



## BROCHURE 2023

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Latest Ofsted Inspection April 2018  
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**Little Stars is an Ofsted Registered provider and a member of the  
National Day Nurseries Association (NDNA)**





## WELCOME

Thank you for taking the time to enquire about Little Stars (Leicester) Ltd. We hope that our brochure will provide you with all the information you may need to make an informed decision about your childcare requirements. If you need any further assistance or you would like to arrange a visit, please do not hesitate to contact us and we will do our utmost to answer any queries you may have.

Little Stars was established in August 1999 by the owner and acting manager—

Jane Adams. We cater for 30 children between the ages of 6 weeks to 8 years. The nursery is open every week day from 7.45am until 6pm, we are open all year round except for Bank Holidays and we are closed for one week at Christmas.

Our nursery is staffed by a variety of highly qualified practitioners—all of whom hold a minimum of NVQ Level 3 or equivalent. We also have a number of staff who hold or are working towards their degrees in childcare. Training is an ongoing area throughout the nursery, and we strive to keep our learning up to date and fresh. We ensure that all relevant recruitment checks are carried out on all members of staff in order to safeguard the children in our care. Our staffing levels are regulated and meet the requirements laid down by Ofsted at all times.

Our aim is to provide a secure, stimulating and warm environment where children will be able to develop their INDIVIDUAL NEEDS in a structured but flexible atmosphere. We will strive to work in partnership with parents, carers and other professional bodies ensuring that we provide the best possible quality care regardless of race, culture, language and religion.

The nursery is divided into separate rooms, two on the ground floor and two on the upper floor. All rooms have the ability to be air conditioned, or heated as required. Each room follows a key worker system where members of staff are responsible for working with a small number of children, giving them the reassurance to feel safe and cared for and building relationships with their parents. The key person will also be responsible for regular observations on their children, progress trackers on their development and the individual learning plans for each child.



The Baby room is downstairs in the nursery. Staff focus on their individual needs and development as well as carrying out smaller group activities during the day.

The children in this room are from 6 weeks to 2 years (approximately). Here children enjoy a wide variety of simple activities to stimulate them in all areas of learning.

The room offers a practical split of part carpet, part lino floor coverings—especially for creative, messy play making it easier to sanitise and clean afterwards. We have a large selection of resources and equipment to encourage all areas of development.

In consultation with parents, we try to follow the routines our babies and toddlers have at home in such things as feeding and sleeping patterns. Any input from parents or carers is encouraged, and we will complete a diary detailing this information after each visit, including information such as activities undertaken, general well-being, sleep times and eating.

Our 2 year funded room is also based on the lower level of the building, offering sessional only care to children entitled to 2 year funding.



The Toddler room is for children of two to three years of age. We cater for the needs of individual children throughout their different developmental stages, for example we will support your child in potty training when you feel your child is ready. In this room we begin to encourage children's independence in all areas of development.



The Pre-school room caters for children aged 3 and above and prepares children for school. We aim to encourage the children's independence and free choice in all aspects of nursery life. We have designed different areas in the room, for example the discovery table, quiet corner and ICT area.



We implement offer all children the opportunity to bring slippers or indoor plimsolls to wear during the day in order to preserve the carpets in the nursery.

## Bathroom areas

We have three toilet areas for the children. One downstairs and two upstairs. Hygiene is of fundamental importance and this is greatly promoted at the nursery. Children are encouraged to go to the bathroom with little support but at all times monitored by staff.

When a parent feels a child is ready, potty training is also encouraged and staff are always on hand to support parents with any questions/queries they may have. One of the upstairs and one of the downstairs bathrooms have baby changing facilities and all bathroom areas have child sized toilets and hand basins.



## Outdoor Area

Little Stars has a wonderful outside play area which is fully enclosed. The area is divided into two, a large concrete area and an even larger grassed area where children have access to a wide selection of outdoor resources. All rooms go outdoors on a daily basis to promote all areas of development. We do ask for all weather clothing as we will go out in all weathers to make the most of the equipment provided and to generally get some fresh air!



Little Stars was lucky enough to be selected for an Outdoor Initiative Grant in 2009, allowing us to completely refurbish our outdoor play area, including a vegetable patch which is actively made use of to grow fresh produce which is used by our nursery cook.

## The Early Years Foundation Stage (EYFS)

Setting the Standards for Learning, Development and Care for children from birth to five.

We follow guidance from the EYFS, which is made up of seven areas of learning and development. All areas of learning and development are connected to one another and are equally important. All areas of learning and development are underpinned by the principles of the EYFS. These areas are:

- Personal, Social and Emotional Development (Prime area)
  - Communication and Language (Prime area)
  - Physical Development (Prime area)
    - Understanding the World
      - Mathematics
    - Expressive arts and design
      - Literacy

If you require any more information on the EYFS we will do our best to provide you with as much information as possible or you can visit the EYFS website —

[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)



### Special Educational Needs (SEN)

Little Stars actively encourages children with Special Educational Needs to attend the setting. We have a Special Educational Needs Co-ordinator (SENCO) for the setting, who is responsible for managing the needs of any children who are known to have further needs. Our SENCO will also assess any child deemed to have additional needs to establish whether a referral is required—this would be discussed with parents/carers at the time. It is our mission to ensure that children become a confident learner, reaching their full potential in a happy, friendly environment. Each child is an individual and is to be provided with a high quality of education, which covers every aspect of the curriculum. We strive to encourage good effective communication between staff, parents and other trained professionals. The child's self esteem and inclusion in all aspects of nursery life is of fundamental importance.

Little Stars was awarded an Inclusion Grant in 2010 allowing us to adapt the nursery and make it more accessible with ramps on the front and rear entrances.



## Meal Times



We have fresh fruit and vegetables delivered twice every week which is then prepared by our cook, who comes in daily to prepare fresh meals. We operate a four weekly rota providing health meals for all. We will always try to co-operate with parents, as often children have special dietary requirements that have to be adhered to. The cook will prepare food which is low in salt, sugar and additives, with a vegetarian option always available.

Breakfast is provided between 8.15am and 8.45am consisting of cereal and milk, with toast on alternative days.

Lunch is provided from 12pm—12.30pm and is a two course meal including meals such as spaghetti bolognese, vegetable casseroles and to follow - rice pudding, fresh fruit cake & custard etc.

Tea is provided from 3.50pm—4.15pm and is again a two course meal with a savoury base, such as crumpets, sandwiches, soups followed by fresh fruit.

For the babies, their food is slightly different and are often blended down versions of the older children's meals. Babies moving onto solid foods are done so with direct consultation with parents.

Meal times are a social event, all meals are eaten in the funded room with all younger children eating together, in a more family based environment. The Pre-school children are catered for upstairs for independence and freedom of choice.

Little Stars is proud to cater to any doctor specified dietary requirements!

## Hours of Opening

The nursery is open from 7.45am until 6pm. Parents who are persistently late collecting their children after 6pm will be liable to pay a surcharge of £25.00 per 10 minutes. This is to reflect the fact that two members of staff have to be in attendance. If a parent is any later than 15 minutes after 6pm, every effort will be made to contact the parent/s or carers, and if there is no response then the next authorised person will be contacted. If after 30 minutes has elapsed and there is still no contact from the parent/carer then the duty Social Services manager will be informed. No child under any circumstances will be allowed the leave the nursery with anyone else other than a parent/guardian unless prior arrangement has been made with the Officer/Deputy in Charge. Prior notice is also required if your child/ren is going to be collected early.



## Requirements



Each child should be provided with one change of clothes - clearly labelled, indoor footwear (plimsolls, slippers or similar) and a toothbrush and toothpaste for use after meal times to encourage personal hygiene (Pre-school only). For the younger children in the nursery, an adequate supply of nappies, wipes and nappy rash cream will be needed. Please also provide enough bottles of water and separate milk formula for the day, these should also be clearly labelled.



## Absences and Illness



We would appreciate it if parent/guardians inform the nursery if their child is to be absent, either by telephone (01 16 283 9991) or calling in at the nursery by 9.30am for the morning session or 12.30pm for the afternoon session. Children must be kept at home if suffering from any of the following symptoms:

Vomiting, diarrhoea, high temperature, rash or discharge from the eyes. Any child having sickness and diarrhoea will not be permitted to return to nursery for a period of 48 hours after symptoms have settled. These precautions are necessary to safeguard your child from infection. Your child will be sent home if he or she has 2 or more loose nappies. It will be the responsibility of the Officer/Deputy in Charge to decide whether a child is fit to attend the nursery. Should a child become sick at the nursery, the parent will be notified immediately. Please note, fees are still payable if your child is ill and cannot attend.

All accidents are recorded on accident forms which require a signature by the parent/carer to confirm they have seen the record. Most members of staff hold a First Aid certificate (at least one person in every room). In case of an emergency, the child will be taken to hospital with parents being notified immediately.

## Medication

It is the nursery's policy that children who need regular medication for asthma, diabetes, epilepsy and requirements of a special needs child will be administered as required. Medication such as antibiotics or over the counter medication will not be given by staff unless prescribed (for that current date) however children are not allowed into nursery for the **first 24 hours after the first dose of any antibiotic**—even those they have had before. No medication should be left in the child's possession or nursery bag. The only occasion on which a qualified member of staff will administer Calpol is if the parent/carer has been informed and are on the way to nursery and it is considered an emergency.

## Outings and Visits

Children are occasionally taken on outings for example to the Zoo, library, park etc. We ensure that every child has the agreement of the parent before they are allowed to leave the nursery. If a parent doesn't wish for their child to leave nursery this will also be respected. More often than not, parents are encouraged to attend these outings to build on relationships with staff. We always try and staff in a staff to child ratio of 1:2 and all children either wear wrist straps or go in a pushchair to ensure that they are safe.

## Parents as Partners

We see parents as being their child's first educators and value the importance of working together as a team. Parental involvement is actively encouraged. Regular meetings with parents are essential to discuss daily activities and any problems arising. The nursery staff are approachable and always ready to offer support and guidance in a professional manner.

## Pushchairs



We provide a pushchair store but this is at your own risk & we take no liability.







## Fees and Admissions (from 1st August 2022)



**Full Days £55.00 per day**

**Discount for under two and any non-funded children on Full -Time placement @ £235**

**two's and over Full-Time placement with funding @£270**

**Mornings £39.00 per morning 7.45am to 1.00pm**

**Afternoons £37.00 per afternoon 1.00pm to 6.00pm**

**9am to 4pm session £49**

**Funded sessions:- 9am to 3pm £7**

**9am to 4pm £9**

Please take to us about any different hours and if we can help we will

**(please note, fees are still applicable for bank holidays/holidays you take & sickness, however we do refund the 3 non bank holiday days in-between Xmas and New Year)**

**10% sibling discount on second child (not applicable if one child receives funding)**

Fees are to be paid **weekly/monthly in advance**, and any bank charges incurred for cheques not honoured will be recovered from the parent. The nursery reserves the right to increase fees if necessary during the year, but prior notice will be given should this happen. We are able to accept the following methods of payment:

Cash, Childcare Vouchers, Cheque, Standing Order, BACS.

All day fees include a mid morning, and mid afternoon drink and snack, lunch and tea.

Half day fees include a mid session drink and snack, lunch OR tea.

Children who arrive before 8.45am will be provided with breakfast

**\*Please note, if payment is not made by the 7th day in the month you will incur a 10% late fee charge on top of the balance owed\***

### Funded Sessions

Little Stars is able to offer Early Years Education funded sessions for 2, 3 and 4 year olds—available during term time only, and subject to availability. Please ask for our funding brochure if you feel these sessions would be applicable to you.

For our 2, 3 , 4year funded sessions we offer

Morning 9.00am to 12.00pm      Afternoons 1.00pm to 4.00pm

For our 3 & 4 year funded we offer the 15/30 hours please enquire about these sessions.

A paid space is also committed to all year round, not just in term time.

Admissions: children will be placed on a waiting list, whoever is at the top will be given priority for that age group irrespective of personal details. However, priority will be given to children with siblings at the nursery.





## Deposits



To secure your place you can pick:

1 week deposit (equivalent to the amount of days your child attends e.g. 2 days—£96, 3 days—£144) held on file and returned when you leave (so long as your fees are paid up to date), allowing you one weeks flexibility on invoice payment up to the 7th of the month (ONLY AVAILABLE ON 2 OR MORE DAYS), OR

A one off payment of £50 administration fee. **Non Refundable.** However, if fees are not paid on the 1st of the month as requested, your placement can be suspended until fees are paid up to date.

## Online Learning Journeys

Since January 2016, Little Stars now completes all its observations online via a secure package called Early Years Log—"Eylog". Upon joining the nursery you will be asked for email addresses for any persons you wish to be able to see, comment and interact on your child's learning journey. An activation link will be sent out, which only takes a few minutes to set up—you can then download the app on any smartphone, tablet, laptop or desktop computer. There is no charge from the nursery, and the first years app use is free—with a minimal charge of 99p a year thereafter (free from computers).

Eylog allows us to document observations, including pictures, audio and video of your child, so if you see our key workers using tablets it's for this reason (all other content has been blocked on them, they are for work use only) Parent's can only view the content of their own child's learning journey, no one else.

## Questions you might have!

Q: Are the online learning journeys secure?

A: As much as we can possibly ensure – yes. The cloud storage system – Backspace – is the one used by the NHS and the Ministry of Defence –i.e. the best we can adopt to ensure maximum safety.

Q: What happens if a staff member leaves?

A: Their access is immediately deleted and they cannot access any data.

Q: Can I still get a paper copy of my child's work?

A: Yes, we can print one out for you or you can print from your side if you wish.

Q: What happens when my child leaves the setting?

A: The online learning journey can be given to parents in an 'e-book' viewable offline on either USB or disc format.

Q: Will we be notified when the learning journey has been updated?

A: Yes, you will receive a push notification if using a smart phone as well as an email to tell you that new items are available to view.



## Complaints Procedure

We hope your child will be happy and secure at our nursery, however, should you feel you have a complaint about any aspect of the day to day running of the nursery, the Officer in Charge will be happy to discuss it with you.

If this does not give you a satisfactory outcome, it may be taken further by contacting:

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

0300 123 1231

Thank you for taking the time to read our brochure, if you have any further questions or queries, please do not hesitate to contact us.



Little Stars is easily accessible from the surrounding towns, city centre and motorways. You'll find us here:

