



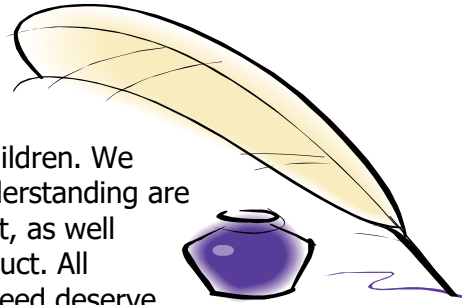
Quwwatul Islam Education Centre  
Peel Hall Street, Preston, PR1 6QQ  
01772 460233 - [admin@quwwatulislam.org.uk](mailto:admin@quwwatulislam.org.uk)  
[www.littlesparklesnursery.org.uk](http://www.littlesparklesnursery.org.uk)

# PROSPECTUS



## **Aims and Objectives**

'Little Sparkles Nursery' mindful of its accountability to the Almighty aims to provide the best possible future for our children. We believe that love, encouragement and understanding are imperative to a child's overall development, as well as promoting moral and accountable conduct. All children regardless of gender, colour or creed deserve the best possible start.



We will continuously strive to provide love and care to each and every child, in a safe, secure and stimulating environment. We endeavour to achieve this within a disciplined environment enabling every child to achieve their full potential. We value, appreciate and recognise every child as a unique individual and continuously strive to promote strong links between the nursery, home and the local community.

## **Key Person/s**

Once your child joins 'LSN' they will receive all the care and attention they need. The first time your child separates from you can be an upsetting experience - for you as much as, if not more than, your child! However, our sympathetic and well-experienced staff can help make the whole process much happier and less traumatic.

Your child will be assigned a Key Person who will be responsible for ensuring that their introduction to the nursery goes as smoothly as possible. The key person will be responsible for working with the child's parents and/or carer to ensure positive relationships are formed between home and nursery. Also to work closely on a daily basis to ensure positive continuity of care and to ensure secure attachments are formed and that your child is experiencing a rich and fulfilled experience whilst in our care.

'LSN' friendly, experienced and capable staff, are the backbone of the nursery. Staff are trained in health and safety, first aid and basic food hygiene, and are encouraged to extend, improve

and update their training and qualifications. Staff/child ratios are in line with the regulatory guidelines, which specify one member of staff to four children for 2-3 year olds and one to eight for 3-5 year olds.

The nursery manager is key to establishing the individuality of the nursery and is responsible for the day-to-day running of the nursery.

## **Safe and Sound**

Your child's safety and well-being is our paramount concern, and it's vital that parents feel confident they can leave their children in our care, knowing they are safe. Our staff are all registered and are recruited with care and attention. References are fully investigated and every member of staff undergoes clearance through criminal record bureau checks.

No-one is allowed on the premises who is not known to members of staff. An effective door entry system is in place so staff can perform a check on everyone entering the nursery. Unrecognised visitors are always challenged.

You will be required to specify which people will regularly deliver and collect your child. If any other person is to pick up your child this must be notified to staff in advance and the individual must provide proof of identity before being admitted.

## **Information for parents**

Parents are our children's main educators and therefore have a strong input into every aspect of 'LSN'. We welcome parents' comments and consult on a regular basis about how the nursery is run and the service we offer. Your child's Key Person and the nursery manager are always willing to meet with you and discuss your child's progress or answer any concerns you may have. When you come to collect your child, their Key Person will be available to tell you all about his or her day, activities and achievements. A more formal review of progress will take place

during the year, you are encouraged to read through your child's records on a regular basis.

Partnership is a two-way process, and we like parents to help us make sure the nursery runs smoothly. We request, for example, that you follow our security guidelines with regard to admitting unknown people into the nursery, and that you keep us informed about any allergies or special diets your child may have. 'LSN' has a policy on admitting children with infectious illnesses, and we would ask that you respect the quarantine period specified by the nursery, for the benefit of the other children, parents and staff.

### **Opening Times**

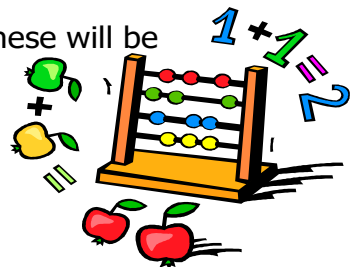
Session 1	8.45am – 11.45am
Session 2	12.00pm – 3.00pm
30 hours session	8.45am – 2.45pm

### **Curriculum**

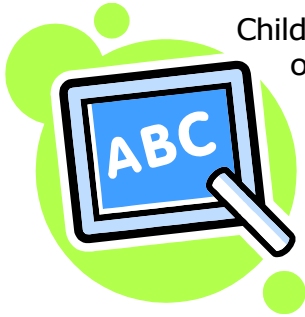
All children at the nursery follow the Early years foundation stage framework from birth to 5 years.

The key person will observe children and these will be recorded on Tapestry (electronic learning journey).

Children have access daily to all areas of play and choose freely the resources to enhance each area, so they may facilitate and develop their individual learning. Staff also enhance the area according to theme and areas of interest.



Staff act as facilitators and move around the areas to build upon and extend what children already know. Activities are planned individually for the children and for the group.



Children learning and development is supported by offering 11 areas of continuous provision play.

These are as follow:

Water Play – Sand Play – Book/Reflective Area –  
Construction Area – Small Wold – Role Play Area –  
Mark Making/Writing Area – Workshop Area –  
Numeracy Area – Literacy Area – ICT – Malleable Area

## **Uncollected Children**

In the event of a child being left or not collected from nursery by the allocated time the following steps will be taken:

- Staff will attempt to contact the parent/carer.
- If unsuccessful, staff will then telephone the emergency contacts.
- Your child will be reassured and cared for throughout this period.
- Every attempt will be made to ensure that the child is collected but if after 30 minutes of closure of the setting, the issue has not been resolved, and then staff will contact Lancashire children's services.
- Your child would then be cared for by Social Services and a note giving their contact details will be left on the main door of the nursery building.

## **Severe Weather**

In the event that we have heavy snow and blizzards overnight or in the morning, could you please telephone Nursery before you bring your child, to check whether we are open as normal.

If it starts snowing during the day whilst your child is at nursery, we will contact you if we feel nursery needs to close. Please ensure that you keep nursery informed of any change in telephone numbers and address.

## **Snack Time**

During each session we will have snack time when the children are given milk or water with a healthy snack. The nursery makes snacks as a social time at which children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritional food. If your child has any dietary needs please let us know and we will try and meet those needs. Snack menu is displayed on parents board.

## **Complaints Procedure**

At 'LSN' we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally and we welcome suggestions on how to improve our group at any time.

### **Making concerns known**

A parent who is uneasy about any aspect of the group's provisions should first of all talk over any worries and anxieties with Aneesa Esat (nursery manager) or Sufiya Hafeji (deputy manager).

If this does not have a satisfactory outcome within 28 days, or if the problem recurs, the parent should put the concerns or complaint in writing and request a meeting with the Management team. Both parents and the Management team may have a friend, relative or partner present if required and an agreed written record of the discussion should be made.

Most complaints should be resolved informally at this initial stage. If the matter is still not sorted out to the parents'

satisfaction, the parents should again contact the management team. If parents and the management team cannot reach an agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties to listen to both sides and offer advice. A mediator has no legal powers but can help to clarify the situation. Staff or volunteers within the nursery will be available to act as mediator if both parties are happy. The mediator will help define the problem, revive the action so far and suggest further ways in which it might be resolved.

The mediator will keep all discussion confidential. She/ he will meet with the group if requested and will keep an agreed written record of any meetings that are held and of any advice she/he has given.

All written complaints will be logged and a response will be given within 28 days from the date the complaint was received. Complaints will be filed for three years.

### **OFSTED involvement**

A parent has the right to contact the Ofsted helpline if they so desire. Providers must provide Ofsted, on request, with a written record of all complaints made during any specified period, and the action which was taken, as a result of each complaint.

Contact details:

#### **Ofsted**

Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
0300 123 1231

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the nursery and parents that complaints should be taken seriously and dealt with fairly and in a way that respects confidentiality.



## We

- Provide care and education for young children between the ages of 2 ½ to 5 years.
- Have fully qualified and experienced nursery staff.
- Are inspected, approved and registered by OfSTED.
- Primarily provide Sessional Day Care under the government pre-school grant scheme.

***We aim to make your child's experience enjoyable, memorable and spiritual.***

We have a collection of various policies and procedures in accordance with OfSTED guidance to the national standards for Day Care settings. Please see a member of staff should you wish to have a look at these policies.

