



Little Explorers
Pre-School

Little Explorers Pre-School prospectus

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We would like to welcome you to Little Explorers Preschool where your child's education, happiness and wellbeing is our number one priority. This prospectus aims to provide you with an introduction to Little Explorers including 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. Little Explorers Preschool occupies a purpose-built facility in Ditton Priors on the grounds of Brown Clee School. We have highly qualified, caring staff who offer an exciting, well-planned environment where children can -

Explore ~ Learn ~ Grow

Little Explorers setting aims to:

- provide a happy and relaxed atmosphere where children can feel safe to learn through play and new experiences.
- work in partnership with parents to help children to learn and develop.
- offer a wide variety of experiences both in and outside of preschool- including trips around our local village, where we encourage our Little Explorers to become part of our local community.
- offer children and their parents a service that promotes equality and values diversity.

Parents

Parents are respected as partners and collaborators in their children's education and are involved in every aspect of their child's education and our curriculum. Our setting recognises parents as the first and most important educators for their children and therefore all staff see parents as partners in providing care and education and strive to include parents in their child's learning journey as much as possible. There are many ways in which parents take part in making our setting a welcoming and stimulating place for all, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff; this can be done at the beginning of each term using our "Updates from home" form which will be provided for you, and by using our Home Communication books which can be used for sharing information such as your child's next steps.
- contributing to the progress check at age two.
- joining us for stay and play sessions and occasions such as Mothers/ Father's Day Afternoon tea or Share a Story sessions which happen termly.
- joining in community activities, in which the setting takes part such as Christmas fair, Halloween parties, summer fairs, sports days and many more.

Our committee and the management of our setting

Our setting is a charity and as such is managed by a group of volunteers who form our management committee. - Members are elected by the parents of the children who attend our setting. The elections take place at our Annual General Meeting. The committee make up the registered person with Ofsted and are responsible for:

- managing our finances;
- employing and managing our staff;
- making sure that we have, and work to, safeguarding requirements as set out in our Safeguarding and child protection policy along with the policies that help us to provide a high quality service; and
- making sure that we work in partnership with parents.

We are always looking to welcome new parents onto the committee and there are many ways in which new volunteers can help us. Our committee meets regularly to discuss and plan fund raising events, of which the funds raised are put straight back into Little Explorers. Together with staff we organise events such as our Christmas Fair, Halloween Disco's, Race & quiz nights, Family fun days and much more. If you are interested in becoming part of our committee, please contact us.

Our Staff

We are committed to providing high quality care at Little Explorers with a highly-qualified, dedicated and experienced team of 6 staff members.

Team member	Position in preschool	Qualifications
Laura Furniss	Pre-School Manager Designated Safeguarding Lead GDPR Officer Mental Health Lead	CACHE Level 3 diploma Early Years Educator
Jordan Morris	Deputy Manager Deputy Safeguarding lead SENCO	CACHE Level 3 diploma Early Years Educator
Ruth Norton	Early Years Practitioner Health & Safety Officer	NVQ Level 3 diploma for the Early Years Practitioner
Claire Jones	Early Years Practitioner SENCO	Skills First Level 3 Diploma for the children's and young people's workforce
Katie Moulson	Early Years Practitioner	Early Years Practitioner Level 2 TQUK Level 2 – Introducing caring for children
Jasmine Whalley	Early Years Practitioner	BA Honors Degree in Fine art Post Graduate (PGCE()) in Education Level 3 Apprenticeship in Early Years Education.

Our key person approach

At Little Explorers we promote the system of 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 that we provide is right for your child and they will ensure you are kept up to date with their progress. On your child's first days at Little Explorers Preschool, their key person will spend quality time building a bond, helping them to settle in and get to know their likes and interests. Upon completion of your child's first days their key person will provide you with a baseline assessment detailing activities your child has enjoyed and an overview of their induction. We feel our key person system works brilliantly and so do other parents

“ the motherly love you show are little explorers is a testament to you all. Thank you for all you do for them all, to make them feel happy and safe when we can't be there”

The setting's timetable and routines

Our setting believes that care and education are equally important in the experience which we offer children. We feel a daily routine can help your child feel secure in their learning and gives them the confidence to join in throughout our day. We also promote our daily routine with a visual timetable which the children enjoy interacting with.

Time of day	Activity
Morning	<p>Children are welcomed warmly and have access to a self-access breakfast station. Activities are put out for children to enjoy, and children can choose resources which they wish to play with. Once children have settled, we invite them to join in with registration time where we will sing our “Good morning” song and wish each other a good morning. This is a lovely time for children to share important information they may want to share and talk about and to discuss our current topic.</p> <p>Later in the morning gather to share a story. The children vote on two books and then listen to the story that has the most votes. This helps the children to learn that they all have an individual choice and helps them begin to understand democracy. The story that doesn't win will always be read in the afternoon.</p>
Snack time AM	<p>Before eating snack, children are asked to wash their hands and dry them independently, if they are able, and if not help is offered. We offer a morning snack at 10am of toast with preserves, or toast with scrambled eggs (which come from our preschool chickens “Babs” and “Dora”). Children enjoy spreading their own butter, choosing and spreading their own jams and pouring their own milk or water. The children are then encouraged to wash up their own plate and place it on our draining board.</p>
Group Time	<p>After snack and a bit of a wake-up dance we split the children into groups where a member of staff will lead an activity based on the children's next steps. This activity will cover one or more of the 7 areas of learning and helps our children reach our curriculum goals.</p>
Outside time	<p>We love to be outside and use our garden area in all weathers! We are lucky to have space under cover for when the weather is wet but always allow the children to explore in the rain if they wish... (because you can't</p>

	beat puddle jumping!). We will always ensure the children are dressed appropriately for the weather with puddle suits and wellies, but it is extremely helpful that you send your child with their own puddle suit, wellies, coats, hats and gloves where appropriate. Children are encouraged to attempt dressing themselves, but they will always be given help where needed. Children are offered a wide range of resources outside such as a water wall, music wall, play house, painting station, colour mixing station, mud kitchen, bikes, balancing beams, swing and much more.
Lunch time	After the children have enjoyed some fresh air, we gather together to share a story (the story that didn't win the vote in the morning). We encourage children to all sit together for lunch as it is a great time to build friendships and develop their social skills. Staff eat their lunch with the children and love to talk about what healthy food they have in their packed lunches and what they like to eat. Healthy lunches are also available to order from Brown Clee Primary school which staff will collect for your child to enjoy. This can be a cooked meal or choice of sandwiches.
Play time	After lunch children enjoy child lead activities where they are free to choose their own resources. Other activities will be put out on tables for children to enjoy such as crafts or sensory play. There is also often cooking planned for an afternoon where children can join in to cook something for out afternoon snack. This can be baking cakes, making soup, bread, fruit salad, biscuits, pasta salads and much more.
Outside time	We love to get the children outside again for an afternoon play come rain or shine.
Music and rhyme time	At some point in the afternoon our children enjoy song time. We have lots of different song times which we like to rotate including parachute songs, song sacks, seasonal songs, songs encouraging movement and dance and many more.
Snack time PM and home time	Once children come in from outside play, we encourage the children to wash their hands and share an afternoon snack. This can be something they may have made or often fruits, vegetable sticks, breadsticks or crackers. It will be around this time parents will arrive to collect their child. We take each child one by one to greet parents with their belongings and feedback on their day. Children are encouraged to choose a book to take home in their preschool bag along with a home communication book which shares with you your child's next steps and allows you to let us know of anything we can support you or your child with from home.

Clothing

We encourage the use of protective clothing for the children when they play with messy activities, however, children's attention can be fleeting, and we would not stop a child's play to make them wear an apron so please make sure children wear old clothes that are not in danger of being stained. 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 and we kindly ask that children are not sent in lace up shoes unless they are confident in tying them themselves. We also ask that you ensure your child has appropriate clothing to meet their needs, this includes coats, wellies, puddle suits, sun hats, winter hats, gloves where needed and of course spare clothes

in case of accidents or messy play. We love to make learning and play as exciting as possible, and this can get messy!

Nappy changing

We want to ensure that your child is as comfortable as possible throughout their day. To help us with this we require you to supply enough nappies for your child each day they attend. We will provide each child with a nappy record book which we will record your child's nappy changes in along with if they have had any cream applied or if they need more nappies supplying. This will be sent home each day. It will also state if your child has had any cream applied and for what reason and if we need more nappies sending in. If you wish to send a larger supply of nappies, we will store these and top up your child's cubby hole. We also ask that you provide a nappy cream for your child as explained in our nappy change policy which we will store with their nappies.

Policies

Our staff can explain our policies and procedures to you. Copies of which are available on our website www.littleexplorers-preschool.co.uk or we are happy to provide paper copies on request. A file containing all our policies is kept in the entrance for you to view.

Our policies help us to make sure that the service provided by our setting is of high quality and adheres to all safeguarding and health and safety legislation. It also makes sure that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents. Our staff and parents work together to adopt the policies, and they all have the opportunity to take part in the annual review.

Information we hold about you and your child

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

The data is 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

Our setting has a duty under the law to help safeguard children against suspected, or actual 'significant harm'. Our employment practices ensure children are protected against the likelihood of abuse in our setting, and we

have a procedure for managing complaints or allegations against a member of staff. Our Safeguarding policy is available to view on our website or please ask a member of staff to see a paper copy.

Little Explorers Preschool participates in the local Operation Encompass Protocol; an arrangement where police notify settings when a child who attends their setting may have been subject or witness to police-attended incidents of domestic abuse. This enables us to provide appropriate emotional or practical support to a child who may have been witness to and victim of domestic abuse. A letter explaining this in more detail is sent with our registration documents.

All our staff are trained in offering Early Help to any families that might need help or support. By having good connections and an open-door policy where parents are free to come in and have a chat, 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 at the earliest point.

Special needs

To make sure that our provision meets the needs of each individual child, we take account of any special 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-ordinators are: Jordan Morris and Claire Jones

Fees

The fees are £6.50 per hour payable /half-termly in advance for childcare.

A consumables contribution of £1 per hour is charged to all children including those in receipt of government funded hours. This contribution charge is mandatory for private and extra hours **but must be voluntary for government funded hours**, however, by paying this charge it allows your child to fully access the following:

- Breakfast bar, morning snack, afternoon snack and afterschool snack
- Consumable items (e.g., soap, paper towels, gloves for nappy changing and intimate care, intimate cleaning supplies, spare clothing, nappy sacks for nappies and soiled/wet clothing, wet wipes, spare nappies/pull ups)
- “Enhanced activities” that go beyond the basic EYFS requirements, such as:
 - Regular baking sessions
 - Extra staffing for trips to the park, library bus, or village outings
 - Seasonal and event-based crafts and take-home gifts
 - Gardening club activities
 - The care and upkeep of our pets
 - Visits from external activity providers (e.g., Diddi Dance sessions, Jiggy Wrigglers parties)
 - Parent stay-and-play sessions (e.g., Christmas stay-and-play, Mother’s Day tea, Easter stay-and-play, Father’s Day tea, Sports Day, Music and Arts Festival, End-of-term party/graduation, and leaving gifts)
 - Parties/feasts/celebrations for the children (eg Christmas, Diwali, Chinese New Year etc)
 - Online Learning Journal (Tapestry).

If you choose to “Opt out” of paying this contribution, you must email at the beginning of each half term and then must provide every item that is listed below (extra to what is needed to supply for your child), each day as we are unable to store items here.

Note- For snack items, please see our daily menu for ideas or to follow. Any snack provided must meet our food and nutrition policy.

For Children 2 years and over:

- Breakfast - A small pot of either cornflakes, rice crispies or weetabix.
- Morning snack
- Afternoon snack
- Afterschool snack (only needed for children staying until 4pm) – Example: 2x buttered crackers and a pot of cut up fruit.
- Pack of wet wipes or a reusable cloth.
- 3 pairs of powder free vinyl gloves for nappy changing or personal care.
- 3 nappy sacks or a bag for sending home wet or soiled clothes.
- For children in nappies (that must be provided), please also provide extra gloves and nappy sacks along with a pack of wipes.
- 2 sets of spare clothes

For Children under 2 years:

- Morning snack
- Afternoon snack
- Bedding – Please supply a bag with your child’s name on with the following items or you can purchase a sleep kit from us containing all that’s needed for £15. This bag will be sent home for washing at the end of each week and must be returned with your child the following week:
 - A fitted sheet (please contact us to check size depending on the age of your child)
 - A cellular blanket of sleeping bag
- Wipes, nappy sacks and 4 pairs of powder free vinyl gloves for nappy changing.
- A flanel for handwashing and for cleaning face and hands after feeding.
- 3x bibs for meal and snacktimes.
- Bag (or nappy sacks) to use for sending wet/dirty clothes home.
- Spare sets of clothes (minimum of 2 sets).

Things that we will no longer be able to provide:

- Tapestry updates and printed photos for your child’s learning journal.

For our “Enhanced activities” that go beyond the basic EYFS requirements, we might ask for a donation if your child takes part or ask for items to be brought in from home;

- Baking sessions
- Costs incurred for trips to the park, library bus, or village outings
- Seasonal and event-based crafts and take-home gifts
- Gardening club activities
- Parent stay-and-play sessions (e.g., Christmas stay-and-play, Mother’s Day tea, Easter stay-and-play, Father’s Day tea, Sports Day, Music and Arts Festival, End-of-term party/graduation)
- Gifts for the children (Christmas, Easter, Graduation/leavers)
- Parties/feasts/celebrations for the children (eg Christmas, Diwali, Chinese New Year etc)

For activities from external providers (Music and Arts festival, Diddi dance sessions, Jiggy Wrigglers etc), if you wish your child to take part, we will ask for the cost of your child’s place at that session which will be billed to you separately.

Please be mindful that the money that we receive from the Government for funded childcare, only covers the childcare element of their place here. It does not cover all the extra little things we do and provide for your child. Therefore, if we don't ask for this small contribution, we would struggle to continue providing a fully enhanced curriculum and experience for all.

Thank you for your understanding and please contact us if you would like to discuss this further.

Fees must still be paid if children are absent, and days not attended are not transferable. If your child must be absent over a long period of time, talk to Laura Furniss who is our manager.

We accept childcare vouchers and tax free childcare payments.

Child Funding – We accept Government funding (universal and extended, which a child is eligible for the term after they turn 9 months) for children between the hours of 9am – 3pm. For any hours used outside of this, we will bill as private hours at our settings hourly rate. For more information on this, please read our policy on Fees and Funding which can be found on our website.

It is the parent's responsibility to confirm their child's funding code every 3 months to continue receiving funded childcare. This reconfirmation is done through the online childcare account and is crucial for keeping the code valid. If a parent fails to reconfirm on time, they may have to reapply and could be put into a grace period.

For your child to keep her/his place at our setting, you must pay the fees. We are in receipt of nursery education funding for two, three and four year olds; where funding is not received, then fees apply. A daily late payment charge will be incurred for overdue payments. Please visit [Homepage | Best Start in Life](#) which provides information of all funding available, or speak to a member of staff.

Our Curriculum

At Little Explorers we use the children as our starting point for any learning and draw on their interests to organise activities that promote learning through play. Our skilled practitioners observe the children throughout the day while scaffolding their learning, to help build resilience and independence, and skilfully draw on these observations to carefully plan children's next steps. This ensures our children are building on their knowledge at each stage of their early year's education.

We follow the Early Years Foundation Stage (EYFS) Curriculum and use Development Matters as guidance for our practitioners to draw on when observing and monitoring children's development progress. The EYFS covers the following areas: The Prime Areas: Personal, Social, Emotional Development Communication and Language Physical Development. The Specific Areas: Literacy Mathematics Understanding the World Expressive Arts and Design.

Throughout all these areas of learning and at the heart of the Early Years Foundation Stage Curriculum are the 'Characteristics of Effective Learning'. These are: Playing and Exploring – Engagement Active Learning – Motivation Creating and Thinking Critically – Thinking By using these 7 areas of learning and monitoring the way that children learn through the characteristics of effective learning we can design a structured and well sequenced curriculum of our own that can grow with our children and help them reach their full potential.

Our full curriculum can be viewed on our website https://www.littleexplorers-ditton.co.uk/files/ugd/6e53f6_2ec871e0ccea433184b01b5ee17faf49.pdf

What to pack for your child each day

Starting nursery and Preschool is an exciting milestone! To help your child feel comfortable and settled, here's a helpful guide to what to bring on their first day, and for each day thereafter.

Packed Lunch

Please provide a healthy packed lunch each day that meets expectations set out in our Healthy Eating and Nutrition Policy (unless your child is booked to have school dinners). Examples of what to pack are also found in our Healthy Packed Lunch Guide.

<https://www.littleexplorers-ditton.co.uk/our-policies>

We kindly ask that:

- Lunchboxes are clearly labelled with your child's name
- Food is nut-free
- An ice pack is included
- Grapes and similar foods are cut lengthways
- Fresh drinking water will always be available.

Water Bottle

Please supply a named water bottle each day that is filled with water only.

Clothes

Please bring:

- 2–3 full changes of clothes - little accidents and messy play are all part of learning and growing so we often need a change!
- Socks and underwear
- Weather-appropriate items (coat, jumper, sun hat, etc.)
- Shoes for indoors (slippers or indoor croc style shoes)

Please label everything clearly with your child's name.

Nappies & Changing Essentials

- Enough nappies for the day
- We provide Aldi sensitive wipes but if you would like us to use your own, preferred wipes, please supply these.
- Preferred Nappy cream (labelled)

Outdoor Clothing

We spend a lot of time outdoors in all seasons, so please provide:

- Waterproof suit
- Coat (waterproof in wet weather, warm for the cold weather)
- Wellies or waterproof booties
- Sun hat and sun cream (summer)
- Warm hat and gloves (winter)

Please label everything clearly with your child's name.

Comfort Items

If your child has a comforter, blanket, small soft toy, or familiar item, please feel free to send it in. These can be very helpful during settling in. As your child settles and becomes more confident, we will encourage your child to put their comforter in their bag once happily playing.

Toys from Home

We understand that children often want to bring their own toys in from home. We kindly ask that unless it is for a "show and tell" where it will go away in their bag afterwards, toys from home are left at home. It can cause upset for all children, and we have plenty of toys to occupy your child here at Preschool. This also stops the possibility of home toys getting broken or lost.

For Babies

If your child is in our baby room, please provide extra to the above:

- Bottles (2–3 bottles, sterilised if under the age of 1)
- Formula or expressed breast milk (clearly labelled)
- Dummies (if used)
- Comforter or special blanket (if needed)
- All in one bib if preferred
- Indoor booties

Please refer to our Formula Milk and Breast Milk policy for more information on what milk feeding products to bring.