



Booking Information

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 the booklet please contact the nursery who will be able to answer all your questions

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

The main booking is for term time which is 38 weeks a 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.

Each holiday club is offered separately allowing parents to book just what is required. Holiday club sessions are available to children aged 2 to 7 years making them suitable for older brothers and sisters

All sessions operate with a high staff to child ratio and use only Little Hands staff.

Booking Information

Children aged 2 to 5 years are welcomed at Bourn and Newton with under two's being welcomed at Linton / Bartlow and Melbourn too.

We open 08.30 - 16.30 five days per week at Bourn, Melbourn and Newton.

Linton / Bartlow opens 08.00 to 18.00 five days per week

The nursery day is organised around two main sessions

Morning 08.30 - 12.00 (08.00 - 12.00 at Linton / Bartlow)

Afternoon 13.00 - 16.30 (13.00 - 18.00 at Linton / Bartlow)

We advise that bookings are made to include whole sessions.

We offer a one hour lunch session 12.00-13.00

Nursery bookings are made by the hour except for two core periods of 10.00-12.00 and 13.00-15.00. These core periods allow time for learning both planned and spontaneous which is uninterrupted by drop offs or collection.

The Melbourn and Linton / Bartlow nurseries offer dedicated and separate room for children age 12-24 months.

The other Little Hands can offer sessions to rising twos in exceptional circumstances.



Choosing Sessions

We advise a minimum of 2 sessions a week for your child over two days. Younger children build the length of their nursery day as parents feel they are ready, often by adding lunch.

Morning sessions are most popular. If they are fully booked we recommend starting in afternoons whilst placing your child on the waiting list for your ideal sessions. Some children remain in afternoon sessions throughout their time at Little Hands but most move to mornings when a space becomes available. This move is not usually disruptive for the child because of continuity of staff.

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

Preschool 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.

Lunch

Lunch session is between 12-1pm with children bringing their own packed lunch. The children eat their lunch together in small groups with a staff member and we use the session to promote social skills and healthy lifestyle.

Early and Late stay sessions 08.30 - 9.00 and 16.00 - 16.30 at Bourn, Melbourn & Newton and 08.00 - 09.00 and 17.30 - 18.00 are planned directly with the individual children attending so ensuring that the extension of their session is relevant and has continuity.



The Curriculum at Little Hands

The Little Hands curriculum is planned 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:

Communication and language

Physical development

Personal, social and emotional 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 plan 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.



Routine at Little Hands

All Little Hands sessions are organised around a routine which is displayed on the notice board at each nursery. However as the children's interests and learning greatly influence our curriculum planning the routine is always flexible.

Each morning and afternoon session will contain:

Indoor and Outdoor Free Play

A wide variety of toys and activities are laid out both indoors and outside, to allow the children the freedom to choose whatever they want to play with. Staff play alongside the children helping them to extend their play and learning. You may wish to settle your child during this period by, for example, doing a jigsaw together.

Group time

The children sit together in age appropriate groups for discussion regarding the date, the weather and nursery topics. The children are then encouraged to talk to the group with any news they might have.

Focus time

Each session contains at least one focused activity, planned to explore an aspect of the seven areas of learning and development. The activities are planned to each child's individual developmental needs and aims to explore or practice a particular skill. The activity may result in a game played at Nursery or a piece of work to either take home or display.

Rolling Snack

Snacks are available for a large part of the session. This enables the child to have a healthy snack whenever they need it, sitting in small groups supervised by a staff member. Drinking water is always available during the sessions for children to help themselves.

Story and songs

The children sit together in groups for a story, songs, music and movement.



Fees

Sessions are priced per hour, see booking form for details.

Invoices are issued for each half term and holiday club.

Fees are payable within two weeks of the date of invoice.

Increasing Sessions

It may be possible to increase full priced sessions mid-term if staffed session spaces are available.

Funded sessions can only be increased termly.

The summer term is always very busy so it is advisable to plan any increase of sessions for your child well in advance.

Cancellation Policy

Parents are required to give notice of any reduction or cancellation in bookings in writing - seven term weeks in advance. This ensures stable staffing levels can be maintained.

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

Late Collection Policy

As sessions are booked and staffed for hourly slots, late collection of children would have a major impact on our staff to child ratio.

Repeated late collection will be charged at £10 per 15 minute period. Parents are advised in advance if they will be charged and options discussed to help future prompt collection.



Early Years Funding

Funding is available for all children the term after their third birthday. Please note that for the purpose of eligibility, the Department of Education state that terms are from 1st January, 1st April and 1st September irrespective of the actual date the term starts.

Taken over term time your child has a maximum of 15 hours of funding per week for 38 weeks per year. Funding can be used in holiday club giving 11.5 hours of funding per week over a 50 week year.

You can book a mixture of funded hours and full price sessions.

The funded hours can be taken over 2 days per week. The minimum daily booking is 2.5 hours.

The Nursery Manager will give you the necessary form to complete the term before your child is eligible for funding. Little Hands processes the Early Years Funding application and receives the funding direct.

Funding for two year olds is dependant upon eligibility and must be made through the local children's centre. This funding can be used at Little Hands and if you wish to apply for 2 year old funding, Little Hands can advise you and help you complete the application.

Returning the Booking Form

Please return your booking form as soon as possible, especially if you require specific days/hours, as there are limited places on some sessions.

Sessions are allocated when the booking form is received. If your chosen sessions are fully booked we will discuss alternatives with you.

If you have any further questions or would like to see a particular session in action, please do not hesitate to contact the nursery.



Little Hands Nursery School - Bourn

The Village Hall
Short Street
Bourn
Cambridgeshire
CB23 2SG

Tel : 01954 710656 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

Visit us at www.littlehands.co.uk