



# **Little Hands Melbourn Booking Information for children over 2 years**

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 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 booking 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.



## 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 child and pay for just the timings you need.

Our main booking is for term time only which is 38 weeks per year, but we also offer optional holiday clubs throughout the year. The payment and cancellation policies apply to both bookings.

Holiday Club is offered as a separate booking giving up to a 51 week nursery year which means you can 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 aged 2 to 7 years making them suitable for older brothers and sisters.

All sessions operate with a high staff to child ratio and use only Little Hands staff.

### Booking information

We open 08.00 – 17.30 five days per week and 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 play and learning, 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 full priced sessions after your child has started, but this depends on availability so please speak to the nursery manager well in advance.

Requests to increase sessions must be made in writing; where increases are agreed Little Hands will provide confirmation of these sessions.

Requests to cancel or reduce sessions must also be made in writing can be made. 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, from 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](http://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      £3.00 per day  
for children using 3 & 4 year old Early Years Funding

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.



## The Curriculum at Little Hands

The Little Hands curriculum is delivered using the Early Years Foundation Stage (EYFS).

It uses seven areas of learning which ensure each child has an individualised education programme. Children should mostly develop the 3 prime areas first. These are:

- Personal, social and emotional development
- Communication and language
- Physical development

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

These 7 areas are used to guide and assess your child's learning and activities. The nursery staff who are teaching and supporting your child will make sure that the activities are suited to your child's unique needs.

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

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

During all sessions 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 may sometimes be split into age groups at key times during the session, for example circle and focus times to ensure all aspects of the session are delivered age appropriately and to each child's ability.



## Your child's day at Little Hands

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.

We use mostly open-ended equipment so the children's imagination will decide what each item will become, which they tend to do anyway! So, there are less specific equipment pieces and more objects.

For Learning in the Moment, staff are the most valuable asset, which is why we have a high staff to child ratio at Little Hands. Rather than planning an activity to teach the children, the staff use the natural ***teachable moments*** that arise when each child is playing. This results in staff constantly teaching the children new skills using the play they are already engaged in rather than a more artificially created situation.

We also use circle time and targeted learning - but it is spontaneous and part of the activity most interesting the children on that day.

The staff monitor the children to ensure they are not focusing on one type of activity or equipment to ensure their learning is rounded and complete

### **What Next?**

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

Once we receive your booking, we will reserve the spaces and your booking will be confirmed and guaranteed.

Once sessions are confirmed you will be sent an information pack which will contain confirmation of the sessions you have booked for your child and an invoice for the first half terms fees.

No deposit is required, but once the above sessions are booked our notice period terms apply whether or not your child attends, to allow us to carefully plan staffing levels.



### Little Hands Nursery School – Bourn

The Village Hall  
Short Street  
Bourn  
Cambridgeshire  
CB23 2SG

Tel : 01954 710656 email : [lh.bourn@gmail.com](mailto: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](mailto: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](mailto: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](mailto:lh-newton@btconnect.com)