



# 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**

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. Because of this the "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, a summary of our important policies are given in this booklet and two full policies are also enclosed. The full policy document is available from nursery.

### ***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 these visits. This enables your child to familiarise themselves with the Nursery School and its routine together with a known person so you will be required to stay at nursery during pre-admission visits. 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. Together yourself and the nursery staff will plan 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 please be assured that your child will be cared for throughout the session with staff who have already begun to form a bond with them, and if necessary your child will have the full support of their keyworker throughout their initial sessions. Once you have said goodbye, it is best to leave and not linger at the door where your child may see you, 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. Should your child not settle we would 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 available to discuss their 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. A small sample of our settling practices are ; changing the session times to “little and often”, making home visits, using the keyworker as one to one support, coming in after the session has started and many more. 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.

### **What to expect from “Little Hands”**

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.

### ***Organisation and Planning***

Little Hands is organised using the Early Years Foundation Stage (EYFS) which has two main sections; the statutory framework and the practice guidelines. This 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. A summary of a small number of our policies is included in this booklet.

To plan the children’s education, our curriculum is planned using the Early Learning Goals 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 the Nursery School .



## **Your Child's Progress Records**

### ***Communication Book***

On starting at the Nursery School your child will receive a communication book. This book is intended for both the staff and yourself to write in and gives you an informal written report of your child's time at Nursery. Although there are always staff available to discuss any problems or queries, it is sometimes useful to write down any anecdotes e.g. exciting days out or points concerning your child.

The staff write in the book approximately twice each half term to inform you of your child's progress and experiences at the Nursery School. In order to help the staff quickly establish a rapport with your child, please write some details of your family and your child's daily routine in the communication book. Please leave the communication book with the session leader when you have written in it, or when you would like it to be updated. The book will be left with your child's work when it is ready for collection.

### ***Progress Records***

Staff will record your child's achievements and development, using a variety of observations, in their progress records (all about me book). The session leader monitors these observations weekly and uses them to plan activities for your child for the following week which will encourage them to progress to the next step developmentally. We review the records termly and write a summary of developmental achievements, and we ask you to add your comments to this summary and share it with any other settings that your child attends so that we can all work together to care for your child and plan their "next steps" developmentally.

We keep your child's progress records at nursery so you can see them any time, and when your child leaves "Little Hands" a summary accompanies them to school.

## **Parents Information**

### ***Newsletter***

You will receive information about all aspects of the nursery including, policy, planned topics, term dates and special events in the half termly newsletter.

### ***Notice Boards***

Notice boards contain our statutory information including registration and insurance certificates. They also display current nursery information including the education planning and policies and useful early years information including the Early Years Founda-



### ***Staff***

Our high staff to child ratio gives you the opportunity to talk to staff whenever you need to. If staff are needed with the children they will contact you at home as soon as possible. There is always opportunity to talk to staff without your child present or confidentially, if required.

### **Parents Evenings**

Two parents evenings are held each year, one in winter and one in summer. These are held at the Nursery School and all of the available staff are present. This gives you the opportunity to discuss your child with the staff at the Nursery School without the distraction of your child being present.

### **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 change of clothes in a named 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***

Varied, healthy snacks are served for extended periods during the session and are provided by the Nursery School. All the children have the same food and drink, except for any with specific feeding or allergy problems. We serve a variety of snacks including diluted fresh fruit juice and a variety of fresh or dried fruit, vegetables, breads and crackers. 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. "Little Hands" also provides advice sheets for you to share at home with your child should you wish, which are a general extension of the nursery's activities.

### ***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. It is also a requirement of our registration that the staff do not allow a child to attend Nursery School if they think they have an infectious illness. 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 we would advise that any child that requires such medication at home is not well enough to attend Nursery.



### ***Nursery School Clothing***

At “Little Hands” all children have freedom of choice within 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 toys to nursery can be difficult, as they can get mixed up with nursery’s equipment so any toys can be placed on a special shelf when the child arrives to keep them safe.

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 just 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. Also, parent may visit to talk about their job or a grandparent may visit to talk about their hobby.

### ***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. The Nursery School 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. A complete document detailing all our policy statements aiming to ensure quality of service is available from the Nursery School, please take time to read them as you are agreeing to abide by these policies when you sign your child's admission form which forms 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.

### ***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 parents 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 parents knowledge and consent, on our website and in the Prospectus. The nursery also occasionally videos the group to show at parents evenings. Parent's may opt out of images of their child being used in any way at any time.

### ***Walks and Outings***

Nursery occasionally takes the children for short walks out of the nursery grounds. The children are always accompanied by a high level of staff and safety policies observed. Nursery only organises outings at which the parents are present and are fully responsible for their child and details for these outings are given out as they occur.

### ***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.

National Business Unit  
Ofsted Early Years  
Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA  
Telephone - 0300 123 1231  
E-mail - [enquiries@ofsted.gov.uk](mailto:enquiries@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 : 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

website : [www.littlehands.co.uk](http://www.littlehands.co.uk), e-mail : [janemarshall@littlehands.co.uk](mailto:janemarshall@littlehands.co.uk)