



**LITTLE MUNCHKINS IS RECOGNISED AND APPROVED BY THE LOCAL AUTHORITY AND IS A MEMBER OF THE PRE-SCHOOL LEARNING ALLIANCE**

Our names are Amanda & Nick Gregory; we are the owners and supervisors of Little Munchkins Pre-school and Nurseries. We currently employ twenty staff; all names and positions of staff can be seen on our parent's notice boards.

Within the Pre-School we run five-day sessions each week. The morning session starts at 9.15am-11.45am. The lunchtime session is 11.30am-12.30pm. The afternoon session starts at 12.30pm-3.00pm for term time only. Minimum of two (2) morning or afternoon sessions are to be used if you require lunchtime sessions.

Our Nurseries are open for 51 weeks a year, excluding bank holidays and Christmas week. Our opening hours are between 8.00am to 6.00pm (arrangements can be made for earlier arrivals). We also offer half-day options from 8.00am to 12.30pm or 1.30pm to 6.00pm (These times can be adjusted to meet working requirement if ratios allow). All children must be collected by 6.00pm.

Pre-School sessions are available to children aged 3Years to 5Years within our nurseries as part of a morning or afternoon session.

Admission fee of £15.00 is required prior to starting; this will include a Little Munchkins T shirt for your child, which they will receive on his or her first day.

The Pre-School session fees are payable weekly or monthly depending what suits you best (All monthly payments must be made by the last Friday of each month). If any fees are not paid in accordance to your agreement, your child may be excluded from the group until all fees are paid in full.

Nursery Address: Northwest Community Centre, Henry Cort Drive, Fareham, PO15 6PH.

Pre-School Address: 134 Blackbrook Road, Fareham, PO15 5BY

Telephone Number: **01329 845825** - Mobile Number: **07748 640737**

Web Site ; [www.littlemunchkinsdaynursery.co.uk](http://www.littlemunchkinsdaynursery.co.uk)



When you arrive with your child, please bring them **RIGHT INTO THE HALL** so that members of staff are aware of their presence.

There is special offer of six months reduction to your fees if you introduce a friend this will take place after their first full month with the nursery. (On availability of spaces)

**Parents are requested to strictly adhere to the Pre-School or Nursery closing times, otherwise an overtime fee of £5.00 for every five minutes will be charged**, but if you experience any problem during the session and are likely to be late please phone the Pre-School or Nursery contact number to advise and the overtime charge may not apply.

If you arrange for your child to be collected by someone other than yourself, would you please inform the Pre-School or Nursery Supervisor to avoid any miss-understanding. For the safety of your child and to insure the right person collects them, we operate a password system. (Your Password is requested on your registration form).

The Pre-school and Nursery provides milk and water with variety of fruit / Veg and bread sticks at mid-session snack.

Children should not bring any food, drink or sweets with them for their session.

Pre-school children only should bring a lunch box if they are staying for a lunch session. (All lunch boxes must be handed to a member of staff).

Could you please ensure that toys or jewellery other than for the interest table are not brought into the Pre-School or Nursery, we do not want your child upset if toys or jewellery are lost or broken.

We request that you provide your child with a plimsoll bag that contains a spare set of clothes, including pants and socks, required in case of any accidents! **Please supply a change of indoor footwear i.e. plimsolls or doodles. Can you please insure all bags; shoes and clothing are clearly named.**

If your child has any infectious diseases, then please **DO NOT** bring them to Pre-School or Nursery, and please can you inform us of the situation on your Pre-School or Nursery contact number.

**Please keep this information for your future reference**

## Parental Permission Slip

**I do / do not** give permission for the Pre-School / Nursery to administer medication prescribed for my child by their doctor.

**I do / do not** give permission for the Pre-School / Nursery to obtain urgent treatment if I cannot be contacted. This may include transportation, blood transfusion, surgery recommended by a doctor or dentist to proceed without delay for an acute condition or alleviation of pain.

**I do / do not** give my consent for my child to attend any local outings organised by this Pre-School / Nursery .i.e. near by park etc. (Main School trips will require their own permission form).

**I do / do not** give permission for my child to travel on any form of transport for outings, (Further detail would be given before transport was arranged.)

**I do / do not** give permission for Pre-School / Nursery staff to carry out observation on my child for Keyworker Folder and for college work (**I understand that no names will be on any observations forms**).

**I do / do not** give permission for my child's picture to be taken at the Pre-School / Nursery for Key worker records only and understand that s/he may be in the background of other children's keyworker pictures.

**I do / do not** object to my child being in videos taken at Pre-School / Nursery events i.e. Christmas show.

**I do / do not** give permission for Pre-School / Nursery Staff to change my child's soiled nappies. (**I understand that I must supply all nappies, wipes and bags**).

**I do / do not** give permission for Pre-School / Nursery to use photographs of my child participating in pre-school and nursery activities on their website or for advertising i.e. Posters or Local News Papers

**I do / do not** give permission for Pre-School / Nursery staff to apply sun block to my child.

I have read and understood all Pre-School / Nursery information provided including Little Munchkins policies and agree to abide by it. I agree to the group keeping key worker notes on my child and passing their details on to their future school.

**Parent / Guardian of** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_