



Little Pips Nursery

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Dear Parents,

Thank you very much for visiting our nursery and requesting information. Please find attached information about how to [enquire about booking a place](#) as well as our session times and fees.

We hope that we have included all of the information needed but please do contact us if you have any further questions at all. We would be very happy to arrange a show around, otherwise please feel free to email us.

We look forward to hearing from you in due course. Thank you again for your interest in Little Pips Nursery.

Yours sincerely,

Linda and Claire

Linda Norman – Director
Claire Burgess – Executive Manager / Director



Why choose Little Pips Nursery?

Little Pips Nursery is a family run business made up of two nurseries which are led by mother and daughter team Linda Norman and Claire Burgess. Linda, a mother of 4 children, has over 40 years of childcare experience and is supported by Claire, her eldest daughter who has 3 children of her own and over 25 years of childcare experience.

Linda and Claire have run the nurseries for over 14 years and in that time, have developed them into highly successful, award winning settings with strong teams of staff, many who have been at Little Pips from the beginning of their career.



The ethos of the nurseries is 'Bringing out the Best' and this is reflected in the high-quality learning environments and activities that Little Pips offer. The nursery offers plenty of fresh air within our outstanding gardens as well as daily walks in the local vicinity for our youngest little pips.

Our oldest little pips also benefit from local learning walks including to the fire station, the park, the train station, library and much more.

Our strong belief in rich learning experiences is reflected in opportunities such as 'Living Eggs', a chance for the children to see the full lifecycle of a chick, tadpoles to frogs, caterpillars to butterflies, hedgehog interaction sessions, live dancing experiences including the Morris Dancers, visits from people who help us such as the police, fire officers and much more.



This is in addition to all of the wonderful activities that our amazing team of staff plan for our children.

As well as this, a strong emphasis is placed on the development of communication and language skills as well as preparation for school. This includes:

- ✓ Daily language development activities in every room
- ✓ Daily Phonics activities with preschool
- ✓ Daily 'Graduate' sessions – preparing our oldest little pips for school with maths, phonics and mark making (writing).

The nurseries are designed to be a home from home ensuring all of our children feel safe and happy and that everyone feels part of our Little Pips family.





How are meals organised during the day?

At Little Pips Nursery we believe that full children are happy children! Our dedicated cook prepares all snacks and meals from fresh and we work very hard to ensure our menu provides healthy, balanced meals for all of our children.

The children have a healthy morning snack, a two-course lunch, an afternoon snack and milk and a two-course tea (if staying on after 4pm). All meals and snacks are complimented with water or milk.

Our cook is a talented baker, always ensuring a healthy approach is taken to treats such as cakes. The children also take part in baking a snack once a week which they thoroughly love!



A sample menu can be seen on the website www.littlepipsnursery.co.uk

Allergies and medical dietary requirements can be catered for as well as vegetarian options. Allergies and medical dietary requirements must be endorsed by a medical professional. Please discuss with the nursery.

What do I need to bring into nursery for my child?

All food and drink is provided at Little Pips Nursery but please bring the following:

- Nappies, barrier cream and wipes (if appropriate)
- Formula milk and bottles (if appropriate)
- At least one change of clothes in a bag – we like messy play!
- A warm coat, hat and gloves (in the winter)
- Sun hat and sun cream (in the summer)



How do I book a place for my child?

If you would like to book a place for your child, please click the link below where you will be able to complete an enquiries form.

We will then acknowledge this and will contact you regarding availability. We will also let you know when to pay the registration fee.

[Click here to enquire about booking a place.](#)



What is the registration fee?

A registration fee of £75 is payable to secure a place once availability is confirmed by the nursery. £25 will be deducted from your invoice once your child starts with us. Please could we ask that this fee is paid via internet bank using the details below:

HSBC

Sort code: 401753

Account Number: 51549839

Reference: Child's name

Once we have received the booking form and fee we will send out a letter confirming your child's place at our nursery. At this point you will be invited to complete full details for your child on our management system, Family.

Please note: no registration fee is payable for children in receipt of the 2 or 3 year funding.

What is Family?

Family is the electronic management system that we use at nursery to record our children's progress and development, make bookings, send out invoices, share news and communicate with our parents as well as much more. Once we have confirmed your child's place at our nursery, you will receive log in details for Family via email. This will enable you to access your child's profile and all of the nursery information. Please click the link below to find out more:

[Find out about Family here](#)

How is funding organised at Little Pips Nursery?

All children are entitled to up to 570 hours of 'universal funding' (sometimes called 15 hours) from the government from the term after their third birthday. The funding is released on three dates throughout the year and decreases as the year goes on:

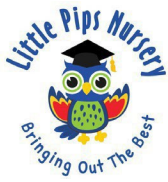
1st September

1st January

1st April

As we are an all year nursery (no term time only), the funding is stretched across the academic year to the 31st of August.





What about extra funding?

You may be entitled to 'Extended funding' (sometimes called 30 hours) which is up to an additional 570 hours of childcare funding. There is also a **tax-free savings scheme** set up by the government for help with the payment of childcare fees. Please see the following website for further details:



www.childcarechoices.gov.uk

If your child is 2 years old or close to turning 2 years old, you may qualify for 2 year funding. Please see the website above for further details.

How are fees paid at Little Pips Nursery?

An invoice will be generated from the start date through to the 31st of August the following year (Please note, we do not charge fees for bank holidays or Christmas Eve (closure day)). This total amount is then divided between the number of relevant months to produce a consistent monthly amount to be paid. At the top of your invoice, you will see a box which lets you know how much needs to be paid each month. **You will need to set this up as a standing order with your bank so that the fees are received by the nursery within the first 3 days of each month.**

Can I use Childcare vouchers or the government Tax Free Savings scheme to pay for the fees?

Yes, we accept both of those at Little Pips Nursery. Please set up the relevant payment so that they are paid to Little Pips Nursery on the 1st of each month.

Please note, there can be a delay of up to 7 days before funds from voucher companies and the tax free scheme are released from an account to the nursery. Please set up the release date prior to the 1st of each month so that fees are paid to the nursery on the 1st of each month.

Can I book extra adhoc sessions for my child?

Yes, we will always try and accommodate adhoc sessions or extensions to hours where we can, although this cannot be guaranteed. If an extra session or extra time is available, it will be booked by the nursery and you will receive a separate invoice for the extra payment.

Can I change my sessions part way through the year?

Yes, we understand that circumstances can change which might mean a change in days or times. We will always try and accommodate changes where we can. Please note, for a reduction in hours or days, a month's notice is required.





Chippenham Sessions and Fees September 2023

Little Pips Nursery Ltd opening times

Open 7.30am-6.00pm Monday - Friday

All year except Christmas Eve and Bank Holidays. All sessions are all year.

Nursery Fees and sessions from September 2023

In the Baby/toddler room there is a fee of £75.00 to register a place at nursery. The first £25.00 will be set against the first month's invoice with the remaining £50.00 as the registration fee. The registration fee is non-refundable if the place is not taken up.

Nursery Sessions for Babies and Toddlers:

7:30am / 8am starts available at £7.45 per hour or £4.60 per half hour if on contract

| | |
|---------------|-------------------------------------|
| 8:30am-3:30pm | £53.70 (including all consumables*) |
| 8:30am-4:00pm | £56.60 (including all consumables*) |
| 8:30am-5:00pm | £62.95 (including all consumables*) |
| 8:30am-5:30pm | £65.26 (including all consumables*) |
| 8:30am-6:00pm | £67.00 (including all consumables*) |

Breakfast is available from 7:30am-8:00am and can be booked all year at £2.25 per session.

Nursery Sessions for Preschool:

Funded sessions:

Parents entitled to up to 1140 hours of funding can choose any two of the following sessions:

(a maximum of up to 21.9 hours can be used per week – funded only places will need to be 10 hours a day)

Parents entitled to up to 570 hours of funding can choose any one of the following sessions:

(a maximum of up to 10.9 hours can be used per week – funded only places will need to be 10 hours a day)

8am-6pm (10 hours) *

7:30am-5:30pm (10 hours) *

7:30am-5:00pm (9.5 hours) *

8:30am-6:00pm (9.5 hours) *

8:30am-5:30pm (9 hours) *

8:00am-5:00pm (9 hours) *

Non Funded or part funded sessions (using spare funded hours left over from the funded sessions above):

Additional hours on contract £7.40 per hour

| | |
|---------------|-------------------------------------|
| 8:30am-3:30pm | £53.70 (including all consumables*) |
| 8:30am-4:00pm | £56.60 (including all consumables*) |
| 8:30am-5:00pm | £62.95 (including all consumables*) |
| 8:30am-5:30pm | £65.26 (including all consumables*) |
| 8:30am-6:00pm | £67.00 (including all consumables*) |

*Free Entitlement Funding only covers the basic cost of childcare so where Free Entitlement funding is used for all or part of a session, the cost of consumables e.g. meals, visits, experiences etc. is additional as shown below:

Daily Consumables cost where funding is used = £14.95

Breakfast (served between 7:30am and 8:30am) = £2.25

Any adhoc hours are charged at £7.85 per hour and £4.95 per half hour.

We respectfully ask all of our parent/carers to drop off/ pick up their children within their session times so as not to compromise the staff to child ratio. If you require an earlier start or later finish than shown on your contract, please let us know so that we can create an adhoc session invoice.

A late fee of £7.50 will be charged per half hour to cover the cost of the extra staff if they are required to stay. Fees must be received within the first three days of each month. There will be a £25 a month administration charge if payments are late.



Sessions Required

Baby and Toddler Sessions Required

| | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|------------------------------|---------------|----------------|------------------|-----------------|---------------|
| 7:30am start required | | | | | |
| 8:00am start required | | | | | |
| Breakfast Required | | | | | |
| 8:30am-3:30pm | | | | | |
| 8:30am-4pm | | | | | |
| 8:30am-5pm | | | | | |
| 8:30am-5:30pm | | | | | |
| 8:30am-6pm | | | | | |
| 8:00am-6pm | | | | | |

Preschool Sessions Required

Parent's National Insurance Number:

11 Digit Code for 1140 hours funding:

Parents who are entitled to **1140 hours of funding** please **tick any two of the days** in table 1

Parents who are entitled to **570 hours of funding** please **tick any one of the days** in table 1:

Table 1

| | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|---------------------------|---------------|----------------|------------------|-----------------|---------------|
| Breakfast Required | | | | | |
| 8am-6pm (10 hours) | | | | | |
| 7:30am-5:30pm (10 hours) | | | | | |
| 7:30am-5:00pm (9.5 hours) | | | | | |
| 8:30am-6:00pm (9.5 hours) | | | | | |
| 8:30am-5:30pm (9 hours) | | | | | |
| 8:00am-5:00pm (9 hours) | | | | | |

Table 2 Non funded or Part Funded Sessions (Tick the sessions you would like)

| | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|------------------------------|---------------|----------------|------------------|-----------------|---------------|
| Breakfast Required | | | | | |
| 7:30am start required | | | | | |
| 8:00am start required | | | | | |
| 8:30am-3:30pm | | | | | |
| 8:30am-4pm | | | | | |
| 8:30am-5pm | | | | | |
| 8:30am-5:30pm | | | | | |
| 8:30am-6pm | | | | | |

