



# Prospectus

The Village Hall  
Bourn

Three Hills Farm  
Linton & Bartlow

The Moor  
Melbourn

Newton Hall  
Newton

Little Hands aims to provide a happy, safe, caring and stimulating environment which promotes the all round development of the individual child.

We achieve this at by having a very high adult to child ratio enabling us to give individual attention to all our children.

This prospectus outlines what Little Hands can offer you and your child



## Philosophy

The Little Hands philosophy is simple - Learning through Play - a philosophy strongly supported by Early Years research; but, for Learning Through Play to be effective in a nursery setting; the child needs the same level of individual support and understanding that parents provide at home.



At Little hands we achieve this by having a committed child centred approach applied to every aspect of the care and education of the children by using:

A high staff to child ratio

Individual, child centred planning and learning.

A flexible booking system to give families the opportunity to book exactly the hours at nursery the child and family need.

Our strength is using our high staff to child ratio to develop each child's social and language skills and to tailor the child's learning around their interests. Our high staff ratio also gives staff more time to spend with parents sharing information and answering questions.

Little Hands is registered and inspected by Ofsted and our Nurseries have previously been judged as being either "Outstanding" or "Good" at their most recent inspections.

We have also participated in and achieved a variety of accreditation and quality scheme awards.



## **The Nursery School Sessions**

Our carefully planned nursery day uses the Early Years Foundation Stage to ensure we are operating a flexible, safe nursery which best promotes a child centred approach to learning.

The nursery day is organised into two main sessions; morning 08.30 to 12.00 and afternoons 13.00 to 16.30 at Bourn, Melbourn and Newton and 08.00 to 12.00 and 13.00 to 18.00 at Linton / Bartlow. Our booking system is very flexible but we recommend that in order to gain maximum benefit from the social and educational opportunities offered that children's bookings are made around these session times.

An hour long lunch from 12.00 to 13.00 connects the morning and afternoon sessions with the children sitting in supervised small groups to eat their packed lunch.

The child centred sessions are planned around topics reflecting subjects which are relevant to early years children; such as the family and seasons. The topics also take account of each child's own interests. Using topics and each child's interests together gives children the best opportunity to explore the world around them as part of their play.

Whilst social and language skills are promoted within the session as a whole it is within each child's explorations and individual interests that we introduce numeracy and literacy as meaningful extensions of their play.

The main sessions allow time for both free and structured play. The nursery uses the garden and surrounding outdoor areas for all aspects of each session in most weathers. There are circle times differentiated for various ages and abilities and a rolling snack time where the children sit in small groups for a healthy snack and drink.

All our nurseries offer specific sessions or session times for children who are in their last year of nursery before starting primary school. In addition to the educational opportunities available, pre-school time prepares the children for the different structure and expectations of primary school.



## Parents at Little Hands

Little Hands does not demand any participation from parents in the running of the nursery school, however we believe that working together with parents is the very best way to provide quality Early Years provision for children.

We work closely with parents to find out about their child's development and progress using this information in our planning for their child and we keep parents well informed of their child's nursery progress and activities.

We believe that each child is an individual and that consequently every child and their family will have different requirements for starting nursery; so before each child's start date we spend time with parents to find out about their child using a mixture of visits, leaflets and written forms to plan the best way to start at nursery.

During each child's nursery career, newsletters, parents evenings, meetings with keyworker staff and written progress reports are all used to give opportunities for sharing valuable information about the child between nursery, parents and other carers.





## Booking Sessions

Children can join Little Hands Bourn and Newton from 2 years of age and from 12 months at Linton / Bartlow and Melbourn in dedicated and separate baby rooms.

Little Hands offers a very flexible booking system allowing parents to book exactly what is needed for their family.

We open 08.30 to 16.30 every day at Bourn, Melbourn and Newton and from 08.00 to 18.00 every day at Linton / bartlow.

Main booking are made for term time - 38 weeks a year. This ensures that parents requiring term time bookings only, do not have to pay for a full 51 week year.

Optional holiday clubs are available giving up to a 51 week nursery year for those parents who need it.

Holiday clubs can take children up to their 8th birthday.

Sessions can be booked by the hour throughout most of the nursery day with the minimum booking being 2 hours for full price sessions and 2.5 hours for funded sessions.

Booking changes can be made half termly if necessary.

Children can join us in nappies.



## Early Years Funding

We accept nursery funding giving 15 hours per week of free funded nursery sessions for all 3 and 4 year olds and eligible 2 year olds. Please note that for the purpose of eligibility the Education Department states that terms are from 1st January, 1st April and 1st September irrespective of the date the term actually starts.

There is no additional charge for funded hours. Bookings can be made using funded hours only or a mixture of funded and full price hours.

Each child is allocated 570 funded hours per calendar year which can be taken during term time only or spread over the whole year. If the funded hours are used over term time only this gives the 15 hours per week mentioned above.

Funding for 2 year olds is dependant upon eligibility and Little Hands, being registered to accept 2 year old funding, can help parents apply if necessary.





## What Next?

We hope that you will want to visit Little Hands with a list of questions to make your decision as to the best nursery for you and your child.

You do not need an appointment as we operate an open door policy, but if you choose to make an appointment we will ensure the nursery manager is free to show you round and answer your questions.

You are welcome to bring your child with you and stay for the whole session.

At your visit you will be able to see our detailed policy folder and inspection reports.

You can book your child into nursery or onto the waiting list at this visit if you wish, the nursery manager will explain how this works.

If you cannot visit please telephone the nursery and the manager can answer your questions and send out a booking form.





**Little Hands Nursery School - Bourn**

The Village Hall  
Short Street  
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CB23 2SG

Tel : 01954 710656 email : lh.bourn@gmail.com

**Little Hands Nursery School - Linton & Bartlow**

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Three Hills Farm  
Bartlow  
Cambridgeshire  
CB21 4EN

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

**Little Hands Nursery School - Melbourn**

The Moor  
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Hertfordshire  
SG8 6ED

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

**Little Hands Nursery School - Newton**

Newton Hall  
Town Street  
Newton  
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CB22 7ZE

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Visit us at [www.littlehands.co.uk](http://www.littlehands.co.uk)