



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 the 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 on 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 on this form 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 our important 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 you being close by.

During the pre-admission 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 will 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 you need to 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 would contact you to give you the opportunity to collect early and plan for the next session and when you collect your child their keyworker or the session leader will be available 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 a nursery without their parents and we work closely with you to achieve this. A full copy of our settling policy is enclosed.



Organisation 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 into our day to day running we use policies to guide our 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 at Little Hands.

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

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

Full copies of the parent's policies are available at nursery and we ask that you find time to read them.

General nursery and Early Years Foundation stage information is displayed on the parent's notice 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.



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 beginnings and ends 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 given a communication book which we use to supplement the daily communication. This is a two way book and you are encouraged to write in milestones, exciting events, changes in routine etc.

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

The staff will conduct frequent observations on your child to monitor achievements and plan next steps and 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 member of staff 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 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 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 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, then please inform the staff and we can continue at the Nursery School 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 fruit 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 with 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, cookery or mark making, but the children are always very proud of what they have done and 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 focused activities may not involve an item to take home

Illness

Please do not send your child to Nursery School if they are suffering from an infectious illness such as chicken pox, diarrhoea, sickness, conjunctivitis; or if they have 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 would be made by staff to protect children's clothing for example by encouraging them to wear an apron for 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 in the course of 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 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 the 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 becoming 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's 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 was needed.

Visiting Nursery

We welcome visits from the 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 to 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 them 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 requested. 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 Criminal Records Bureau check. They are trained to be alert to 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.

Equality of 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 practises 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 School 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 on request. Photographs are also used, with 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 complaint 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 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 are required.

The sessions above are being held open for your child ready for the start date stated 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 nursery, and copies can be taken away if required.



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