



Parent and Carer

INFORMATION PACK

Village Hall, Tatsfield TN16 2AG

A warm welcome to Little Acorn's preschool - we look forward to helping your child learn, grow and have fun!

Little Acorns opened its doors many years ago to provide care for pre-school children between the ages of two and four. Since then, we're happy to say we've gone from strength to strength and have helped lots of children on the first steps of their learning journey.

Over the years, we've built a warm and friendly environment where children can enjoy learning, develop their skills and make new friends in a safe and secure setting. Our sessions focus on developing pre-school language, building literacy and problem-solving numerical skills, exploring expressive arts and design as well as helping children to understand the world around them.

But it's not just about learning – it's about having fun too.

Inside this information pack you will find lots of handy tips, ideas and advice on starting at Little Acorns, we thrive on giving your child the most efficient care and support.

Please do not hesitate to contact us or ask any questions you may have during your time here with us.

What to bring to Nursery?

- We ask that all Parents and Careers provide a bag with:
 - A change of clothes in case we have too much fun and get messy or need a change of clothes.
 - Nappies/Pull ups and wipes if needed.
 - Wet & cold weather clothing. We do have some spare wellington boots on site but please supply boots and appropriate wet weather clothes, clearly labelled.
 - Please also provide hats and gloves clearly labelled so that your child can still enjoy the experience of being outside in the colder months.
 - Sun Hats. In the summer months please provide your child with a sun hat and apply sun cream before they arrive at preschool. For children staying all day, if you wish for your child to have nursery sun cream applied after lunch we ask that you sign a permission form to this affect.
 - Please clearly label any items that you provide in the bag so that we can help towards the frustration of loss property and not getting things returned to their rightful owner.
 - We encourage Nursery uniform Sweatshirts are £9, T-shirts are £5 and Polo shirts £7, to help ease the worry of what to dress your child. We would highly recommend a small investment to save you having to worry about what to put on your child in when attending nursery.

Uniform will also help your child to get use to wearing a uniform for when they grow up and attend big school. Please ask our office manager for a uniform order form.

- ❖ We would like to take this opportunity to ask if you could refrain from bringing toys and personal belongings into Little Acorns. We understand at times that children can become attached to toys on their journey to preschool, but as you can imagine these can some time cause conflict when other children wish to look at them or show an interest. If these items do get to Little Acorns we are unable to take any responsibility of loss or damage.
- If your child has regular medication then please make sure that you talk it through with your keyworker. If medication has been prescribed by a doctor then we do need to see medication with a prescription label clearly attached. If your child has been prescribed antibiotics then we ask that your child stays at home for 24 hours. This is to make sure that there are no side effects and that the medication has had time to get in to their system. We then can administer at preschool once a medication form has been completed and signed.
- Be aware we have a 'NO NUTS' policy at nursery and will return any Nut products to you.
- We are very keen that the children bring the kind of lunch that they will be expected to bring or eat when they go to school i.e. a healthy packed lunch that forms part of a healthy balanced diet.
This means that a packed lunch should contain:
 - – 1 portion of vegetables, fruit or salad
 - – 1 portion of milk or dairy products
 - – 1 portion of meat, chicken or protein

Please note that children who are staying for lunch will need a named packed lunch provided for them.

PRE-SCHOOL HOURS/DAYS

- **Little Acornd Pre-school opening hours are Monday – Thursday 9am to 3pm and Fridays 9am-12pm, during term time.**
- **We offer a morning (9am -12pm) session and afternoon (12pm -3pm) session daily with the option of adding lunch club from 12-1pm on any morning session.**
- **Each child must attend a minimum of 2 sessions per week.**
- **Breakfast Club is also available if required.**

STAFF

All our staff are appointed by the management committee and will have completed or are undertaking the relevant recognised statutory training courses as laid down by the 2006 Children's Act. All staff have training in Paediatric First Aid.

PRE-SCHOOL MANAGER (SENCO) jenny@littleacornstatsfield.co.uk

Jenny Dickens – NVQ 3/Lead DSL

DEPUTY (Deputy SENCO)

Lisa Sheehy – NVQ 3/Deputy DSL

STAFF

Jen Creed – NVQ 3

Kim Gibbs – NVQ 3

Terri Ford – NVQ 2

Natasha Dilling – NVQ 3

Maxine Bruckner - trainee

Dawn Ilott – trainee

OFFICE MANAGER office@littleacornstatsfield.co.uk

Katie Bath – NVQ 3/Deputy DSL

All our staff hold certificates in First Aid and Child Safeguarding

KEY PERSON

What is a Keyperson's Role?

The **keyperson** is a named practitioner who has responsibilities for a small group of children. They are there to help the child feel safe and secure. The role is important for both child and parent, and it is an approach set out in the EYFS.

The key person approach makes sure relationships between staff and children are 'attentive, responsive, stimulating and affectionate.' A key person ensures that within the day-to-day demands of the nursery, each child feels welcomed, cherished and cared for as an individual to create a smooth transition from the home environment to nursery each session they attend. Children feel settled and happy and are more confident to explore and thus become more capable learners.

Your child's keyperson will be chosen to match the sessions your child attends and with consideration to whom the child gravitates towards and develops a fun, affectionate and secure attachment. When your child first starts at the setting, your keyworker will help your child to settle and throughout your child's time at the setting, they will help your child to benefit from the setting's activities. Your key person will keep a record of development through uploading photos and observations to your online learning journey, Tapestry, for you to view, comment on and contribute to.

If you would like to speak to your key person at any time, please just ask.

Our committee and what they do

The committee members work with the preschool to enable us to build the great sense of community. We work together closely to plan events that raise money on behalf of the preschool and are fun! The funds are spent on items that we feel enrich the school experience for the children and are outside of what the preschool may be able to prioritise budget for. Please see the welcome letter from our committee at the end of this pack

Special needs

We welcome all children to Little Acorns regardless of their physical or educational needs. We have a dedicated team of staff committed to ensuring inclusive practice for ALL children and their families. We have a designated Special Educational Needs Co-ordinator (SENCO).

Please speak to either the SENCO, Jenny Dickens, or Deputy SENCO, Lisa Sheehy, if you would like to discuss any concerns you have. The setting works to and supports the requirements of the Equality Act 2010

STARTING AT LITTLE ACORNS PRESCHOOL

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting. The setting has a specific policy surrounding helping children to settle into the setting which is available in our policies and procedures guide.

We encourage parents/carers to come in with your child for their first settling in session, and your keyworker will speak to you during this visit to agree a settling in plan if required.

DROP OFF

All children should arrive at pre-school punctually, if you are running late, please telephone the setting on 01959 540775

If your child is being dropped off by a close friend or family member, please ensure that they are aware of the process.

Parking is available at the rear of the hall. Please park considerately and safely and be mindful that the car park area is also used by Tatsfield school, so there will be young children in the area.

ARRIVAL:

- **We use the side doors for entry to the hall, the doors will be opened by a member of staff at 8:55am, 12:00pm and 3:00pm. If you arrive outside of these times please ring the bell and someone will assist you.**
- **At morning drop off, adults are to bring their child into the building, helping them to put away their snack and lunch boxes, water bottle, bags and coat and wash their hands.**
- **The hall doors will be opened at 9:00am when you can say goodbye to your child as they go off to play.**
- **Please let a member of staff know any important information for that day such as who is collecting etc**
- **For 12:00pm drop off, a member of staff will be on the main doors to greet you and take your child into preschool.**
- **Please ensure that your contact details are up to date and that we always have an emergency telephone number for you.**

Mobile Phones

- Due to safeguarding protocol, we ask that all parents and carers **do not** use their mobile phones whilst in preschool. This includes our foyer area. We are committed to safeguarding children and staff at all times. If you are seen to be using your mobile phone you will be asked politely to end your call and put your phone away out of sight. We thank you in advance for your cooperation.

PICK UP:

All children must be collected promptly by their parent; if this is another family member or friend, please let the staff member know at drop off.

- **Once the staff member 'on the door' sees you, they will allow your child to leave.**
- **It is your responsibility to make sure that they have all of their belongings**

Our insurance policy does not cover us for childcare outside of preschool hours. Our staff also have commitments to their own children and there are other groups using the village hall every afternoon, so please ensure prompt collection of your child.

If a child is continually not collected on time, we will charge you a late fee per session. This is to cover the additional staffing costs outside of the settings operating hours.

WHATEVER THE WEATHER!

Here at Little Acorns, we love letting the children play outside whatever the weather – and they love being outdoors come rain or shine!

Because of this, we ask you to please make sure that your child brings a named coat or sun hat, as appropriate, with them to preschool so they can always join in with their friends. If it is sunny, please apply sun cream before arriving at Little Acorns. If you would like our sun cream reapplied after lunch, please ensure you provided written consent of this.

WELLIES

- **Please provide wellies in rain or snowy conditions.**
- **Make sure the wellies are clearly labelled inside the boot!**

CLOTHING

- **Please dress your child in practical play-clothes.**
- **Please ensure that your child's name is on any clothes – especially any preschool uniform jumpers**
- **Please send your child with a coat whatever the weather (named).**
- **Please provide a full change of clothes to be packed in their bag**
- **Change of clothes for potty training – lots of pants, trousers and socks - please inform the staff when your child is potty training**
- **Please do not dress your child in a onesie – these make toileting and nappy changing a little awkward**

HEALTHY ME

We encourage all children to eat healthily at pre-school – with so many fun-filled activities on offer, it's only natural that they get hungry! That's why we ask all parents to provide their children with a named healthy snack for the morning sessions and/or a named lunch for the afternoon sessions.

- **We don't offer children juice at pre-school.**
- **Water and free milk is provided at snack and lunch time.**
- **Please provide your child with their own named water bottle**
- **Healthy morning snack, such as fruit, breadsticks or crudites**
- **Packed lunches such as wraps, squeezey yoghurts and fruit**

Please ensure to cut any fruit or foods, such as grapes, large blueberries and sausages, in half to avoid your child choking. Please do not send in popcorn as this has also been known to cause choking in small children.

ILLNESS

We don't like spreading germs so please make sure that you think of others before sending your child to pre-school!

Sick/Illness procedures

Children must not remain in preschool if they are unwell in any way. Parents will be informed immediately if:

- They develop a temperature of 37.5-38 degrees Celsius.
- They have 2 or more episodes diarrhoea and one episode of vomiting.
- **Please note that children are not permitted to return to the nursery until 48 hours after the last case of diarrhoea and/or vomiting and they are eating and taking fluids normally.**

• Please notify us by email or telephone by 9:30am if your child is unable to attend due to illness. We will telephone you after 9:30am if we have not received any notification from you.

• Please **do not** use our parents WhatsApp group to notify us of an absence's.

The below table shows many childhood illnesses and any exclusions as advised by the NHS

Infection or illness	Exclusion period	Notes or comments
Athlete's foot	None	Children should not be barefoot at their setting.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over	Pregnant ladies and the elderly to be made aware of any cases. Do not give ibuprofen medicines.
Conjunctivitis	None	
(COVID-19)	Children should not attend if they have a high temperature and are unwell Children who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test	Refer to NHS for latest government guidelines
Diarrhoea and vomiting	Children can return 48 hours after diarrhoea and vomiting have stopped	Please wait for 48 hours after the last bout of vomiting or diarrhoea and make sure your child is able to hold down drink and food before returning to preschool.
Hand foot and mouth	None	
Head lice	None	

Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles	4 days from onset of rash and well enough	Preventable by vaccination with 2 doses of MMR
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR.
Ringworm	Not usually required	Treatment is needed – speak to your chemist or doctor
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR.
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife
Threadworms	None	Treatment recommended for child and household
Warts and verrucae	None	Verrucae should be covered – socks and shoes left on

FEES & FUNDING

Fees are invoiced at the start of each half term and are payable in full and by the due date unless an alternative payment plan agreement has been made with our office manager.

(If you are experiencing payment difficulties, please speak to our office manager in confidence, and she will be happy to arrange a payment scheme with you.)

Our sessions fees are:

- £17 per session
- £5.00 per lunch club if added to a morning session

Fees will still be payable if your child is absent, sick or on holiday

- *Sessions are not transferable*
- *Please ensure that Little Acorns is notified of any holidays booked.*

FUNDING

We accept all forms of child funding, including FEET funding and Tax Free Childcare payments. Please see www.childcarechoices.gov.uk for details of what schemes are available.

15 HOUR FUNDING:

Every child will automatically be entitled to 15-hours per week free childcare starting the full term after their 3rd birthday, so either the 1st of September, January or April after their 3rd birthday. You do not need to do anything except provide a copy of your child's birth certificate or passport.

30 HOUR FUNDING:

If you and your partner (or you as a single parent) are each working over 16 hours per week, you may qualify for 30-hours free childcare per week. You can apply for this online as below, 8 months before your child turns three.

FEET FUNDING:

You may qualify for 15 hours free childcare per week if your child is aged two. The 15 hours free childcare for two-year-olds are for families which receive some form of support, such as income support, Universal Credit or other benefits, or their child has, for example, Special Educational Needs (SEND).

To be eligible, parents and guardians must receive one of the following benefits:

- Universal Credit with household income under £15,400
- Tax credits, and household income is £16,190 per year or less after tax
- Income Support
- Income-based Jobseeker's Allowance (JSA) or Employment Support (ESA)
- The guaranteed element of Pension Credit

You can apply online at www.childcarechoices.gov.uk .

CHILDREN'S DEVELOPMENT AND LEARNING

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

The setting provides a curriculum for the foundation stage of education. This curriculum is set out in a document, published by the Qualifications and Curriculum

Authority and the Department for Education and Skills, called Curriculum Guidance for the Foundation Stage.

In the EYFS (Early Years Foundation stage) we focus on Prime and Specific areas Children should mostly develop the **3 prime areas** first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development. (PSED)

These prime areas are those most essential for your child's healthy development and future learning

All areas of learning and development are important and inter-connected. The prime areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn to form relationships and thrive.

We must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are Mathematics, Understanding the World, Expressive Art and Design and Literacy.

We provide activities and experiences to support all 7 areas of learning and with professional teaching and supporting your child we make sure that the activities are suited to your child's unique needs.as follows:

Communication and language development involve giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.

Physical development involves providing opportunities for young children to be active and interactive and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food.

Personal, social and emotional development (PSED) involves helping children to develop a positive sense of themselves and others to form positive relationships and develop respect for others, to develop social skills and learn how to manage their feelings, to understand appropriate behaviour in groups and to have confidence in their own abilities.

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understand and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.

Understanding the world involved guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design involved enabling children to explore and play with a wide range of media and materials as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology

Fun and Learning – what we get up to!

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. Our setting uses the early learning goals to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.

Parent Education Contributions

At Little Acorns we like to have parent's involvement in their learning as much as possible. We recognise that parents and carers are their child's first and most important educator and with that in mind we wish to have the support and contributions of parents / carers when planning each child's next steps in their learning and development.

You can contribute by: adding to your child's Tapestry account and tell us about your child's achievements - First night's sleep in their big bed, riding their bicycle, tell us about some news - a visit to somewhere new or special, new shoes, a new baby or a holiday.

Please could you take the time to complete your child's 'All about me' form. This will really help us with getting to know your child.

A typical preschool day

9.00am – Registration and free play

9:30am - Squirrels work/1:1 work

10:00am - Free-Flow Outside play (during this time your child will explore the indoor and outdoor environment and participate in adult guided activities)

10:15am – Snack Time

11.30am – Tidy up time

11:40am – Song ` & story time

12.00pm – End of morning session / afternoon children arrive

12.10pm – Lunch time

12:20pm – free play

1:00pm – Free flow outside or special group afternoon activities

2:30pm – Tidy up time

3:00pm – End of day, home time

LET'S TALK MORE!

Children thrive best when parents take an interest in their education and as such we encourage parents to play an active part in our pre-school.

REVIEW MEETINGS/ DEVELOPMENT MEETINGS

- Reviews are at least held yearly, when you will receive a brief summary progress report. When your child leaves pre-school you will receive a written progress report covering all areas of learning.
- Two year check – For a child aged between two and three years their Keyworker must review their progress and provide parents/carers with a short written summary of their child's development in the prime areas. This progress check must identify the child's strengths, and any areas where the child's progress is 'less than expected'

Aims of the EYFS progress check at age two:

- review a child's development progress in the three prime areas
- ensure that parents have a clear picture of their child's development
- enable practitioners and parents to understand the child's needs and plan activities to meet them
- note areas where a child is progressing well and identify any areas where progress is less than expected
- describe actions the setting intends to take to address any developmental concerns (including working with other professionals where appropriate).

The check should be completed by the setting that the child spends the most time in. It is a **statutory requirement** for the provider to share the progress check with the parent/s. There is an expectation that the parents will share it with the health visitor, ideally to coincide with the Healthy Child Programme two-year-review

Tapestry

- You will be asked to read and sign our Tapestry agreement allowing your child to be added to our online learning journal. After your child starts at pre-school you will receive an email activation allowing you to access Tapestry
- You will be able to observe your child's learning diary
- You can also send in observations of your child's activities from home

Information about Tapestry can be found by visiting <https://tapestry.info/parents-carers.html>

Attendance

Although Preschool Education is non statutory, there is a proven link between attendance, punctuality and children's attainment and it is important to establish good habits of attendance so that children can take full advantage of the education offered.

It is the policy of our preschool that children attend every session that they are entitled to in line with Surrey Council Guidelines. Regular attendance is essential if children are to benefit fully from their preschool life. It is important that children learn the importance of being punctual as part of their preparation for adult life.

Aims of our Attendance policy are:

- To encourage prompt arrival at nursery
- To encourage regular attendance.
- To ensure that routines are in place for monitoring attendance and for early identification of any difficulties.
- To work together with parents in order to achieve high standards of attendance and punctuality. We plan activities and experiences for your child to attend every day that he/she is scheduled.

If your child is going to absent from Little Acorns, please call the office (01959 540775) to report their absence or email office@littleacornstatsfield.co.uk – please let our staff know why your child is off – especially if it is something contagious.

We will expect our parents/carers to:

- Provide up to date contact numbers and changes of address.
- Notify the nursery when their child is unable to attend, with a reason, by 9.30 a.m. on the first day of the absence. To inform if the absence is continuing.
- In cases of lengthy absence, keep the preschool well informed and in certain cases and in order for the nursery can be prepared for the child's return.
- Provide details indicating attendance at the dentist, doctor or optician before the arranged appointment unless an emergency situation has arisen.
- Ensure that their child arrives at nursery on time each day.
- Let the nursery know if their child is going to be late, e.g. if a car breaks down; if an urgent appointment has been made.
- Understand the importance of good attendance and punctuality and promote this with their child.

Child Protection

- We are legally obliged to inform Children's Services of any concern we may have that a child may be neglected, at risk or has been abused. The safety of children is paramount and may include a duty to share confidential information with others involved in protecting children. All of our staff have attended Safeguarding training and are aware of Child Protection Procedures.
- Our Manager, Jenny, is our designated Children's Safeguarding Officer with enhanced training and experience in Child protection.
- All staff are bound by a confidentiality agreement.

CONTACT DETAILS

www.littleacornstatsfield.co.uk

Village Hall | Westmore Green | Tatsfield | Surrey | TN16 2AG

01959 540775 or office@littleacornstatsfield.co.uk

Other Communications

WhatsApp group

All parents and carers are invited to join our parents WhatsApp group. This is used for setting news and reminders and for parents to arrange group play dates and share invites to birthday parties.

Parent Noticeboard

There is a communication board before you enter the hall which we update when we have special events and celebrations such as Harvest festival, Christmas celebrations, upcoming trips and dress-up days.

Facebook

Check out our Little Acorns preschool Facebook page – Little Acorns preschool and Breakfast Club, Tatsfield. Please note that we can only allow parents and carers access to our group page and not extended family.

WELFARE

The most important thing to us at Little Acorns' pre-school is the happiness of your child, so you can rest assured that our dedicated staff will make every possible effort to ensure your child settles in and enjoys their time at pre-school. We provide a secure, warm and welcoming environment where your child can feel comfortable and safe – and please don't worry; the wellbeing of the children is always our biggest priority. That's why we're always here to discuss any worries or concerns you might have.

THANK YOU - We look forward to welcoming your family into our group.



Welcome letter from the committee.

We would like to take this opportunity to wish you a warm welcome to Little Acorns preschool.

As a new parent, you are perhaps a bit bewildered by all the various fundraising events or may view them as just the routine part of school life. We would like to explain why fund raising is so very necessary for Little Acorns.

The preschool is run as a charity and therefore has always relied on the full support of all parents and carers for its continued survival. The funds we receive each term cover the costs of staffing but not all other requirements of running the preschool such as hall rental charges, insurance bills, staff training costs, stationary, cleaning products etc. There is also the need to keep all toys and educational material updated and in good repair.

Little Acorns preschool is run by a volunteer committee made-up of parents and carers past and present.

The committee needs your help with fundraising and with the running of the preschool. If you could help, even just once a year, it would make a huge difference. Joining the committee as a member or joining our fundraising team really allows you to get involved in your child's early education.

If you are interested in joining the committee, please speak to any member of staff, a member of our existing committee or e-mail our chair, Lisa, on the address shown below. We are always looking for new members and fresh ideas for fundraising events.

We look forward to meeting you.

Little Acorns committee
chair@littleacornstatsfield.co.uk