



Little Hands Melbourn Booking Information for children under 2 years

This booklet contains information and guidance to help you plan and book sessions for your young child at Little Hands - Melbourn

If you need any further information after reading this booklet please contact the Nursery where a member of staff will be able to answer your queries.

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



Deciding if nursery is right for you and your baby

Placing your baby in a nursery setting will not have been an easy decision for you to make - you may even feel it's a need to rather than a want to decision. But together we can make nursery an enriching and positive experience for you and your young child.

At Little Hands we feel that a happy successful nursery start for a baby is directly linked to the planning and preparation made together by parents and nursery staff. So Little Hands staff will work closely with you to make sure that you feel comfortable and ready to leave your young child.

You will have already visited the nursery and spent time with the manager so hopefully many of your questions will have been answered and you feel ready to book sessions at Little Hands but if you have any further questions or worries please contact the manager and discuss them before booking.

You can visit nursery again, talk on the phone or email.

Together we can help you decide not just if Little Hands is the best nursery for you but also if you are ready to leave your baby in our care.

We can advise you on other forms of childcare available if you decide you are not ready to use a nursery setting.

We can discuss our pre-admission procedure and how best to plan for your young child's start at nursery.

With this careful preparation we hope to achieve a positive nursery start for you and your child.



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 young child and pay for just the timings you need.

The booking form enclosed is for term time which is 38 weeks per year. The main payment and cancellation policies apply to this booking.

Holiday Club is also offered, giving up to a 51 week nursery year allowing you to book just the holiday slots which work for your family and pay for just the holiday weeks you need.

Also, Holiday Club sessions are available to children up to 7 years old, making them suitable for older brothers and sisters.

We open 08.00 – 17.30 five days per week and all sessions operate with a high staff to child ratio using only Little Hands staff.

The nursery day is organised around two main sessions

Morning	09.00 – 12.00
Afternoon	13.00 – 15.00

These core sessions allow time for learning, both planned and spontaneous which is uninterrupted by drop offs or collection. We also offer additional slots

Lunch hour	12.00 - 13.00
Early starts	08.00 - 09.00
late finishes	15.00 - 16.00, 16.00 – 17.00 and 17.00 - 17.30

We advise a minimum of 6 hours per week over two sessions

It may be possible to increase your child's sessions after your child has started, but this depends on availability so please ensure you make your request in writing to the nursery manager well in advance.

Requests to cancel or reduce sessions must also be made in writing. The notice periods are

Full price sessions	7 weeks
Funded sessions.	4 weeks

The notice period applies whether or not your child attends; this allows us to carefully plan staffing levels.



Early Years Funding Information

Early Years Funding is available the term after the child turns the eligible age as listed below:

3- and 4-year-olds

- Universal entitlement - 570 per year for all children the term after their third birthday
- Working Parent Entitlement -1140 hours per year for children of working parents

2-year-olds

- Working Parent Entitlement - 1140 hours per year
- Entitlement for 2-year-olds, for families in receipt of certain benefits - 570 hours per year

9 months

- Working Parents Entitlement - 1140 hours per year

The funding entitlement of 570 hours per calendar year, can be taken as 15 hours per week over 38 weeks of term time or spread over the whole year as 11.4 hours for 50 weeks.

The Working Parents Entitlement can be taken as 30 hours per week over 38 weeks of term time, or 22.8 hours per week for 50 weeks.

Please note that for the purpose of eligibility, the Education Department state that terms are from 1st January, 1st April and 1st September irrespective of the actual date the term starts.

The funding may be split over a maximum two settings in one day.

To find out if you are eligible

2-year-old entitlement linked to benefits - apply online:
www.cambridgeshire.gov.uk/free2s or by phone to Education Welfare Benefits Team on 01223 703200.

Working Parent Entitlement check eligibility, and apply online:
[Childcare & Early Years Education | Best Start in Life](#)

If you are eligible, you will be given an authorisation code which is then given to nursery.

To take up your funded hours

We will send you a Parent/Carer Declaration form to complete. We will also send you the information provided by the Cambridgeshire County Council Early Years Funding team, which provides a link to a guide to completing the form - we are also happy to support you with this.



Using Funded hours at Little Hands

Funded hours must be booked for the whole term and in most circumstances cannot be cancelled or reduced midterm. Funding can be booked flexibly between 08.00 - 17.30 as follows:

Drop off	08.00	09.00	13.00			
Collection	12.00	13.00	15.00	16.00	17.00	17.30

Funding can be used between a maximum of 2 settings per day and parents do not have to use all their entitlement if they don't want to.

The nursery manager will provide 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.

Charges

Full price fees for children under 2	£8.90 per hour
Full price fees for children over 2	£8.70 per hour

Early Years Funding does not cover the cost of meals, snacks and consumables and this leaves Little Hands with a financial shortfall. We therefore add the following charges

Snack charge for children using 3 & 4 year old Early Years Funding	£3.00 per day
Hot meal (from 16.00)	£1.50 per meal

The hot meals charge is added as a contribution towards the meal cost for all children.

The snack charge is added to all bookings using 3 & 4 year old funding.

Parents can choose not to pay the food charges but to supply food from home instead, however because some Little Hands children have diagnosed food allergies this has to be carefully applied. If you would like to discuss the food charges further - please speak to the nursery manager.

The full price fee and the Early Years Funding rate for children 2 years and younger currently covers the cost of snack at Little Hands.



Paying Full Price Fees

Invoices are issued in advance for each half term and each holiday club.

The preferred payment method is by direct bank payment. The nursery bank details are

Bank	HSBC
Sort code	40-16-59
Account number	60037524

Fees must be paid by the Friday before the start of each half term or holiday club to secure the child's place. Little Hands reserves the right to withdraw sessions if fees are not paid.

Alternative payment arrangements can be made (e.g. monthly) with the manager if needed, providing the invoice is paid in full by the Friday before each half term or holiday club.

Payment can be made using Childcare Vouchers or Tax-Free Childcare - providing the invoice is paid in full by the Friday before each half term or holiday club. Please note it can take 5 working days from requesting a Tax-Free Childcare or voucher payment to the fees arriving in the nursery bank account.

Tax relief on full price fees

Childcare vouchers and tax credits offer tax relief for nursery fees. Parents may also be eligible for tax relief on childcare from HMRC.

For more information visit: [Tax-Free Childcare | Best Start in Life](#)

Notice Period

Seven term weeks' notice is required to reduce or cancel term time bookings. This ensures stable staffing levels can be maintained.

Late Pay

£20 will be added to all fees paid late.

Late Collection

As sessions are booked and staffed mostly in 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 would be advised in advance that they were to be charged and options discussed to help future prompt collection.

On rare occasions, if unforeseen circumstances affect staffing levels at Little Hands, we may, as a last resort, need to limit spaces or close the nursery in line with our Outbreak Management Plan and/or following guidance from our local Health Protection Team.



Routine at Little Hands

From your first visit to our nursery to see our baby room we are always thinking of you and your baby's needs

We work with you to learn about your baby's routines at home and how we can best support them at nursery - from feeding to sleeping; although sometimes the excitement of a new environment can result in the child changing their usual routine when at nursery!

We follow a simple daily nursery routine with the babies that enables them to feel safe and secure and you to feel confident in the care they are receiving whilst here.

Your baby will need close loving relationships with adults so that they feel safe and secure, we offer this through the robust key person approach that we have firmly in place.

Your baby's key person will ensure that routines such as nappy changing, feeding and settling to sleep are opportunities for 'one to one' time, and are consistent with your routines at home.

This is an exciting time for your young child as they will already be beginning to show you all the amazing things they are already starting to learn. Babies grow and develop rapidly during their first year and they begin to gain control of their bodies and become increasingly mobile. They learn about language by listening to adults talking to them and they start to make sounds and eventually their first words.

We offer our young children many different experiences whilst they are in our care to help develop and encourage their natural growth from exploring treasure baskets filled with a wonderful assortment of objects to splashing around at the water table. We have many opportunities for one to one time with us as we talk, cuddle, sing, play with your baby which strengthens their own individual learning journeys.

When we put the children down for a daytime sleep we have cots and sleep mats available for each child. Each child will have their own sheet which keeps their sleeping environment hygienic and fresh. Whilst the children are asleep we always have staff in the room.

We keep a record of the day's activities on an online system called Tapestry; we start a profile for your child, and you are invited to start an account so that you can view your child's development and activities every day. Tapestry features a Care Diary which will detail your child's feeding and sleeping. We also upload observations, photographs and videos of your child at play for you to view. You can add photographs and videos to your child's Tapestry profile and therefore share any special events or activities in your child's life with us. In addition, we will always try to be available to chat to you at the beginning or end of the day so that you can ask us any questions you may have.



Learning and Development at Little Hands

The under twos' area is planned using the guidelines and requirements for both care and learning in the Early Years Foundation Stage (EYFS).

To enhance your child's learning, the key worker assesses your child's progress, recording this on your child's Tapestry Profile which is used throughout their nursery years.

With children under 2 we concentrate this assessment and planning mainly on the 3 main areas of learning:

Personal, Social and Emotional Development

Communication and language

Physical development

To plan your child's day at Little Hands we use the EYFS guidance within a system called ***Learning in the Moment***.

The nursery is set up to give the children an ***enabling environment*** so they can select equipment easily and independently making their own choices.

More information regarding the EYFS is available from the nursery or at:

<https://foundationyears.org.uk/2023/10/early-years-foundation-stage/>

What Next?

If you would like to reserve a place at Little Hands for your child, please complete and return the enclosed booking form by post or email to the address on the back of this booklet.

Once we receive your booking, we reserve the spaces and you will be asked to pay a deposit of four full weeks of sessions booked. Once the deposit has been paid your booking will be guaranteed and we will send you further information about starting at Little Hands.

Your paid deposit amount will be deducted from your child's first invoice once they start at Little Hands. Early Years Funding (EYF) can be used as part of the deposit if the parent declaration form is signed.

We advise that you begin planning your child's first day at nursery with us at least 6 weeks before they are due to start.

We offer as many pre-admission visits as you want to make with your child during this time and these are free of charge.

If you have any questions please contact us for a chat



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