



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 enabling you to book by the hour.

Below is the information to help you decide which booking you would like to make but if you have any further questions or would like to see a particular session in action please do not hesitate to contact the nursery.

Sessions available at “Little Hands”

The nursery day is organised into two main sessions; morning 9-12 and afternoon 1-4 with a one hour lunch 12-1. We advise in order to gain maximum benefit from the social and educational opportunities offered that children’s bookings are made around session times.

Nursery Sessions

Nursery sessions are suitable for all ages of children from the age of two years and are available Monday to Friday, mornings and afternoons, providing all the elements of the Early Years Foundation Stage. 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.

PreSchool Focus Time

Preschool focus time is available to all children the year before they start school. Preschool focus time is designed to prepare children for school and further develop independent learning, it is more structured than the nursery sessions but remains great fun and firmly “Learning Through Play”. Preschool focus time is offered either as part of the nursery session or as a separate session.



Choosing Sessions

We advise a minimum of two sessions (6 hours) a week for your child. 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, 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.

We recommend that children attending full day sessions do not regularly need a day time sleep.

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

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.

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.

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



Parents can book a mixture of funded hours and full price sessions and will be invoiced for the full priced sessions as stated above.

Taken over term time each child has a maximum of 15 hours of funding per week for 38 weeks per year.

The funded hours must be taken over a minimum of 3 days per week. The minimum daily booking is 2.5 hours with no more than 12.5 hours over 2 days.

Funding can be used in holiday club giving 11 hours of funding per week over a 50 week year.

Funded hours must be booked for a whole term - increases and reductions to funded hours cannot be made mid term.

Funding can be used between a maximum of 2 settings 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 Funding application and receives the funding direct.

The Early Years 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.

Holiday Club

Holiday Club sessions are available at three of the nurseries (not Bourn) throughout the school holidays. They operate with the same 1 : 4 staff ratio as "Little Hands" term time sessions and use "Little Hands" staff. Sessions are booked separately from term time sessions allowing you to book different sessions to term time and vary these sessions each holiday if required. Sessions are available to children aged 2 to 7 years making them suitable for older brothers and sisters.



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 this 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 could 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.

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 required sessions are fully booked when we receive the form we will discuss alternatives with you.

The Session Routine

All Nursery School Sessions are organised to a similar routine. Timetables for the sessions are available at the Nursery School, but each session contains the following elements :

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 with them.



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 six 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.

As the children's interests and learning development greatly influence our planning the routine is always flexible to accommodate any necessary changes.

The Curriculum at "Little Hands"

A Curriculum to Develop Each Child's Potential

"Little Hands" is organised using the Early Years Foundation Stage (EYFS) ensuring all aspects of nursery consider and develop each child as an individual. The curriculum is planned using the EYFS six areas of learning and is designed to further all areas of a child's development and are summarised below. More information regarding the curriculum and copies of the Curriculum Guidance are available at the Nursery School if required.



Personal, Social & Emotional Development

This is a most important area where we are enabling the children to develop a positive sense of themselves and others, whilst at all times supporting their emotional well-being. We guide the children to be able to work in groups, learning independence, problem solving, and differentiating right from wrong.

Communication, Language and Literacy

Here we are guiding the children's development in all areas of communication. We encourage the children to express themselves in small and large groups, develop friendships, to listen to and make up stories, handle books, identify rhymes, recognise letters of the alphabet and identify and write their own name.

Problem Solving, Reasoning and Numeracy

Here we guide development of problem solving, reasoning and numeracy, ensuring that the Nursery environment is full of opportunities so that the children play number games, recognise numbers, shapes and patterns, count, and develop ways of solving problems and extending their curiosity and questioning.

Knowledge & Understanding of the World

We enable the children to observe and explore features of the living world, their families and the local environment, in both the past and the present.

Physical Development

Through a wide variety of activities we enable the child to develop their fine and large motor skills, mobility, physical skills and their awareness of space and movement. We provide activities both indoors and outside to ensure that children can fully develop all aspects of their physical skills in a way that is most individually suited to them.

Creative Development

Here we help the children develop creativity by encouraging their curiosity and exploration in play. We allow many opportunities for exploring sound, colour, texture, form and space. The children are encouraged to use a variety of materials to express and represent their own ideas.



Little Hands Nursery School - Bourn

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Bartlow
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CB21 4EN

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Little Hands Nursery School - Melbourn

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Nr. Royston
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SG8 6ED

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

Little Hands Nursery School - Newton

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