



Little Hands Melbourn Booking Information for children over 2 years

This booklet contains information and guidance to help you plan and book sessions for your child at Little Hands.

If you need any further information after reading this booklet please contact the Nursery where a member of staff will be able to answer your queries.

To reserve sessions for your child please complete the enclosed form and return it to the Nursery.

On receiving your form, sessions will be reserved for your child and we will send you further information ready to start at Little Hands.



Booking Sessions at Little Hands

Little Hands offers a very flexible booking system to give you options to build the most suitable nursery week for your child and pay for just the timings you need. Our main booking is for term time only but we also offer optional holiday clubs throughout the year.

The booking form enclosed is for term time which is 38 weeks per year. The main payment and cancellation policies apply to this booking.

Holiday Club is offered as a separate booking giving up to a 51 week nursery year allowing you to book just the holiday slots which work for your family and pay for just the holiday weeks you need.

Also Holiday Club sessions are available to children aged 2 to 7 years making them suitable for older brothers and sisters.

We open 08.30 – 16.30 five days per week and all sessions operate with a high staff to child ratio using only Little Hands staff.

The nursery day is organised around two main sessions

Morning	09.00 – 12.00
Afternoon	13.00 – 15.00

These core sessions allow time for learning, both planned and spontaneous which is uninterrupted by drop offs or collection. We also offer additional slots

Lunch hour	12.00 - 13.00
Early starts	08.30 - 9.00
late finishes	15.00 - 16.00 and 16.00 - 16.30

We advise a minimum of 6 hours per week in two sessions.

It may be possible to increase full priced sessions mid-year but this depends on availability so please speak to the nursery manager well in advance.



Early Years Education Funding

Funding is available for two year olds whose family meets certain criteria - please speak to the nursery manager for further details for two year old funding.

15 hours funding is available for all children the term after their third birthday (universal entitlement)

Please note that for the purpose of eligibility, the Education Department state that terms are from 1st January, 1st April and 1st September irrespective of the actual date the term starts.

The universal funding entitlement is 570 hours per calendar year, which can be taken during term time only as 15 hours per week for 38 weeks spread over the whole year 11.4 hours for 50 weeks

From September 2017 Government will also offer up to 30 hours funding per week (extended entitlement) for parents who meet the following criteria :

- **Both parents are working**
- **The sole parent in a lone parent family is working**
- **Both parents are working but at least one parent is temporarily away on maternity, adoption, or statutory sick leave.**
- **One parent is employed and one parent has substantial caring responsibilities and receives specific benefits for caring**
- **One parent is employed and one parent is disabled or incapacitated and receives specific benefits**

AND

Each parent (or the working parent, in families where only one parent can work) earns at least the equivalent of 16 hours at the national minimum wage per week but less than £100,000 per year.

To receive extended funding parents must apply to HMRC online for an authorisation code - which is then given to nursery. The nursery manager will be able to advise you about the application and further information can be found at

<https://childcare-support.tax.service.gov.uk>



Using Funded hours at Little Hands

Funded hours must be booked for the whole term and in most circumstances cannot be cancelled or reduced mid term.

Funding can be booked flexibly between 08.30 - 12.00 and 13.00 - 16.30 as follows

Drop off	08.30	09.00	13.00		
Collection	12.00	13.00	15.00	16.00	16.30

Two year funding can be used for the lunch session 12.00 -13.00

Children in receipt of Early Years Pupil Premium may be able to use the supporting funding for lunch session.

Parents can book funded hours only, in which case there is no additional charge.

Funding can be used between a maximum of 2 settings per day and parents do not have to use all of their entitlement if they don't want to.

The nursery manager will give parents the necessary form to complete the term before each child is eligible for funding. Little Hands processes the Early Years Education Funding application and receives the funding direct.

The Early Years Education Funding team check each application to ensure parents are using the funding as directed and not over claiming. Settings are also monitored to ensure they are offering funding in the correct way.

Full Price Fees

Full price fees are £6.60 per hour.

The lunch hour for our funded children is £9.70.

The lunch hour price for older children comprises of £6.60 full price fee □ £3.10 contribution towards services not covered by the funding.

Parents do not have to use the lunch hour for three/four year old funded children if they wish to use funded hours only.



Paying Full Price Fees

Invoices are issued in advance for each half term and each holiday club. The preferred payment method is by direct bank payment. The nursery bank details are

Bank	HSBC
Sort code	40-16-59
Account number	60037524

Fees must be paid by the Friday before the start of each half term or holiday club to secure the child's place.

Split payment arrangements can be made (eg monthly) with the manager if needed, providing the invoice is paid in full by the Friday before each half term or holiday club.

Payment can be made using Childcare Vouchers - providing the invoice is paid in full by the Friday before each half term or holiday club. Please note it can take 5 working days between requesting a voucher payment and the fees arriving in the nursery bank account.

Tax relief on full price fees

Childcare vouchers and tax credits offer tax relief for nursery fees

From 2017 parents may also be eligible for tax relief on childcare directly from HMRC. To discover more about this visit

<https://childcare-support.tax.service.gov.uk>

Notice Period

Seven Term weeks notice is required to reduce or cancel term time bookings. This ensures stable staffing levels can be maintained.

During the notice period the fees remain payable in full and previously booked sessions remain open for your child whether or not they attend.

Late Pay

£20 will be added to all fees paid late.

Late Collection

As sessions are booked and staffed in hourly slots, late collection of children could have a major impact on our staff to child ratio. Repeated late collection will be charged at £10 per 15 minute period. Parents would be advised in advance that they were to be charged and options discussed to help future prompt collection.



The Curriculum at Little Hands

The Little Hands curriculum is delivered using the early Years Foundation Stage (EYFS).

It uses seven areas of learning which ensure each child has an individualised education programme. Children should mostly develop the 3 prime areas first. These are :

**Personal, social and emotional development
Communication and language
Physical development**

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are :

**Literacy
Mathematics
Understanding the world
Expressive arts and design**

These 7 areas are used to guide and assess your child's learning and activities. The nursery staff who are teaching and supporting your child will make sure that the activities are suited to your child's unique needs.

More information regarding the EYFS is available from the nursery or at :

www.foundationyears.org.uk

During all sessions the children have time to play and work together in a mixed age group, encouraging responsibility and sensitivity in our older children and giving our younger children role models for social skills and language.

The children are split into age groups at key times during the session for example circle and focus time to ensure all aspects of the session are delivered age appropriately and to each child's ability.

Pre-school Focus Time

Pre-school focus time is offered either as part of the nursery curriculum or as a separate session and is available to all children the year before they start school. It is planned to prepare children for school by further developing independent learning.



Your child's day at Little Hands

To plan your child's day at Little Hands we use the EYFS guidance within a system called Learning in the Moment

The nursery is set up to give the children an enabling environment so they can select equipment easily and independently making their own choices.

We use mostly open ended equipment so the children's imagination will decide what each item will become, which they tend to do anyway! So there are less specific equipment pieces and more objects.

For Learning in the Moment staff are the most valuable asset, which is why we have a high staff to child ratio at Little Hands. Rather than planning an activity to teach the children the staff use the natural teachable moments that arise when each child is playing. This results in staff constantly teaching the children new skills using the play they are already engaged in rather than a more artificially created situation.

We also use circle time and targeted learning - but it is spontaneous and part of the activity most interesting the children on that day.

The staff monitor the children to ensure they are not focusing on one type of activity or equipment to ensure their learning is rounded and complete

What Next?

If you would like to reserve a place at Little Hands for your child please complete and return the enclosed booking form by post or email to the address on the back of this booklet.

Once we receive your booking we reserve the spaces and your booking will be guaranteed.



Little Hands Nursery School – Bourn

The Village Hall
Short Street
Bourn
Cambridgeshire
CB23 2SG

Tel : 07708 061575 email : lh.bourn@gmail.com

Little Hands Nursery School – Linton & Bartlow

Unit 5
Three Hills Farm
Bartlow
Cambridgeshire
CB21 4EN

Tel : 01223 897945 email : lh-bartlow@btconnect.com

Little Hands Nursery School – Melbourn

The Moor
Melbourn
Nr Royston
Hertfordshire
SG8 6ED

Tel : 01763 260964 email : lh-melbourn@btconnect.com

Little Hands Nursery School – Newton

Newton Hall
Town Street
Newton
Cambridgeshire
CB22 7ZE

Tel : 01223 872796 email : lh-newton@btconnect.com