



Information Booklet

This is your child's first step into the world of formal education, a step taken during their most receptive years. At Little Hands, we appreciate that your child's Nursery School day experiences will provide the basis for starting school. It is essential that these are happy times for your child so that confidence, independence and social skills can develop properly.

Little Hands Nursery Schools offer activities that are fun, giving opportunity for success, developing confidence, independence and acquiring new skills in preparation for full time education.

This booklet will give you the basic information to prepare both you and your child for starting at Little Hands. If you agree to abide by the terms and policies set out in it please confirm this by signing, dating and returning your admission form.



Preparing to start at Little Hands

A child's first day at Nursery School can seem a little daunting for both child and parents, especially if the child has never been left before. With this in mind little hands staff will work closely with you to decide the best format for your child's first days at nursery school. We believe that each child is an individual and that consequently every child will have a different requirement on their first day. We also believe that you know your child best, and although we offer help and guidance we take your lead as to how quickly you would like to leave your child.

Completing the admission form

Please complete the admission form enclosed and return it to Nursery, this will give Nursery all the official information we need to care for your child. We will use the contact details whenever we need to contact you so please ensure they are kept up to date.

When you sign this form you agree to abide by the nursery policies. Short summaries of the policies are given in this booklet and the full parent's policy document is available from nursery.

All about me form

Please complete the all about me form enclosed and return it to nursery. This will give staff lots of important information about your child which will help them settle at Little Hands.

Pre-admission visits

We advise that you make at least one pre-admission visit to the Nursery School with your child, close to their starting date. There is no charge for the pre-admission visits but you will be required to stay at nursery with your child. This enables your child to familiarise themselves with the Nursery School whilst they have the security of having you close by.

During these visits the session leader will introduce you to your child's keyworker and discuss the options for your child's first day, planning the best way to introduce your child into Little Hands.



You can make as many pre-admission visits as you and your child need until you feel ready to leave your child with us for their first session.

First sessions

By the time you arrive for your first session you will have planned how you are going to leave your child and who with. If it is the first time you have left your child at a setting you may feel a little nervous but you can ring as often as you feel necessary during the first sessions and we can update you on how your child is settling.

Once you have said goodbye it is best to leave and not linger at the door where your child may see you but be assured that throughout the session your child will have the full support of their keyworker, on a one to one basis if necessary.

Should your child not settle we will contact you to give you the opportunity to collect early and plan for the next session. When you collect your child their keyworker or the session leader will be on hand to discuss your child's session with you.

Difficult starts

We have a number of tried and tested practices for children who find settling more difficult and the staff, who have had many years' experience settling children, will advise you if necessary. Some children settle easily at first and then become unsettled weeks or even months later. If this happens we simply begin the settling procedure over again until they are happy once more. Understanding, working together and kindness are the key to helping a child feel confident enough to stay at Nursery without their parents and we work closely with you to achieve this. A full copy of our settling policy is enclosed.

Organising and Planning

Our aim is to provide a happy, safe, caring and stimulating environment which promotes the all-round development of the individual child, whatever their capabilities. We achieve this by employing a high staff to child ratio allowing us to give more attention to all of our children.

Little Hands is organised using the early Years Foundation Stage (EYFS) which has two main sections; the welfare requirements and the education requirements.



The EYFS ensures we are operating a flexible, safe nursery which best promotes a child centred approach to learning. To translate the EYFS stage into our day to day running, we use policies to guide or practice. Short summaries of our main policies are included in this booklet.

To plan and deliver the children's education we use the seven areas of learning taken from the EYFS which are designed to further all areas of a child's development. Detailed information regarding the curriculum and copies of the EYFS are available from Little Hands.

We keep you informed of nursery activities with half termly newsletters and using parent's information boards. The detail the nursery themes / topics, planning, term dates, special activities etc.

Ideas sheets which are an extension of the nursery's current themes, topics or planning are available from nursery for you to use with your child at home, enabling you to carry through activities at home if desired.

General nursery and EYFS information is displayed on the parent's information board. General information, including meetings or lectures, which may be useful to parents, is displayed in the waiting area with information for registering queries, complaints or suggestions.

Paying the nursery fees

Full price are invoiced for each half term and holiday club period.

The fees are payable in full in advance with the last date for payment being the Friday before each payment period.

Payments can be made in instalments as long as the balance is paid by the last Friday before the payment period.

Fees can be paid using vouchers, tax credits or tax free childcare but must be paid in full by the last Friday before the payment period. Please note that childcare vouchers can take up to 5 working days after being issued to reach the nursery bank.



Informing you about your child's progress

Your child's progress is shared with you in a number of ways.

As Little Hands has a high staff to child ratio you will always have the opportunity to discuss your child at the beginning and end of sessions, or by telephone if preferred. Also appointments can be made for you to see a member of staff without your child present at a mutually convenient time.

You will be invited to a review meeting with a senior staff member, approximately one month after your child starts nursery. The staff member will offer further information regarding nursery policies and procedures and the EYFS.

The staff will conduct frequent observations on your child to monitor achievements and plan next steps so that we can meet your child's individual needs. All observations and assessments are kept in your child's All About Me folder. You can view this with a staff member at any time and it can be taken home. We ask that you share the assessments with any other settings and carers you may use for your child and we hope they will similarly share their knowledge about your child with us; we can then all work together.

Parents evenings or consultation days are held twice a year to give you the opportunity to view the nursery and talk to the staff without your child present.

If your child is under the age of three years a progress check will be taken from their All About Me folder and shared with you. With your consent we will also share this progress record with your child's health visitor.

When your child leaves Little Hands we send a summary of their All About Me folder to their new setting or school and the main folder is given to you to keep.

Useful Information

Toileting and spare clothes

The children are supervised when going to the toilet, but their independence is developed by encouraging them to do as much for themselves as they can. Please



have a named change of clothes in a bag on your child's peg in case of accidents during toileting, or during outdoor, water or craft play. The Nursery School does have spare clothes available but the children often prefer their own clothes should they need to be changed. It is also advisable to dress the children in clothes that they can manage easily themselves e.g. pull on trousers and Velcro shoes.

If your child still wears nappies, please leave spare nappies in a named bag on your child's peg and restock the bag when necessary. When you decide to toilet train your child, please inform a staff member and we can continue at nursery to prevent your toilet training being disrupted.

Snacks

The nursery provides varied healthy snacks which are served for extended periods during the session, including diluted fresh juice and a variety of fresh or dried fruit, vegetables, breads and crackers. All the children have the same food and drink, except for any child with any specific feeding or allergy problems so please keep the staff informed if your child has any problems regarding food allergies. Water is available to drink at all times.

Activities

During the sessions your child will often have participated in craft activities. This could be anything from painting, modelling, cooking or mark making, but the children are always very proud of what they have done so value is placed upon their efforts. Their craft activity will be laid out on a table at going home time, ready for you to admire and collect. Please try not to forget it, however insignificant it may seem, as your child will have worked hard to create it. Some of the planned focus activities may not involve an item to take home.

Illness

Please do not send your child to nursery if they are suffering from an infectious illness such as chicken pox, diarrhoea, sickness conjunctivitis; or if they have had a temperature, head lice or thread worm. It would not be fair to either your child or those of others. Children should remain at home for 24 hours after the symptoms have subsided, and 48 hours in the case of vomiting and / or diarrhoea.

It is helpful to the Nursery School staff if you can contact us should your child be unable to attend Nursery School on any particular day. If your child becomes ill



during a session the staff will give appropriate first aid or care while the parents or carers are contacted. It is, therefore very important that the contact numbers on the admission form are kept up to date.

In the unlikely event of a more serious accident, the staff, who are first aid trained, will take all reasonable steps to care for your child; ultimately arranging for them to be taken to hospital. Your written consent for the staff to deal with accidents is sought on the admission form.

Should your child require any long term medication then it may be possible for this to be administered at the Nursery School. Please discuss this with the Nursery Manager.

Medicines to relieve pain or reduce temperature will not be given at nursery except under exceptional circumstances, and advice that any child who requires such medication at home is not well enough to attend nursery.

Nursery School Clothing

At Little Hands all children have freedom of choice during free play and this includes messy play both inside and out. Every effort will be made by staff to protect children's clothing, for example by encouraging them to wear an apron during painting, but staff will not exclude a child from any activity solely to protect clothing. So please send your child to nursery in clothes that you do not mind them getting messy during play.

Please ensure that your child attends Nursery School with adequate clothing for outdoor play, including wellington boots, and make sure that all footwear and clothing is named. Some children who attend Nursery School are too young to recognise their own clothes when they are similar to other children's. Your child will have a named coat peg and personal items such as a change of clothes etc. can be left at Nursery School in a bag hung from the peg. In hot sunny weather it is advisable to leave a sun hat and apply sun blocking cream for outdoor play. All the paint and glue etc. used at Little Hands are claimed by the manufacturers to be washable. However, we have not always found this to be the case and strongly recommend that your child attends Nursery School in older clothes which you do not mind getting a little messy.



Little Hands accepts no responsibility for clothing and footwear damaged during normal nursery activities.

Bringing toys and comforters to nursery

Some children need a little bit of home at nursery to help them feel secure and this can help them settle. If your child needs a comfort blanket, soft toy or special beaker we encourage that it is kept in a bag on their peg and just brought out when needed.

Bringing other toys to nursery can be difficult as they can get mixed up with nursery equipment so, if your child wishes to bring a toy or book to nursery to show at circle time or which relates to our topic we would also place this on a special shelf until it is needed.

Visiting Nursery

We welcome visits from parents, family and other carers associated with your child. You may wish to visit for a special day or to see what exciting things your child is doing. Just let the Nursery Manager know that you would like to come and spend a session at nursery.

Collecting Your Child

Please ensure that you collect your child promptly. Although staff members remain after each session children can become quite distressed if they think they are being left.

If a child is repeatedly collected late a late collection fee will be charged. Please also ensure that you have all your child's belongings; hats, coats and scarves etc. with you when you leave. Little Hands will only hand your child over to adults known to the Nursery School and have a policy to support this.

In emergencies we will release your child to a different adult if we are advised by phone or letter beforehand when a password system will be used.

Little Hands Policies

Below are a summary of some of our policies. The full policy document which ensures the quality of Little Hands service is available at nursery. Please take time to read the as you are agreeing to abide by these policies when you sign your child's



admission form which creates our parent / nursery contract. If you have any questions please discuss them with the nursery manager or deputy. Copies of the nursery policies are available from the nursery manager if needed. Two examples of full policies are included with this booklet.

Child Protection

All staff are checked to ensure their suitability to work with young children including a Disclosures and Barring Service check. They are trained to be alert for signs of abuse and guidelines are followed should it be suspected. Staff would act on serious suspicions without consultation with the child's carer should this be judged to be in the best interests of the child.

Equal Opportunities

As we live in a multi-racial, multi-cultural society, no child will be discriminated against because of their race, colour, gender or ability. Children with special needs are welcomed. We are committed to providing equal opportunities and working in partnership with parents to monitor all children carefully and to ensure additional needs are catered for and identified early.

Suitable Staff

Our staff have, or are working towards, relevant childcare qualifications and many already have extensive experience with children in early years or primary school settings. In addition all staff update their knowledge by attending regular training sessions. There are opportunities for students and adults with special needs to gain work experience with us. Little Hands strictly practices a variety of staff supervision methods.

Health and Safety

We aim to provide and maintain a healthy, safe environment for both the staff and the children in their care. We aim for all staff to be paediatric first aid trained.

Behaviour Management

The ethos of the nursery is to create a caring environment where good behaviour and consideration for others is actively encouraged. If a child displays behaviour inappropriate for their stage of development they are encouraged to consider the



effects of their actions on others and gently redirected to another activity. We make it clear that the behaviour and not the child is disapproved of.

Allergies

Current lists of all children's allergies and dietary needs are kept in key places throughout the nursery. Staff refer to the lists when planning any activity. It is therefore the parent's responsibility that staff are fully informed of each child's allergy and dietary needs and that this is updated when necessary.

Photos and Videos

The nursery regularly takes photos of the children at play, mostly to support the curriculum planning. These photos are often shared with parents on the photo board and are always available upon request. Photographs are also used, with the parent's knowledge and consent, on our website and in the prospectus. The nursery also occasionally videos the group to show at parents evenings. Parents may opt out of images of their child being used in any way at any time.

Complaints

Any complaints or concerns should be raised with the Nursery Manager or the proprietor who will deal with the issue and discuss the outcome with you within 20 days. Little Hands Nursery Schools are registered to practice with Ofsted early Years who can be contacted at the address below should you wish to discuss any complaint or concern further.

Ofsted

National Business Unit

Piccadilly Gate

Store Street

Manchester M1 2WD

**Helpline 0300 123 1231 &
 0300 123 4666**

Website www.ofsted.gov.uk



Booking Confirmation

Little Hands Nursery School has reserved the following sessions

For.....

From.....

Monday

Tuesday

Wednesday

Thursday

Friday

Please sign and return the completed admission form to the nursery, no booking fee or deposit is required.

The sessions above are being held open for your child ready for the start date given above. As stated on the booking form you are liable for the first half terms fees even if your child does not attend. This is essential to allow for proper preparation, planning and staffing for the children.

When you sign the admission form you are agreeing to abide by the full nursery policies. These are available to view at the nursery and can be taken away if required.



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