



09.1a About our childcare and early education

Welcome to Little Acorns Pre-School and thank you for registering your child with us.

We know how important your child is and aim to deliver the highest quality of education and care to help them to achieve their best.

This document aims to provide you with an introduction to Little Acorns, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This should be read alongside our Childcare and Early Education Terms and Conditions for a full description of our services.

Our setting aims to:

- provide high quality care and education for children
- work in partnership with parents to help children to learn and develop
- add to the life and well-being of the local community
- offer children and their parents a service that promotes equality and values diversity

Parents

You are regarded as members of Little Acorns Pre-School who have full participatory rights. These include a right to be:

- valued and respected
- kept informed
- consulted
- involved
- included at all levels

Children's development and learning

We aim to ensure that each child:

- is in a safe and stimulating environment
- has a named key person who makes sure each child makes satisfying progress and is your link to Little Acorns Pre-School.
- is given generous care and attention, because of our ratio of qualified staff to children.

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- has the chance to join in with other children and adults to live, play, work and learn together
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do
- is in a Pre-School that sees parents as partners in helping each child to learn and develop

The Early Years Foundation Stage

Provision for the development and learning of children from birth to five years is guided by the Early Years Foundation Stage. Little Acorns Pre-School reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2023):

- *A Unique Child*

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

- *Positive Relationships*

Children learn to be strong and independent through positive relationships.

- *Enabling Environments*

Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between educators, parents and/or carers.

- *Learning and Development*

- Children develop and learn at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities (SEND).

How we provide for learning and development

Children start to learn about the world around them from the moment they are born. The care and education offered by Little Acorns Pre-School helps children to continue to do this by providing all the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Learning and Development comprise:

- *Prime Areas*

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

- *Specific Areas*

- Literacy.

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

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

We refer to non-statutory curriculum guidance to support our professional judgment as we assess each child's progress and level of development as they progress towards the Early Learning Goals. We have regard to these when we assess children and plan for their learning by creating a curriculum that is ambitious and meets every child's needs. Our educational programmes support children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development

- self-regulation
- managing self
- building relationships

Physical development

- gross motor skills
- fine motor skills

Communication and language

- listening, attention and understanding
- speaking

Literacy

- comprehension
- word reading
- writing

Mathematics

- number
- numerical patterns

Understanding the world

- past and present

- people, culture and communities
- the natural world

Expressive arts and design

- creating with materials
- being imaginative and expressive

Our approach to learning and development and assessment

Learning through play

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by educators.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- playing and exploring - engagement
- active learning - motivation
- creating and thinking critically - thinking

We aim to provide for the characteristics of effective learning by observing how a child engages with learning and being clear about what we can do and provide to support each child to remain an effective and motivated learner.

Assessment

We assess how young children are learning and developing by observing them. We use information that we gain from observations of the children, to understand their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

Little Acorns make periodic assessment summaries of children's achievement based on our on-going observations. These help us to build a picture of a child's progress during their time with us and form part of children's learning journeys. We undertake these assessment summaries at regular intervals, as well as at times of transition, such as when a child moves from Squirrels to Badgers or when they go on to school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short-written summary of their child's development in the three prime areas of learning and development - personal, social and

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emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observations carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Learning journeys

We keep a learning journey for each child. Your child's learning journey helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work in partnership with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's progress. Together, we will then decide on how to further support your child's learning and development.

Working together for your children

We maintain the ratio of adults to children in the Pre-School that is set by the Safeguarding and Welfare Requirements. This helps us to:

- give time and attention to each child
- talk with the children about their interests and activities
- help children to experience and benefit from the activities we provide
- allow the children to explore and be adventurous in safety

The staff who work at Little Acorns are:

Name	Job Title	Qualifications and Experience
Lisa Hickman	Manager Deputy Designated safeguard Lead Sendco	NNEB- 29 years' experience Paediatric First Aid Food Hygiene
Jo Kinsey	Pre-School Assistant	Qualified Teachers Statius-23 years' experience Forest schools trained British sign language Paediatric First Aid
Elizabeth Raftery	Pre-School Assistant	Btech 3 in Nursery Nursing-26 years' experience Paediatric First Aid

		ELSA trained
Stephanie Cook	Pre-School Assistant	NVQ 3 in Childcare-15 years' experience Paediatric First Aid Food Hygiene
Anna Parker	Pre-School Assistant	NVQ in childcare- 15 years' experience Paediatric First Aid Food Hygiene
Abbie Davies	Pre-School Assistant	Qualified Teachers Status- Paediatric First Aid ELSA trained
Lizzie Goodacre	Pre-School Assistant	NVQ level 3 in childcare Paediatric First Aid
		Paediatric First Aid
Lee Swales	Head Teacher Designated safeguard Lead	Qualified Teachers Status-
Rachel Gascoigne	Business Manager	
Mickey Bowler	Premises Officer	

We are open for 38 weeks a year- term time only

Am session- 8:45- 11:45

Lunch time session 11.45- 12.30

The times we are Pm session 12:30-3:30

open are Full day 8:45- 3:30

Monday- Friday term time only

We provide care and education for young children between the ages of:

2-5 years old

How parents take part in Little Acorns Pre-School

Little Acorns recognises parents as the first and most important educators of their children. All our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our Pre-School a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff
- contributing to the progress check at age two
- sharing their own special interests with the children
- taking part in events and informal discussions about the activities and curriculum provided by Little Acorns
- joining in community activities, in which the setting takes part
- building friendships with other parents in the Pre-School

Key person and your child

Little Acorns uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare and early education that we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from our activities.

Learning opportunities for adults

As well as gaining relevant qualifications, our staff take part in further training to help them to keep up-to-date with thinking about early years care and education. We also keep up-to-date with best practice, as a member of the Early Years Alliance, through *Under 5* magazine and other publications produced by the Alliance.. Occasionally, we hold learning events for parents. These usually look at how adults can help children to learn and develop in their early years.

Little Acorns Pre-School's timetable and routines

Our Pre-School believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting
- ensure the safety of each child
- help children to gain from the social experience of being part of a group
- provide children with opportunities to learn and help them to value learning

The day

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to all areas of learning and development, including their health and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom(s).

We cater for children's individual needs for rest and quiet activities during the day.

Snacks and meals

We make snacks and meals a social time at which children eat together.

Snacks are provided by Little Acorns, they consist of fruit and milk and a savoury option too eg toast/cereal/bread sticks/biscuit. Snack times are offered during the morning and afternoon.

Hot meals are provided by the school kitchen and follow a balanced diet or children can bring in a packed lunch from home.

Please tell us about your child's dietary needs, particularly any known allergies or food intolerance and we will plan accordingly.

Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

We ask parents to provide wellies and puddle suits for their children to wear in Forest schools, however we do have spares for those children that do not have them.

We ask parents to ensure they provide spare clothing in a bag for their children in case of a wet accident. Little Acorns do have a limited amount of spare clothing for children to change into if they run out of spare clothes in their bag.

Policies

Our staff can explain our policies and procedures to you. Copies of which are available on request within the Pre-School.

Our policies help us to make sure that the service we provide is of high quality and that being a member of Little Acorns is an enjoyable and beneficial experience for each child and her/his parents.

Our staff work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling our Pre-School to provide a quality service for its members and the local community.

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Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is:

1. processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes
3. adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed
4. accurate and, where necessary, kept up-to-date
5. kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed
6. processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

When you register your child with us, we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Safeguarding children

Little Acorns Pre-School has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure that people looking after children are suitable to fulfil the requirements of their role and help to protect children against the likelihood of abuse in our Pre-School and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Special educational needs

To make sure that our provision meets the needs of each individual child, we take account of any special educational needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is

Lisa Hickman

The management of Little Acorns

The setting is owned and governed by Thringstone Academy Trust

Fees

The fees are

£17.50 per session (AM or PM) or 3 hours funding (FEEE) per session

£4.50 for lunch club where a child brings a packed lunch or £6.00 including a hot dinner or 45 minutes FEEE

£39.50 for a full day where the child brings a packed lunch or £41.00 for a full day with a hot dinner.

Full days are equivalent to 6.75 hours funding or 6 hours funding and lunch session paid for as above

Invoices are sent out termly (3 times a year) they are split into 3 monthly payments per invoice.

Fees must still be paid if children are absent.

For your child to keep her/his place at Little Acorns, you must pay your fees on time. We are in receipt of nursery education funding for two-, three- and four-year-olds; where funding is not received, then fees apply.

Please ask for further information on FEEE, 15 hours funded childcare for working families, 2year old funding for families receiving some additional form of government support.

Starting at Little Acorns

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting. All children are offered a free 1 hour settling session before their official start date (as long as the child turns 2 before their start date.)

We hope that you and your child enjoy being members of Little Acorns and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views or to respond to any questions.