime.

All children are individuals and will progress at their own speed so assistance will always be offered where needed.

Play

At Tiny Toez day nursery we believe that play is the central part of a child's learning, through play children can explore ideas, feelings and relationships. They are encouraged to make mistakes, take risks and explore choices. Play encourages children to be creative, imaginative and flexible.

A child's first years of their life are the most important, they should be allowed to explore, investigate and learn in a stimulating environment. This can be achieved by offering a friendly bright, stimulating setting, run by skilled and caring adults, opportunities to develop their intellectual, social skills and build up their self-confidence in their peer groups, allowing them to be creative and have fun whilst still learning.

Early learning includes:

- Exploring, investigating, problem solving.
- Representing and communicating ideas and feelings.
- Creating imaginary worlds and stories.
- Interacting and exchanging ideas with others.
- Talking and discussing, puzzling and reflecting.
- Watching and listening, repeating and practising.



Tiny Toez run a key person system allowing the staff to interact and build relationships with the children, allowing us to use play to develop each child individually. Making sure the children acquire the best start possible in the vital early years.

The Curriculum provided by Tiny Toez

Children start to learn about the world around them from the moment they are born. The care and education offered by us helps children to continue to do this by providing all of the children with interesting activities that are right for their age and stage of development.

For children between the ages of 0 and 5 years, the nursery provides an Early Years Foundation Stage Curriculum. This curriculum is set out in a document, published by the Department for Children, Schools and Families and is called Practice Guidance for Early Years Foundation Stage.

The nursery follows this guidance:

The guidance divides children's learning and development into six areas of learning:

- Personal, social and emotional development.
- Communication, language and literacy development.
- Problem solving, reasoning and numeracy.
- Knowledge and understanding of the world.
- Physical development.
- Creative development.



All children access all areas on a daily basis to further their knowledge and skills.



How parents take part in the nursery

Our nurseries recognise that parents/carers are the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. We aim to encourage parental involvement within our nursery settings thus promoting well-balanced, socially integrated individuals. There are many ways in which parents take part in making the nursery a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- sharing their own special interests with the children;
- taking part in events and informal discussions about the activities and curriculum provided by the nursery;
- joining in community activities in which the nursery takes part;
- seeing how their children learn through play;
- developing new skills to give them a chance to restore their confidence;
- building trusting friendships with staff and other parents in the nursery.

The nursery will send out monthly newsletters and questionnaires during the year to involve the parents/carers as we value your input and ideas to help improve and maintain a high quality service.

As much as 50% of a child's intelligence is established in the first five years of life and the child's ability to learn is considerably improved when parents become involved.

All parents/carers are valued and respected as individuals. We offer an open door policy where parents/carers are always welcome to call in to have a chat with the childcare manager or a member of the childcare team.

Key Person

The nursery has a key person system. This means that each member of staff has a group of children for whom she/he is particularly responsible.

Your child's key person will be the person who works with you to make sure that what the nursery provides is right for your child's particular needs and interests.



Policies

Copies of the nursery's policies are displayed within the nursery reception area.

Providing equality of opportunity and anti-discriminatory practice for all children and families underpins all policies which help us to make sure that the service provided by the nursery is a high quality one and that being part of the nursery is an enjoyable and beneficial experience for each child and her/his parents/carers.

Our policies are reviewed annually.



Meals

Hot meals are provided for each day your child attends. The meals are prepared and cooked on site in the school kitchen, and weekly menus will be available for parents/carers to see at all times.

Tiny Toez nursery encourage children to eat healthy through our menu choices and work alongside parents/carers by valuing their input.

Individual dietary and cultural needs are met and will be discussed further with the parents/carers.

All children will be seated together, and staff will interact with children and support and provide a friendly and relaxed atmosphere.

Babies taking solids can either provide their own or we can provide a hot meal taken from the menu's to meet the child's needs.

Additional needs

As part of the nursery's policy to make sure that its provision meets the needs of each individual child, we take account of any additional needs which a child may have. The nursery works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2000).

Clothing

The nursery provides protective clothing for the children when they play with messy activities.



Please provide your child with the following:

- Sun Hat
- Sun Cream (spring and summer time)
- Winter Coat (winter and Autumn)
- Rain Mack (All year round)
- Wellies
- Scarf
- Gloves
- Winter hat
- Spare clothes



Everyday Items

- Nappies (if applicable)
- Wipes (If applicable)
- Nappy cream
- Formula Milk (If applicable)





The complaints procedure

At Tiny Toez we believe that children and parents are entitled to their needs and wishes being respected.

We hope that all concerns can be resolved quickly with the manager or member of staff. In the event where you feel that the concern has not been quickly and efficiently resolved then the nursery does hold a complaints procedure.

A copy of the complaints procedure can be found within the nursery reception area or in the Operational plan.

If in the unlikely event the matter is still not resolved then parents are advised to ring **OFSTED**. There telephone number is as follows 03300 123 1231. Parents must be aware that they can ring OFSTED at any stage during the complaints procedure.



Management and staff at Tiny Toez hope that you and your child will enjoy being part of our nursery and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.



**APPLICATION TO JOIN
TINY TOEZ**

Name of child_D.O.B.....

Name(s) of parent(s)

Address of parents.....

.....

Postcode Telephone

I/We would like _____ to start attending Tiny Toez

*as soon as possible

*from (date)

* Please delete whichever is not applicable.

If we find that we no longer need the place, we will inform the nursery as soon as possible.

Signature of parent

Days Requested

Monday	Tuesday	Wednesday	Thursday	Friday
Full Time	Full Time	Full Time	Full Time	Full Time
Am/Pm	Am/Pm	Am/Pm	Am/Pm	Am/Pm

Please select the sessions or days you wish your child to attend.

A full weeks deposit and a non-refundable registration fee of £25.00 is payable at the time of registering. The deposit will be deducted from your last week/months fees.



Fees 2012

Westfield

Attendance	Age 0-2	Age 2-5
Full Time	£145.00	£140.00
Day Rate	£32.50	£30.50
Session Rate (7.30-12.30) (1.00-6.00)	£21.50	£20.50
Hourly Charge	£6.00	£6.00
School Day 9.00-3.00	£29.00	£27.00
Before school club		£7.00
After School Club		£11.00