



Prospectus

**The Village Hall
Bourn**

**Three Hills Farm
Linton & Barflow**

**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 “Little Hands” by operating using 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

Little hands quickly grow and every parent hopes that their child's first experience at nursery school will be both enjoyable and rewarding. At "Little Hands" nursery schools we aim to achieve this by providing a stimulating learning environment within small intimate groups and therefore provide one member of staff for every four children.



At "Little Hands" we believe that children learn through play and having fun and we plan each session to provide a wide variety of activities giving as many experiences as possible. There is time to play in groups and alone, indoors and out, adult led and child initiated, supervised at all times by experienced trained staff. We place great importance on building social skills and language which we can achieve using our high staffing ratio, and each session is carefully planned around the individual needs and interests of each child to develop a secure foundation for their future learning.



Our carefully planned sessions (using the Early Years Foundation Stage 2008) have a basis in topics reflecting the family, seasons, festivals and activities that meaningfully form the children's early years. Using these topics the children explore the world around them, from minibeasts to outer space, develop creativity using craft, music, role play and dance; and grow physically from the tiniest pencil movement to the largest jump. It is within these explorations that we introduce literacy and numeracy as meaningful extensions of the child's play. It is by "Learning through play" that we develop each child's confidence, social, physical and intellectual skills to better prepare him or her for entry into school.

"Little Hands" is registered and inspected by OFSTED and our two most recently Ofsted inspected nurseries both received "outstanding" judgement in all areas. "Little Hands" has also participated in and achieved a variety of accreditation and quality schemes.





Starting at “Little Hands”

Children can join “Little Hands” from 2 years of age and it is not essential that they are toilet trained.

“Little Hands” offers a very flexible booking system enabling you to book by the hour; with a minimum of 2 hours and a maximum of 7 hours per day. Some Little Hands need extra help and we have the staff and expertise to admit children with special needs.

You may book your child for as many or as few sessions per week as you think is most suitable, however we find that a minimum of two sessions works best to settle children into the nursery routine.

We do not ask for a booking fee or a deposit but we need 7 weeks term time notice in writing if sessions are to be reduced or cancelled with sessions being charged for in full during the notice period.

We advise that only children who do not regularly need a day time sleep attend the full day sessions. This enables the child to gain the greatest benefit from the learning experience. However rest facilities are always available if needed.





The Nursery School Sessions

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

Nursery Sessions

These are the main sessions and are open to all children 2-5 years. They are available mornings and afternoons five days per week. The sessions are planned around a theme or topic and the children will be involved in appropriately linked activities. Children's choice and interests play a large part in the session structure.

There is time for both free and structured play, with constantly varied toys and equipment. There are circle times structured for different ages and a rolling snack time where the children sit in small groups for a healthy snack and drink. The children have time for physical play with large scale equipment (outside weather permitting!) the session ends with a story songs and rhymes.

Lunch Session

The children sit in small groups with a member of staff to eat their packed lunch.

Preschool Sessions

These sessions are aimed at children the year before they start primary school and are an addition to nursery sessions.

Nursery Education Funding (NEF)

"Little Hands" is registered to accept funding which 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 on which term starts.

Each child is entitled to 15 hours per week during term time. Parents can book funded hours only, in which case there is no additional charge, or a combination of funded hours and full price sessions.



Parents at “Little Hands”

“Little Hands” does not demand any participation from parents in the running of the nursery school but we believe that working with parents is the only way to provide the best quality Early Years service and we always welcome suggestions or involvement from parents.

We aim to keep parents very well informed of the nursery’s activities and their child’s progress as it is essential for the child that the nursery and parent work closely together.

Before a child starts at nursery the parents receive an information booklet informing them what to expect and of the nursery policies. The settling of each child at nursery is designed to meet the child and family’s individual needs.

Each child has a communication book and record folder for the all staff and family members to share information about the child’s progress at nursery. There are regular newsletters to keep parents informed about nursery activities; and session planning, themes and topics are posted on the parents notice board.

Parents evenings are held at least twice a year and the staff’s observations of each child’s progress are available to parents on request at any time. But the main key to keeping parents informed about their child’s time at nursery lies in the high staffing ratio which enables parents to talk to a member of staff whenever they need or want to.

“Little Hands” Holiday Clubs

A child’s booking at “ Little Hands” is for term time (a total of 38 weeks each school year). In addition at Linton, Melbourn and Newton we offer Holiday Clubs which are available to children aged 2 - 7 years. Holiday Clubs are open usual nursery hours during all school holidays (closed Bank Holidays).



What Next?

We hope that you will want to visit one of the nursery schools armed with a list of questions to make your decision as to the best one 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. If you cannot visit just telephone the nursery and a booking form will be sent to you. Placing your child on the waiting list will guarantee you a place but not necessarily specific sessions.





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 6EN

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, e-mail : janemarshall@littlehands.co.uk