



Little Acorns Pre-School | Brixworth

PROSPECTUS



Little Acorns Pre-School

The staff would like to welcome you and your family to our pre-school.

Our OFSTED inspection in November 2012 rated the pre – school as outstanding. We have 10 Members of staff, 7 of which are qualified to level 3 and above and 1 member of staff who holds a BA honours in Early Years practice and has an “Early Years Professional Status.

At little Acorns we strive to maintain a safe secure and happy learning environment. We believe that all children deserve a happy, safe and secure environment, where they are provided with opportunities for lots of new and fun experiences. We encourage children to develop at their own pace with autonomy, ensuring that they interact in a caring and responsible way, showing respect for peers, staff and their surroundings, taking into account individuality and allowing differences to be noticed but accepted. We aim for total equality and inclusion in our groups.

Our building has wheelchair access and a toilet for the disabled.

Admissions Policy

At Little Acorns we are able to take children from 2 years, spaces permitting. Parents/carers may stay with the child initially, according to the needs of the child, and provided they have reached a suitable maturity.

They can stay with us until they start school. This is usually in the September of the academic year they reach four although not compulsory until the term after their fifth birthday. Please remember to apply at the school of your choice as soon after your child's 3rd birthday as possible.

At Little Acorns we operate a waiting list. An application form must be completed and returned to the pre-school and your child will be added to the waiting list until a place has become available. We will give priority to children who will be attending the Primary School in the following academic year and those who live within Brixworth village.

Little Acorns Actively follows an inclusive and Senco policy, sometimes a child may need extra support in someway, and we encourage parents who think their child may have particular needs to talk to us about any concerns as soon as possible.

SESSIONS

Our Session times are

Monday to Friday 9.15am to 12.15pm

Monday, Tuesday and Friday 12.45pm – 3.15pm

Lunch Club - Monday to Friday excluding
Thursday 12.15pm – 1.00pm.

***We like children to attend a minimum on 2
sessions a week***

Morning sessions are currently £10.50 per morning
which includes a drink and a snack.

Lunch Club is £2.50 per session

Afternoon sessions are currently £10.00 per
afternoon which includes a drink and a snack.

All day sessions are priced at £22.00

The fees are billed monthly
and should be paid within
one week. We do operate
an instalments system and
would welcome anyone who
wishes to take advantage of
this. Failure to pay without
prior arrangement will
result in the forfeit of your
child's place. This may
seem a little harsh but as a
small business we can only
survive if fees are paid on
time.





Lunch Club

The children can stay for optional lunch sessions for a small fee. All children attending the lunch club will be liable for the charge of £2.50 regardless of age and funding. This will be a good social experience for children particularly in the months before they go to school. They will eat with the staff, who will encourage good table manners at all times. We ask that you provide a balanced lunch box (ie sandwiches, yoghurt, fruit etc).

No sweets or fizzy drinks

FUNDING

Northants County Council follow the Governments pre-school education grant provision guidelines, which provides 38 weeks of 15 hour per week of funding, for all children from the term after their 3rd Birthday. This excludes Lunch club, which is chargeable to everyone even if they are eligible for government funding. If you are unsure when your child will be eligible for government funding then please ask at the pre-school who will supply you with a funding information sheet and give you any help you need.

CLOTHING

We do ask for children to wear suitable clothing for our messy and wet play experiences. Aprons are provided for the children's use but we cannot always ensure that clothes will remain clean. In the winter and autumn months please bring clearly named coats, hats, scarves and gloves so that your child gets the opportunity to play in our outdoor play area. In the spring and summer months please bring a clearly named sunhat and sun cream. We do ask that you apply sun cream before coming to pre school although we will ensure that all children do have there sun cream reapplied when required. Please bring a named bag with a complete change of clothing as accidents do happen! These should be left on their peg at the beginning and collected at the end of every session.



We do have a uniform that is available for everyone to purchase. Whilst it is not compulsory we do encourage where possible all children to wear the uniform.

Gold / Yellow Polo Shirts - £8.00

Bottle Green Polo Shirts - £9.00

Bag - £4.00

Order forms can be obtained from the pre-school.

Home/Pre-School Book

Each child who attends our setting will be given a home/pre-school book, which will be used to comment on your children's daily activities. This will enable us to record anything we feel that you need to know about your child. It will also be used for communication between settings; ie childminders and other pre-schools to help give you child a balanced curriculum. In addition it will also aid those of you who may not have the opportunity to bring your children into pre-school and collect them yourself an opportunity to share anything you may need to with us. We would recommend that should you write anything in your child's book that needs response from us, that they are handed to us at the beginning of the session, although we will make every effort to look at all books during the session.

COLLECTION OF CHILDREN

Written consent must be given to staff if someone else will be collecting you child, other than yourself or anyone named as an authorised person on your child registration form. Ideally we should be notified at the beginning of the session if someone else will be collecting your child. The pre-school has the right to ask for identification when that person arrives. If you are unable to collect your child on time and have had to make arrangements for someone else to collect your child, please telephone Little Acorns to inform us of the new collection details. In these circumstances should the person not be an authorised person on your registration form they will need to bring identification, as we will ask for it to be shown. This may seem a little extreme but we have a responsibility for the safety of your children. There is a written consent book available each morning on the desk in the lobby for you to give details of who will be collecting you child.

In cases of late collection of children, we reserve the right to charge an extra fee of £5.00 for every 15 minutes.

PARENT HELPERS

SCHOOL INFORMATION

We believe that children benefit most from early year's education and care when parents and the setting work together in partnership.

Parents are welcome to stay at anytime, especially during the settling in period. You may stay and help with a session, which could include playing games with the children or reading some stories and joining in the fun. Please speak to member of staff should you wish to help in any session.

There is a parent washing up rota displayed in the main foyer. We do ask that you make yourself available to wash up at least twice a term. If you are able to help with the washing up please arrive at the pre-school at 11.45am.

STAFF

We provide a staffing ratio in line with the requirements of the national standards for day care to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

EQUALITY AND DIVERSITY

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

CHILD PROTECTION

Our Setting will work with children, parents and the community to ensure the safety of the children and to give them the very best start in life. Full details of our Child Protection policy are displayed in the lobby.

SPECIAL EDUCATIONAL NEEDS

We provide an environment in which all children are supported to reach their full potential.

BEHAVIOUR MANAGEMENT

Little Acorns believe that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. Children will be distracted and reasoned with if their behaviour is inappropriate. It is the behaviour that is unacceptable, not the child. If they continue to be disruptive and unacceptable, they will be removed from their immediate environment and given another task to do during a calming down period.

ACCIDENTS

A first aid kit is kept on the premises; each session has at least one qualified first aider available. If your child has required any treatment you will be advised and asked to sign the Accident Record Book upon collection of your child.

ILLNESS AND INFECTION

Please do not bring your child to the pre-school if they have an illness such as a serious cough/cold, sickness/diarrhoea, fever, rash or conjunctivitis. Please allow 48 hours before returning your child to the pre-school after the last incident. Please notify the pre-school if your child will not be attending that day. If you are unsure whether your child should attend the pre-school please contact your GP surgery for guidance or inform Little Acorns. We have “Infections in Children” fact sheet, written by the Health Protection team in Northampton, which we can refer to.

KEY PERSONS

To meet our OFSTED requirements we have in place a system of observing and recording your child's development in specific areas of learning. This will help in our curriculum planning, to ensure that we meet your child's needs. You will be introduced to your child's key person when your child starts at Little Acorns. Parents/Carers will be encouraged to discuss with either the supervisor or their child's key person any information they think will support their child's individual needs and progress. All children's work and records are confidential, but are open for you to look at anytime. All records will be handed over to you when your child leaves Little Acorns.

PHOTOGRAPHS

The staff will observe and record your child's progress during their time at Little Acorns. These written records are confidential and only available to you, staff and authorised persons. We wish to incorporate into these records photographs of your child, which will endorse their learning. As

with all our records, these photographs will be kept within your child's file and given to you when they leave the pre-school.

VISITS

We would like to be able to take small groups of children out for short walks/activities on playing fields/parks (weather permitting). We do this at a 2:1 ratio, so we are always looking for mums, dads and carers to help. If you are interested in helping then please speak to a member of staff.

HEALTH AND SAFETY

The setting believes that health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. Fire Drills are carried out every six weeks.

COMPLAINTS

Little Acorns believes that children and parents are entitled to expect courtesy and prompt careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired results, we have a set of procedures for dealing with concerns/complaints.

POLICIES AND PROCEDURES

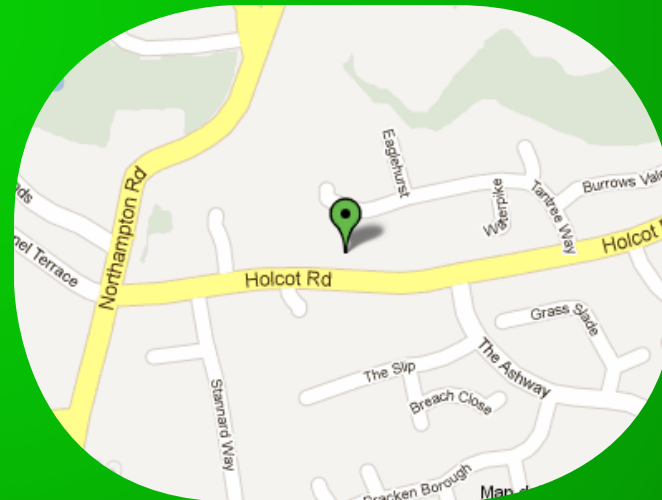
Our policy and procedures have been mentioned briefly throughout this information pack. All of our complete policies and procedures are displayed in the lobby, along with other information about Little Acorns including OFSTED reports. Parents/Carers are welcome to read any of this information, but please do not remove it from the lobby.

OFSTED

If you require further information about our setting or if you feel that you need to contact OFSTED with any concerns that you may have, their contact details are shown below:

OFSTED
National Business Unit
Piccadilly gate
Store street
Manchester
M1 2WD

Telephone : 0300 1231231



Little Acorns
Pre School
Brixworth Village
Hall,
Holcot Road,
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www.littleacornsbrxworth.co.uk