



# Little Acorns Preschool Prospectus

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## Little Acorns Preschool – A Brief Overview

Little Acorns Preschool has been established since the 1960's in the heart of Tatsfield Village. With strong links in the community, we aim to offer an inviting and inspiring environment to the children of Tatsfield and surrounding areas. We look forward to encouraging your child as they take their first steps into early years education, preparing them for school and beyond.

### Our Credentials

- Established in the 1960's
- Joined the Pre-school Learning Alliance in the 1980's
- Became a Registered Charity (no. 1024480) in the 1980's
- Managed by a Committee of parents/carers and volunteers
- Minimum adult:child ratios of 1:4 for 2-3 year olds and 1:8 for 3-5 year olds
- Rated 'Good' by Ofsted in all areas (February 2019)
- Holders of appropriate insurance cover

### Our Aims

- To enhance the development and education of children under statutory school age in a parent involving, community based group
- To provide a safe, secure and stimulating environment
- To work within a framework which ensures equality of opportunity for all children and families

### We Offer

- The Early Years Foundation Stage Curriculum
- Individual care and attention made possible by a high ratio of adults to children
- A fun and exciting environment to encourage learning and personal development
- Opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress



## Our Sessions, Fees and Funding

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
AM	9.00-12.00	9.00-12.00	9.00-12.00	9.00-12.00	9.00-12.00
PM	12.00- 15.00	12.00- 15.00	12:00-15:00	12.00- 15.00	(lunch 12-1)

We offer preschool sessions for children aged 2 to 5 years in the morning (9am-12pm), afternoon (12-3pm) or all day (9am-3pm) and lunch club every day 12-1. Lunch Club can be added to any morning session for an additional £5 charge. We do not currently offer afternoon sessions on a Friday.

For our three-hour morning or afternoon session we charge £17.00, payable half-termly in advance. Once the child is eligible for the Nursery Grant Fund then this will be claimed by us directly from Surrey Supporting Children Team on completion of the relevant paperwork.

We are also pleased to accept 2 year old 'FEET' funding, 30 Hours extended funding (up to a maximum of 24 hours) and childcare vouchers from a number of different providers including Co op, Sodexo, Childcare Plus, Computershare, Edenred, RG Childcare and Care-4.

Please see our policies on Admissions, Fees and Late Payment for more information.

## Our Daily Programme

Each session is run according to a timetable to provide routine for the children and structure for the adults in the group. We are flexible and respond to the children's needs and requests where possible. Visitors are welcome at any time, but staff will have more opportunity to answer questions between 09.15-11.00. Each session will contain the following elements, timed according to the children's needs.

<b>Morning Session</b>		<b>Afternoon Session</b>	
<b>9.00</b>	Arrival	<b>12.00</b>	Afternoon Arrival and registration
<b>9.20</b>	Free play	<b>12.10</b>	Free play
<b>9.30</b>	Outside play	<b>12.45</b>	Lunch
<b>10.15</b>	Snack	<b>13.45</b>	Free play
<b>11.00</b>	Free play	<b>14.00</b>	Tidy up
<b>11.20</b>	Tidy up time	<b>14.10</b>	Outside play
<b>11.40</b>	Story and song time	<b>14.40</b>	Song and story time
<b>11.50</b>	Show and Tell	<b>14.45</b>	You are free to collect your child from 14.45 for a 15.00 school pick up
<b>12.00</b>	Home time/Lunch Club	<b>15.00</b>	Home time



## Breakfast Club

We are pleased to be able to offer a 'breakfast club' to preschool, key stage 1 and 2 children. Children are provided with a healthy breakfast, time to play and quiet time for spelling and reading before being walked over to neighbouring Tatsfield Primary School, and preschool children given continuing care through to preschool hours. This is available Monday-Friday during Tatsfield school term time from 07.15- 08.45, costing £7 for pre-booked sessions or £8 for ad-hoc mornings.

## Committee and Management

Little Acorns is a registered charity run by a voluntary committee (operating under PLA constitution) elected annually constituted predominantly of parents of children attending the preschool. This ensures that major decision-making is always in the hands of those who use the group. The committee is responsible for reviewing both policy and practice and for the employment, appraisal and training of the pre-school staff. It also manages fundraising activities. The Annual General Meeting (AGM), at which the committee for the following year is elected, is held in the Autumn of each year and all parents are informed in good time, so they are able to attend.

The 2019-2020 Committee is as follows:

Chair	Lisa Turner		
Treasurer	Ruth Taylor	Secretary	Lucy DuMay

## Parental Involvement

Little Acorns recognises parents and carers as the first and most important educators of their young children. In addition to committee work, parents and carers are welcome to:

- Work in the group with the children
- Assist with fundraising
- Represent Little Acorns at branch and county activities of the Pre-school Learning Alliance (PLA)
- Attend open meetings of the PLA
- Attend training courses, workshops and conferences organised by the PLA & Surrey Early Years

## Policies



Little Acorns Staff are committed to a comprehensive set of policies which ensure the maintenance of high standards of care. Our policy document is available for viewing at any time and is located by the noticeboard in the foyer. Parents are emailed a copy of our policies and procedures in their welcome email and the latest copy is also available on our website. All of our policies are designed to offer the best possible experience for the children and families in the group and are reviewed on a regular basis. Comments and suggestions from parents are always welcome; a suggestion box is in the foyer for this purpose, or please speak to any member of staff or the committee.

## Staff and their Roles

Staff	Role	Qualifications
Jackie Apps	Manager and DSL (Designated safeguarding lead)	Cache Diploma in Preschool practise (Level 3), First Aid
Jenny Dickens	Deputy Supervisor and SENCO (Special Educational Needs Coordinator), DSL	NVQ Level 3 in Childcare and Education, SENCO, First Aid
Katie Bath	Office Manager, DSL	NVQ Level 3 in Childcare and Education, First Aid
Lisa Sheehy	Practitioner and Deputy SENCO, DSL	NVQ Level 3 in Childcare and Education, First Aid
Jen Creed	Practitioner	NVQ Level 3 in Childcare and Education, First Aid
Kim Gibbs	Practitioner	NVQ Level 2 in Childcare and Education, First Aid
Dawn Ilott	Trainee Practitioner	First Aid, Currently training in NVQ Level 3 in Childcare and Education
Terri Ford	Practitioner	NVQ Level 2 in Childcare and Education, First Aid
Maxine Bruckner	Trainee Practitioner	First Aid, Currently training in NVQ Level 2 in Childcare and Education
Kaylee Ball	Practitioner	NVQ Level 4 in Childcare and Education, First Aid

## Training

Our support from Surrey Supporting Children Team ensures that we are constantly in touch with new thinking in the field of child education and care. We receive regular visits and support from them and



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subscribe to other professional publications offering practical advice and up-to-date information. We are also members of the Pre-School Learning Alliance, who keep us up to date with various legal issues in our field and offer support and advice on all aspects of running the preschool.

We encourage all our staff to take additional professional qualifications in line with Ofsted requirements as well as being regularly updated in First Aid procedures.

For further information about the PLA, send a large SAE for a free publications catalogue to the Preschool Learning Alliance, 69 King's Cross Road, London WC1X 9LL.

## The Curriculum (including Early Learning Goals)

At Little Acorns, by means of developmentally appropriate play activities and a high level of adult input, we offer a curriculum, which leads to nationally approved Early Learning Goals. This prepares children to progress with confidence to the Reception Year at Primary School and onto Key Stage 1 of the National Curriculum.

The Early Learning Goals are divided into three prime Areas of Learning:

- Personal, Social and Emotional
- Communication & Language
- Physical development

And four specific areas:

- Understanding the World
- Maths
- Expressive arts and design
- Literacy

Full details of these are given in the Early Years Foundation Stage pack, along with the Early Learning Goals and individual 'Stepping Stones' to attain each goal. By following these guidelines we can ensure your children are given the opportunities to achieve the age appropriate milestones.

## Key-worker System

We operate a key-worker system, which involves the children being allocated a key person when they first start at Preschool. They will ideally have the same key-worker throughout their time at Little Acorns, promoting close relationships between children and staff which will continue as children begin their preparation for school. Key workers act as the main point of contact for parents to discuss



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their child's learning journey through shared record keeping, ensuring that all children are supported in reaching their full potential. You are free to speak to your key-worker at any time, although it may be beneficial to make an appointment to allow uninterrupted discussion.

## School Readiness

Commencing the January before they start school, we provide children with more structured learning opportunities. Our Rising 5's children continue the process started when they first join us, preparing children for the structured learning they will experience at school, focusing on mark making and number work in smaller groups and one-to-one. Each key-worker will prepare individually tailored work to advance the children through the stepping stones towards the Early Learning Goals (which are expected to be achieved at the end of Reception Year). Some of the children's work evidencing this progress, including observations, is collated in a virtual folder (Tapestry Online Learning Journal- see below) and on leaving the pre-school passed to their new school.

## Special Educational Needs and Disability (SEND)

All children at little Acorns are seen as unique with support tailored to their individual needs. Our team is experienced in both identifying and supporting children with special educational needs to ensure they reach their full potential. Our Special Educational Needs coordinator (SENCO) is Jenny Dickens. If you have concerns about any aspect of your child's development you can discuss this in private with your child's keyworker or our SENCO. We work closely with outside agencies including speech and language therapists and have access to funding and advice from Surrey Supporting Children Team to support our children with special educational needs and disabilities.

More detailed information on our SEND provision is contained in our 'Local Offer' document which is available to view in our foyer or on our website. You can also view more Local Offer information at [www.surreylocaloffer.org.uk](http://www.surreylocaloffer.org.uk).

## Behaviour management

Our children thrive in a secure environment where boundaries and behaviour expectations are clear and consistent. Staff provide a good role model for children praising and endorsing desirable behaviour. When children display unwanted behaviour staff will be consistent in their response, offering children strategies for handling any conflict, making clear to the child in question that it is the behaviour and not the child that is unwelcome. See our behaviour management policy for full details.

Our Behaviour Management leads are Jenny Dickens and Lisa Sheehy. We are able to offer advice and support including access to 'parent puzzle' workshops for parents who are experiencing difficulties with their child's behaviour at home.

## Tapestry Online Learning Journal



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To record and track your child's development at Little Acorns we are pleased to use Tapestry Online Learning Journal. Your child's keyworker uses this to capture your child's experiences and allows them to monitor their development and learning. All of this information is shared with parents through Tapestry online, allowing you to share your child's journey by viewing text, images and videos of their progress and special moments. Tapestry also allows parents to comment on observations and upload your own observations from home making it an excellent two-way form of communication between parents and keyworkers. We also use the Tapestry care diary function which details day-to-day information such as nappy changes. When your child begins at Little Acorns you will be issued with unique log in details allowing you to securely access their online learning journal.

## Where To Next?

Children from Little Acorns generally go on to attend Tatsfield Primary, Biggin Hill Primary or Oaklands Primary schools. Our staff liaise with the local schools, and Tatsfield Primary in particular, in order to make the transition from pre-school to primary school as smooth as possible.

## How To Contact Us

We hope that your child's time in Little Acorns will be very happy and rewarding. If you have any queries, or if we can be of any help, please contact the staff or committee at any time.

<b>Jackie Apps (Manager)</b>	01959 540775 info@littleacornstatsfield.co.uk
<b>Lisa Turner (Chair)</b>	chair@littleacornstatsfield.co.uk
<b>Katie Bath (Office)</b>	01959 540775 office@littleacornstatsfield.co.uk

# Key Information for Parents and Carers

Arrivals and Departures



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Upon arrival children should leave outdoor shoes, coats and bags on their named coat hook in the cloakroom. Staff open the door at 09:00 and welcome the children. A member of staff will always be in the foyer in case you need to speak to anyone.

The person collecting the child at the end of the session will be assumed to be the same parent/guardian who dropped the child off and staff will not allow a child to leave with anyone else unless prior arrangements have been made and this person is named on your child's 'permissions to collect' information. If a regular arrangement is to be made, e.g. 'Nanny to collect every Wednesday', then a letter to this effect can be given to us. A contact number for this person should be included if possible please.

## Fees

At the beginning of each half term you will receive an invoice for your child's sessions if they are unfunded; fees are payable in advance on a half-termly basis. Please ensure that payment is made before the date stated on your invoice by leaving payment in the 'fees' box in the foyer or by BACS or childcare vouchers (details will be on your invoice). Fees continue to be payable if a child is absent, however in cases of prolonged absence parents should consult the committee about fee payment. Each child's attendance at the group is conditional upon continued payment of any necessary fees; please see our policies on fees and late payments for more details.

Please also ensure that you are prompt in collecting your child at the end of their session as an additional fee will be charged for repeated late collection/early drop off.

## Settling In

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help the child feel confident and secure in the group. We recommend that children make at least two visits before they start in full; parents are required to stay with the children for these visits. We also ask for the parent to be reachable during the first few sessions, so that should their child become too distressed, he/she can return to give reassurance.

We recognise that it takes longer for some children to settle than for others and parents should not feel worried if their child takes a while to settle. Should a child require his/her comforter or favourite small toy in school, this is allowed, and parents are welcome to stay with their child during the session if he/she becomes very distressed in their absence. See our Policy Document for further details.

## Our Dress Code

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes that are easily washable and not too new. At Little Acorns we





do offer a uniform, with a choice of t-shirts and sweatshirts (although these are not compulsory) and can be ordered from our office.

- ✓ We ask that you send your child in a pair of soft shoes such as plimsolls or lightweight trainers, which are changed into once your child arrives at preschool. We want to avoid any accidents with fingers being trodden on by heavy shoes as children spend a lot of time on the floor.
- ✓ Clearly labelled outdoor clothing including a coat, sun/winter hat, wellies/ trainers suitable for outdoor play.
- ✓ Sleeves which can be pushed up or which roll up are useful, particularly for water play.
- ✓ Simple clothing which children can manage by themselves when going to the toilet and putting on and off their outdoor clothes without being too dependent on other people's help.
- ✓ It is not essential that children are potty-trained before attending the pre-school, but spare nappies and wipes are required each day as the pre-school does not keep a supply of their own.
- ✓ Whilst we do have an 'emergency' supply of clean clothes, please supply your own change of clothes in case of accidents. Donations to our supplies are always welcome.
- ✓ For safety reasons, we do not allow children with pierced ears to wear earrings other than studs. No other jewellery is allowed.

## Food and Drink

Water bottles must be provided from home and these are available for the children to drink at any time throughout the session, particularly on hot days. We provide children with a drink of fresh semi-skimmed pasteurised cow's milk or water. Should you wish your child to have a certain drink, e.g. water only, please advise us and we will ensure this is implemented. Should your child not be able to consume cow's milk or the other options, we would ask you to provide a suitable alternative.

For morning sessions, we ask you to provide a small, **healthy** snack, e.g. a piece of fruit, in a named container. For afternoon sessions, please provide your child with a lunch in a named container or bag. If your child attends for the whole day please provide both a snack and lunch in separate containers.

Please do not include chocolate, crisps, biscuits, chocolate cereal bars, or any type of snack or sandwich filling that contains nuts. Please also ensure that grapes are cut lengthways in half. **If your child has any food allergies please ensure you tell us as many details on this as possible on the data collection form when your child joins us and update us on any changes as soon as possible.**

## Health, Safety and Sickness

The health and safety of children at Little Acorns is paramount. We operate under a detailed policy that covers all aspects of health and safety and is available for parents to view at any time (ask to see our Policy document). Please notify the preschool if your child develops an infectious illness such as Chicken Pox etc. The same applies to cases of head lice. Children with sickness and/or diarrhoea



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must be kept away from the pre-school for a minimum of 48 hours from their last bout of illness. Please call the preschool on 01959 540775 to notify us if your child is unable to attend a session. We adhere to all government guidelines in force regarding Covid.

## Special Activities and Events

In addition to the activities and equipment which are routinely used, we offer a variety of other activities and events for the children, e.g. guest visits and outings. These are built into the curriculum on a half termly basis and are advertised on the notice board and in the newsletter. We are also pleased to put on our end of year show in July and nativity in December which parents/ carers are welcome to join us for.

## Parent Communication

To keep parents informed we regularly email parents with key information and display this on the parent noticeboard in the foyer. A newsletter is issued to parents each term including details on the curriculum, topics being worked on and any upcoming events and outings. For day-to-day information we have a closed Facebook page which posts regular updates; please search for 'Little Acorns Pre School and Breakfast Club' to follow this information. We also have a parents WhatsApp group. When completing the Information and Consent Form when your child begins with us, please provide us with your email address to receive preschool letters; a copy of all letters are also posted on the parent noticeboard.

For two-way communication between parents and staff your child's Tapestry account allows you to comment on our observations and upload your own observations which your child's keyworker will receive. We also use the care diary feature on Tapestry which is used for day-to-day information such as nappy changing information; please be aware that this feature does not currently show on the Tapestry app and will need to be accessed from a PC.

## Photographs

In order to maintain a record of special events, visits and activities in which our children take part, we take photographs on a regular basis. These are available for parental viewing at any time. We recognise that some parents may be concerned over their child being photographed in their absence and are happy to exclude children from shots should parents request it. Parents are asked to give their agreement to their child being photographed when they complete the information and consent form when their child first starts at Little Acorns. This will be considered to be in effect until we are told otherwise.



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Photographs taken for your child's Tapestry account will only be shown on your child's account and your permission for these are sought on the Tapestry agreement letter when your child starts at the preschool.

We also remind parents that any photos taken by you at preschool (during Christmas shows etc) can only be posted online if no other children appear in the photo. Similarly any photos on your child's Tapestry account must not be shared online as stated in the Tapestry agreement. Thank you in advance for your understanding and co-operation in this matter.

**We hope that your child's time in Little Acorns will be very happy and rewarding. If you have any queries, or if we can be of any help, please contact the staff or committee at any time.**

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