

Little People

at The Limes



Quality, Inclusive Care and
Pre-school Education in a Safe
and Enriching Environment



Quality, inclusive care and pre-school education in a safe and enriching environment.

The Limes, Berry Lane, Longridge, PR3 3JA

Tel: 01772 780496

Email: info@littlepeople-longridge.co.uk

www.littlepeople-longridge.co.uk

Dear Parents

Thank-you for your recent enquiry about **Little People at The Limes**. We are delighted to enclose our Nursery and Pre-school prospectus which will provide you with a snap shot of our setting.

We are situated in a wonderful location, occupying a former Gentleman's residence built to a high standard during the Victorian era. The building, named The Limes, has recently been renovated and refurbished to a high standard, ensuring we can offer your child a safe and enriching learning environment, both indoors and out.

We are passionate about what we do; we employ staff of the highest calibre to ensure your child's time at our nursery is a happy one; we keep up to date with the latest initiatives and take pride in our resources and learning areas. Our managers, Jane and Vicky, are both highly experienced in the field of child-care and education and will endeavour to ensure that relationships between staff and parents are positive, friendly and professional so that together, we can support each other in meeting the individual needs of your child.

We welcome visits to our nursery and would be more than happy to show you around and discuss in more detail both your requirements and what **Little People at The Limes** can offer both you and your child.

For further information, please do not hesitate to contact Jane or Vicky; we look forward to your call.

Yours sincerely,

Jane and Vicky

Mrs Jane Priest - FDA and BTEC National Diploma in Nursery Nursing

Mrs Vicky Shaw - BA QTS, EYPS and BTEC National Diploma in Nursery Nursing

Little People at The Limes was established towards the end of 2011, due to a growing need for quality child-care provision in the Longridge area. It was the dream of, and is managed jointly by, Mrs Jane Priest (FDA and BTEC Nat Dip in Nursery Nursing) and Mrs Vicky Shaw (BA with QTS and BTEC Nat Dip in Nursery Nursing). Vicky also holds EYPS, the only government-endorsed standard for Early Years child-care.

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age 5 have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

The richness and quality of your child's care and learning experience depends on many factors. The quality of the environment and the facilities are very important in helping your child settle in and enjoy the time they spend with us, but most significantly, the quality of the staff, their strong awareness of each child and their ability to create a friendly atmosphere will be paramount. All our highly qualified staff have been chosen and selected with the utmost care, and are encouraged to attend courses on the latest initiatives. We take pride in offering our staff comprehensive, on-going professional development to enhance both the individual staff member and the team.

Our Principles for Early Years Education

- Learning begins at birth.
- Care and education are inseparable.
- Every child develops at his or her own pace; quality practitioners stimulate and encourage learning by understanding that children have their preferred styles of learning.
- Young children learn best through play, first-hand experience and talk.
- Carers and educators should work in partnership with parents who are their children's first educators.
- Cultural and physical diversity should be respected and valued; we will adopt a proactive approach and challenge stereotyping.

Safety and Security

- Here at *Little People at The Limes* we realise that your child's safety is of the utmost importance and we have gone to great lengths to ensure as far as is reasonably practicable, every measure has been taken to guarantee your child's safety at all times.
- **All** staff members are thoroughly vetted with full references being sought together with clearance via DBS (Disclosure and Barring Service) checks.
- All exterior doors and gates will be kept locked at all times. No-one will be allowed access to the premises unless they are known to the staff. Visitors to the nursery will be expected to wear badges identifying them as such and will be requested to sign in and out of the premises. At no time will a visitor be left alone with a child.
- Regular fire drills will be carried out with children being well-practised in the evacuation process.
- Health and Safety training forms part of all staff induction and on-going professional development. A walk-through of the nursery, both indoors and outdoors, is completed every morning by a senior member of staff with any issues being dealt with immediately.
- Changes in any legislative and industry standards are monitored to ensure compliance within the setting.
- We aim to provide in-house placements for students who will have had full CRB checks via the college they attend and no student will ever be left in sole charge of a child.
- All staff will hold an up-to-date First Aid Certificate.

Aims for the Children in our Care

Over recent years, the Government has stressed its commitment to providing the best possible start for all children to support them in reaching their full potential. Key to this strategy is the development of the Early Years Foundation Stage, which was introduced in September 2008 and amended in September 2012. A statutory framework for the learning, development and welfare of children aged from birth to five, it recognises that a child's experiences in the early years has a major impact on their future life chances and a secure, safe and happy childhood provides the foundation for children to make the most of their abilities and talents as they grow up. The EYFS identifies five outcomes which every child should achieve. These are:

1. **Being Healthy** - promoting a healthy lifestyle through activities and an environment that supports children's physical and emotional growth.
2. **Staying Safe** - ensuring children's safety and well-being are of the utmost importance whilst attending *Little People at The Limes*.
3. **Enjoying and Achieving** - creating a friendly, safe comfortable and enriching environment and providing a quality curriculum.
4. **Making a Positive Contribution** - promoting a partnership between the nursery, home and the local community and developing self-confidence and independence.
5. **Achieving Economic Well-Being** - developing a life-long love of learning from a young age and confidence to participate both within their communities and in the wider world.

The EYFS framework also sets out four specific themes, each with its own principles and commitments:

1. **A Unique Child** - Every child is a competent learner from birth who is resilient, capable, confident and self-assured.
2. **Positive Relationships** - Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
3. **Enabling Environments** - The environment plays a key role in supporting and extending children's development and learning.
4. **Learning and Development** - Children learn and develop in different ways and at different rates and all areas of learning and development are equally important and inter-connected.

We believe that in order for your child to reach their full potential we need to provide a safe and secure environment where children are challenged and can learn to make choices and solve problems in readiness for later life.

Working in partnership with you, the child's first educators and the people who know the child best, we can adopt a flexible and focused approach to future learning and development, identifying next steps and planning resources and practice that can be shared at home and nursery.

Your Child's Learning Journey

In order to support your child with their learning we will record observations of their progress in a number of different ways including photographs of experiences they have enjoyed, short written statements of language they have used and pieces of artwork they have created. Over time, these provide a comprehensive and unique record of your child's learning from a very young age. Information gathered during this process helps us to plan for their next steps and forms part of your child's portfolio which you will receive as a treasured keepsake as your child moves through their learning journey.

We also feel it is important to share your child's achievements with you on a more regular basis. Your child's key worker will talk to you about our observations and ask if you have any experiences, comments or suggestions that you would like to include in order to support their learning.

For our babies and younger children, the learning journeys will celebrate their achievements across all areas of learning. Then as they grow and develop we will identify their progress in more specific areas.



Session Times	Daily Fees	Weekly Fees
Birth to 2 years		
8:00am to 5:30pm (full time)	£43.00	£215.00
2 years to School age		
8:00am to 5:30pm (full time)	£41.00	£205.00
8:00am - 12:30am (morning session)	£21.50	£107.50
1:00pm - 5:30pm (afternoon session)	£21.50	£107.50

Extra Hours

Early start	between 7:00am and 8:00 am	£8.00
Late Collection	between 5:30pm and 6:00pm	£5.00

Fees

- Fees will be invoiced monthly in advance on the 1st of the month.
(Fees may be invoiced weekly by prior arrangement.)
- Fees should be paid immediately on receipt of invoice.
- Once a payment is two weeks overdue, a 10% late payment fee will be added to the following months invoice. This late payment fee will only be waived in extenuating circumstances and with prior agreement from the Nursery Manager.
- Failure to pay Nursery fees may result in the withdrawal of childcare at the discretion of the managers.
- **Deposits** - We will be asking for a deposit of a full month's fees for all new starters from September 2014. Sadly, a 'few' bad payers have necessitated this action.

Our bank Details are Lloyds TSB Sort code 30 96 85 Account number 33959568

Sibling Discount

10% discount is given for the second and subsequent children attending Little People at The Limes. This is deducted from the lower fees.

Severe Weather

During periods of extreme weather conditions the safety of the children, parents and staff is our priority. On these rare occasions a risk assessment will be conducted by senior management and a decision may be taken to close the Nursery. Fees in these circumstances will remain payable.

Meals and Snacks

A two course mid-day meal, afternoon tea, morning and afternoon snacks and drinks are included in the fees of children attending on a full time, long day basis.

Children attending on a morning-sessional basis will be provided with mid-morning snack and lunch.

Children attending afternoon sessions will be provided with mid-afternoon snack and tea

Nursery Education Grants

All children are entitled to this from the school term after they are three. The maximum entitlement is up to 15 hours per week for 38 weeks a year. It is funded by the government and parents and carers are able to choose where they use it and split the entitlement between more than one provider. All we ask is for you to complete a termly parental declaration to confirm how many hours you wish to claim with us and we will notify the Local Authority and deduct the amounts from your monthly invoices.

Your child can start receiving the grant shortly after their third birthday.

- Children born between 1st January and 31st March can start in April (Summer Term).
- Children born between 1st April and 31st August can start in September (Autumn Term).
- Children born between 1st September and 31st December can start in January (Spring Term).

For example, if your child is three on the 3rd January, they can start using the entitlement in the Summer Term. Once you start claiming the grant your child can continue until they start full time education.

We are now registered with Lancashire County Council to provide care for 2 year old children in receipt of Nursery Education Grants. Please contact the Family Information Service to find out more on 0800 195 0137.

Please note that from September 2014, a 50% retainer fee will be applied to all term-time only contracts.

Overview of Policies

Here is a summary of our nursery policies with brief information about each. Full copies of all our policies are available by the main entrance where you are free to look at them at your convenience. If you do have any concerns or questions about our principles and practice, please see Vicky or Jane.

1. Aims and objectives of Little People

- To provide quality, inclusive care and pre-school education in a safe and enriching environment.
- To maintain a welcoming, secure and stimulating environment in which young minds and bodies can grow happily at their own pace.
- To include all children in all of our routines and activities and to adapt these where necessary for total inclusion.
- To help children acquire knowledge, skills and practical abilities relevant to their needs, and develop the will to use them.

2. Admissions Policy

Applications for Little People will be accepted via: telephone, written format or informal visit. A standard application form will be completed or details accepted over the telephone and the applicant placed on the waiting list. Once a place has become available for the child, a letter of confirmation will be sent, then the family will be encouraged to make full use of the pre-admission visit and be introduced to named workers to discuss any matters or worries which parents may have. A mutual time will then be agreed for the child to start. A deposit of one month's fees is required in order to secure your child's place at Little People. This will be returned when your child finishes at nursery.



3. Arrivals and departures

Children arrive and depart from the front entrance of Little People; the door is always kept locked and parents must ring the bell to gain entry. Upon arrival the children are greeted by a member of staff, who encourages them to take off their outdoor clothes. This is an opportunity for parents to talk to a member of staff, and also for parents to give instructions regarding medication or a change of person collecting the child from the nursery. **Please note**, children will not be released into the care of another adult unless prior authorisation has been given to the management team.

4. Discipline

Throughout the day spent at Little People, the children must be given the chance of appropriate play opportunities. Sensitivity should be demonstrated as to the length of time spent in the day care environment. The child's physical, emotional, intellectual and social needs are of paramount importance. Staff members are trained to anticipate potential problems and redirect children in a positive manner. At Little People we encourage Positive Behaviour throughout all our activities. We encourage sharing, negotiation, tidying up, caring for others and showing respect for ourselves and others. All children are valued as individuals even though their behaviour may sometimes be unacceptable. Lots of rewards are given at the Nursery like charts, stickers, certificates, praise and encouragement.

5. Equal opportunities

All staff employed to work within Little People will be made aware of the importance of equal opportunities and must also demonstrate a commitment to it. Staff working with children must treat them all with equal concern. They should value and respect the different racial origins, religions, culture and languages in a multi-racial society so that each child is valued as an individual without racial or gender stereotyping.

5A. Equality & Diversity Policy

Statement of intent

Our nursery is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families.

We aim to:

1. Provide a secure environment in which all our children can flourish and in which all contributions are valued;
2. Include and value the contribution of all families to our understanding of equality and diversity;
3. Provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and people with disabilities;
4. Improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity; and
5. Make inclusion a thread that runs through all of the activities of the setting.

6. Transition policy

We believe that through effective communication links between parents/carers, practitioners at our setting and teachers at school, we can achieve a smooth transition for the child and family concerned. We aim to adhere to this policy to ensure that the children are able to achieve maximum success during all phases of their education and care.



7. Child protection policy

We accept that it is our responsibility to check that all adults with substantial access to children have been appropriately vetted. We will ensure that every new member of staff, student or volunteer completes an application form and staff details sheet.

We will ask for the names of two referees who will be prepared to provide a written reference. We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children. A record of the discussion will be kept in the applicants file. We will interview prospective volunteers and staff. We will carry out a probationary period for all volunteers and staff of at least 3 months.

We have systems in place to ensure that all staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about child protection in accordance with

their roles and responsibilities. Staff members are asked to attend relevant courses and training days to learn about child protection and awareness.

CRB checks are carried out on all staff, volunteers and students before they are left unattended with children.

8. Child protection policy statement

We are committed to providing an environment where every child can enjoy the right to live its life free from harm or abuse or potential harm or abuse. The responsibility for promoting, developing and monitoring child protection within Nursery rests with the child protection officer and the management team. But the responsibility to respond to signs of abuse or an allegation rests with everyone. At all times staff will remember that child protection is a matter that needs to be dealt with sensitively and in confidence.

9. Whistle blowing Policy

At Little People all staff, students and volunteers are required to report any misconducts immediately to Vicky or Jane. Staff are asked to read the Every Child Matters publication titled 'What to do if you are worried a child is being abused' to equip them with knowledge and confidence to respond and act accordingly if they do have any concerns about a child's safety and welfare. There is a copy of this document in the entrance hall.

Within this policy, staff has a duty to inform the management team of any misconduct or mal-practice they have witnessed; they must also report any breaches of company policy, any unacceptable behaviour towards children or any suspicions they have, no matter how big or small. Staff will be notified of who is in charge if the managers are not in the nursery.

10. Confidentiality policy

The nursery should recognize that children and parents have a right to expect that confidentiality be maintained. To ensure that all those working in early education can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.
- Staff will not discuss individual children, other than for the purposes of curriculum planning, with people other than the parents or carers of the child.
- Information given by parents/carers to staff at the nursery will not be passed on to other adults without permission.
- Issues relating to the employment of staff will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file in the office and only the managers will have access to it.

11. Administration of medicine policy

Parents/carers with parental responsibility;

- Must endeavour to give as many doses of the medicine at home as is practicable. The child's wellbeing is predominately the responsibility of the parent/guardian and the doctor/dentist will be only too happy to offer advice on times of medication in order to avoid too many doses being given at Nursery.
- Should be aware of those infectious diseases which should result in not sending their child to the setting.
- Will provide the setting with sufficient information about their child's medical condition, medication and treatment or special care needed.
- Must take responsibility for ensuring that their child is well enough to attend the setting in line with our sick child policy. They must be well enough to take part in all learning activities.

The manager on duty's responsibility;

- Only the managers are permitted to administer medications.
- They must complete a medication form with the parent and list all medicines on a separate form kept on the front of the medication cabinet.
- The manager will check the dispensary label for;
 - the child's name
 - prescribed dose
 - expiry date and dispensed date
 - written instructions provided by the prescriber on the label or container.

EARLY YEARS SETTINGS MUST KEEP WRITTEN RECORDS EACH TIME MEDICINES ARE GIVEN

12. Administration of Calpol

At Little People we will administer Calpol if it is prescribed by the doctor and has the child's name on, apart from emergency circumstances when a child's temperature rises very quickly or the parent/carer is unable to get to nursery straight away and the child requires Calpol to bring his/her temperature down. Only Vicky or Jane will have the authority to administer the recommended dose of Calpol on the bottle and must get the parent/carer's signature on the medication form when they collect their child.

If parents require the Nursery to administer Calpol to a child it must be prescribed by a doctor in the last 4 weeks and parents must sign the medicine form in the morning which states :-

- The child's name
- Dosage needed
- The time the child was last administered Calpol
- The time when the child should receive the medicine
- Date and signature of parent and staff in the morning

MEDICATION WILL BE KEPT IN A LOCKED CUPBOARD IN THE FIRST AID CUPBOARD

When the manager has administered the Calpol she will sign to state time given. At the end of the day parents will be asked to sign the form so that they can see exactly what time the child was administered the Calpol.

13. Sick child policy

The Department for Health recommends that no child may attend the nursery while suffering from one of the communicable diseases and they should be excluded for the minimum periods recommended.

Coughs and colds do not normally require the child to be excluded but this depends on the severity and how the child is able to cope with the nursery routine. A child who is, or who appears to be unwell may be refused admission.

Although exposure of children to a communicable disease is not in itself sufficient reason to require their exclusion from nursery, any child who becomes a home contact of diphtheria, poliomyelitis, typhoid and paratyphoid fevers will be excluded.

Should a child become ill whilst at nursery, the Nursery Manager will contact the parent. A child who is sick or has diarrhoea whilst at the nursery is to be collected immediately and kept away for 24 hours following the last bout of sickness or diarrhoea. Parents will always be contacted and informed if their child has a high temperature of 101F / 38C or above.

14. Accident & Emergency

All accidents are recorded in our accident book, a brief description is given as well as the location, any treatment given and the time, date and signature of the member of staff on duty. The manager will then check that the recording is accurate and sign along with any witnesses. If the manager feels that a parent/guardian should immediately be informed of the incident then they will be contacted.

15. Failure to collect a child

In the event of a child not being collected our procedure would be:

- To phone the parent/guardian to see where they are (all contact numbers will be used).
- If the parent/guardian was uncontactable for a morning session child then we will keep on trying throughout the course of the day.
If we still could not reach anyone by the end of the day or, for full time / afternoon session children, 30 minutes after 6pm closing then Social Services will be contacted.
- In the event of recurring lateness from a parent over 10 minutes a late charge of £10.00 pounds will be made.

16. Complaints

If you like what we do, tell others. If you don't, please tell us!

It is hoped that initial complaints will be dealt with in an informal manner with either the member of staff most relevant, alongside the support of a senior staff member, resulting in an immediate resolution. A complaints book will be held within the office and each complaint, no matter how small, will be recorded in it. Alongside the recording of the complaint will be noted the person responding to

the complaint, length of time taken to respond and the outcomes. In the case of serious complaint, where the complainant feels the matter is still not resolved, then the Inspection Officer must be involved and the complainant informed of this option.

All complaints can be made to
Vicky Shaw and Jane Priest

Little People at the Limes

01772 780496

Or OFSTED

Tel 0300 1231231

**Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD**



Booking Form

Name of child.....

Gender.....

Date of Birth.....

Address.....

.....Postcode.....

Tel. No.....

Sessions required (please tick appropriate boxes)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 5.30 Full day					
8.00 - 12-30 Morning session includes lunch					
12.30 - 5.30 Afternoon session includes tea					
Early arrival					
Late departure					

Preferred start date.....

Term time only.....Yes / No (please delete as appropriate)

Please note that from September 2014, a 50% retainer fee will be applied to all term-time only contracts.

Year round care..... Yes / No (please delete as appropriate)

Please note this is not a confirmation of place. A separate letter will be sent out by Little People informing you of your child's place.