

Prospectus



Little Acorns Pre-School (Huntingdon), Community Room, c/o Stukeley Meadows Primary School, Wertheim Way, Huntingdon, Cambs. PE29 6UH
Registered Charity N° 1125456

OPENING TIMES

Monday to Friday

8.50 am – 11.50 pm *or* 11.50 pm – 2.50 pm *or* 8.50 am – 2.50 pm

(and possibility of extending morning session to 1pm to include lunch, depending on spaces)

term time only

We provide care and education for young children between the ages of 2 years 9 months to school age.

ADDRESS AND TELEPHONE

Little Acorns Pre-School
Community Room c/o Stukeley
Meadows Primary School Wertheim
Way
Stukeley Meadows
Huntingdon Cambs
PE29 6UH

Registered Charity N° 1125456

☎ 07594-477652

e-mail: littleacornsadmissions@gmail.com

website: www.littleacornshuntingdon.co.uk

Twitter: LittleAcornsHuntingdon

We also have a closed Facebook group which you can request to join once your child starts at Little Acorns

STAFF

Rachel Parkinson	Supervisor
Lisa Brosnan	Deputy Supervisor/Assistant
Renata Wlodarczyk	EAL Assistant
Theresa Earl-Davies	Assistant
Johanna Rutterford	Assistant
Stephanie Warner	Assistant
Nicola Bengé	Chairperson
Martina Cimerman	Admin Officer Admissions/Assistant

December 2023

Welcome to Little Acorns Pre-School

Little Acorns Pre-School opened on 15 October 1995 in the Community Room adjacent to Stukeley Meadows Primary School.

We are fortunate in having very light and spacious premises with a safe enclosed outside area. This means the children have plenty of space to play and explore the world around them both indoors and outdoors. The pre-school has its' own entrance which is child-locked during the sessions. Our members of staff have many years combined childcare experience and pride themselves in caring for the children whilst also committing to the principle of continuous learning and development. Training is encouraged and through this we ensure the staff are fully acquainted with the very latest approaches to pre-school education.

Our registration is held with OFSTED (Office for Standards in Education) and we have inspections carried out by Ofsted inspectors. The Ofsted inspection report is available to read on the pre-school and/or the Ofsted websites. Our last combined inspection was carried out in December 2023.

Little Acorns Pre-School's Mission Statement:

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

Parents

Parents are regarded as members of Little Acorns Pre-School who have full participatory rights.

These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and

- included at all levels.

As a community based, voluntary managed charitable setting, we also depend on the good will of parents and their involvement to keep going. Membership of the pre-school carries expectations on you for your support and commitment.

Pre-School Children

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers;
- has the chance to join in with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a pre-school that sees parents as partners in helping each child to learn and develop;
- is in a pre-school in which parents help to shape the service it offers.

Ethos

The Early Years Foundation Stage

Provision for the development and learning of children from birth to 5 years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2017):

A Unique Child

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

Positive Relationships

- Children learn to be strong and independent through positive relationships.

Enabling Environments

- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development

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

How we provide for 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 pre-school helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning comprise:

<i>Prime Areas</i>	<i>Specific Areas</i>
<ul style="list-style-type: none"> □ Personal, social and emotional development. □ Physical development. □ Communication and language. 	<ul style="list-style-type: none"> □ Literacy. □ Mathematics. □ Understanding the world. □ Expressive arts and design.

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

The *Early Years Outcomes* (DfE 2013) guidance sets out the likely stages of progress a child makes along their learning journey towards the Early Learning Goals. Our pre-school has regard to these when we assess children and plan for their learning. Our programme supports children to develop the knowledge, skills and understanding they need for:

<i>Personal, social and emotional development</i>	<i>Physical development</i>
<i>Communication and language</i>	<i>Literacy</i>
<i>Mathematics</i>	<i>Understanding the world</i>
<i>Expressive arts and design</i>	

Our approach to learning and development and assessment

Learning through play

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

Characteristics of effective learning

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

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

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

Assessment

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

We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, such as when a child moves onto a different setting or when they go on to school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development: personal, social and emotional development; physical development; and communication and language; when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Records of achievement

Little Acorns Pre-School keeps a record of achievement for each child, including the 'Special Book'. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work in partnership with you to keep this record. To do this you and she will collect information about your child's needs, activities, interests and achievements. This

information will enable the key person to identify your child's stage of progress. Together, we will then decide on how to help your child to move on to the next stage.

All records are confidential but parents have access to their own child's records at all times.

Working together for your children

In our pre-school we maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We also have volunteer parent helpers, where possible, to complement these ratios. This helps us to:

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

How parents take part at Little Acorns Pre-School

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

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- contributing to the progress check at age two;
- helping at sessions;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management committee of the pre-school;
- taking part in events and informal discussions about the activities and curriculum provided by the pre-school;
- joining in community activities and fundraising in which the pre-school takes part;
- building friendships with other parents in the pre-school.

Helping in sessions

Little Acorns Pre-School welcomes parents who would like to help at a particular session or sessions. Helping at the session enables parents to see what the day-to-day life of the pre-school is like and to join in helping the children to get the best out of their activities. Parents can also offer to take part in a session by sharing their own interests, skills and career with the children.

We warmly welcome parents to drop into the pre-school to see it at work or to speak with the staff.

Key person and your child

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

Learning opportunities for adults

As well as gaining childcare qualifications, the pre-school staff take part in further training to help them to keep up-to-date with thinking about early years care and education. We regularly attend courses and workshops run by the Early Years and Childcare Service for Cambridgeshire to gain ideas and new experiences which can then be put into practice at the pre-school.

As a member of the Pre-school Learning Alliance, Little Acorns Pre-School also keeps itself up-to-date with best practice in early years care and education, through publications produced by the Alliance and the Under 5 magazine.

There are also training opportunities for committee members, including a committee induction workshop.

The staff who work with the children at Little Acorns Pre-School are:

Rachel Parkinson	Supervisor	Diploma in Pre-school Practice (DPP) PLA 'Introduction to Pre-School Practice' Speech and Language Development Paediatric First Aid Course Training in Fire Safety, the Disability Discrimination Act, Early Years Foundation Stage, English as an Additional Language, Positive Behaviour Management, PREVENT awareness, British Values in the EYFS, Promoting Health in the EY, 'MOVERS' masterclass. Designated Personnel Training for Child Protection Designated Personnel Training for Special Needs Co-ordinator Designated Personnel Training for Equalities Named Co-ordinator (#2)
Lisa Brosnan	Deputy Supervisor/PreSchool Assistant	BTEC National Diploma in Childhood Studies Child Protection Paediatric First Aid Course

Renata Włodarczyk	Pre-School EAL Assistant	Paediatric First Aid Course Child Protection, EAL in depth training, Positive Behaviour Management, EYFS, PREVENT awareness. Level 2 Certificate for the Children & Young People's Workforce Identifying and supporting children with emerging needs. Health and Safety Officer, incl. Food Safety
Theresa Earl-Davies	Pre-School Assistant	Child Protection Paediatric First Aid Course Level 3 Early Years course
Johanna Rutterford	Pre-School Assistant	Child Protection Paediatric First Aid Course Level 3 Early Years course
Martina Cimerman	Admin Officer Admissions	Child Protection Child Development Age 3-5 Course Talking Tennis Course Degree in Classical Languages Level 2 ECDL Level 2 Early Years course

Little Acorns' timetable and routines

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

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

The session and/or the day

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

If your child attends a full day, the activities take account of children's changing energy levels throughout the day. The pre-school caters for children's individual needs for rest and quiet activities during the day.

Snacks and lunchtime

We make snack time and lunchtime a social time at which children and adults eat together. To promote healthy living, we ask you to provide your child with a piece of fruit or raw vegetables if your child attends the morning session. We provide breadsticks and crackers as well at morning snack time with milk or water to drink. Other foods to celebrate festivals and different cultures are also offered to the children, as well as cooking activities. Please tell us about your child's dietary needs and we will plan accordingly. Cakes and biscuits may still be brought in on special days and birthdays, but we ask that you ensure these are **nut free** and given straightaway to the staff. If your child attends pre-school during the lunchtime period of 12-12.30, we do ask you to provide your child with a healthy packed lunch. More details of this are in the Welcome Pack and on the website.

Policies

Copies of the setting's policies and procedures are available for you to see on the pre-school website or in paper format at the pre-school.

The pre-school's policies help us to make sure that the service provided by the pre-school is a high quality one and that being a member of Little Acorns is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents on the management committee work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the pre-school to provide a quality service for its members and the local community.

Information we hold about you and your child

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

The data 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.

Our privacy notice can be found on the pre-school website and gives you further details of how we fulfil our obligations with regard to your data.

Safeguarding children

Our pre-school has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our pre-school and we have a procedure for managing complaints or allegations against a member of staff.

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

Special needs

To make sure that our pre-school 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 (2015).

Our Special Educational Needs Co-Ordinators are Rachel Parkinson and Renata Włodarczyk.

The management of our setting

Little Acorns Pre-School is a charity and as such is managed by a volunteer management committee - whose members are elected by the parents of the children who attend our pre-school. The elections take place at our Annual General Meeting in the Autumn Term. The committee make up the registered person with Ofsted and are responsible for:

- managing the pre-school's finances;
- employing and managing the staff;
- making sure that the pre-school has, and works to, policies that help it to provide a high quality service; and
- making sure that the pre-school works in partnership with parents.

The Annual General Meeting is open to the parents of all of the children who attend Little Acorns. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Fees

The fees are £5.00 per hour payable half-termly in advance. Parents will receive an invoice for payment at the beginning of each half-term period. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, please talk to the Admin Officer or the Supervisor. For your child to keep her/his place at Little Acorns, you must pay the fees within two weeks of the invoice date. If you have any problems regarding the fees, please contact the Treasurer - we will try to be flexible and help if we can. We can accept payment via Childcare Vouchers – please talk to the Admin Officer for more details regarding this.

Little Acorns Pre-School is registered with *Cambridgeshire County Council Early Years Funding Scheme (EYF)* for three and four year olds; where funding is not received, then fees apply. The scheme offers up to 15 or 30 hours of free pre-school sessions (depending on parents' work status). Your child currently will become eligible for the scheme in the **TERM AFTER THEIR THIRD BIRTHDAY (term dates are set by the LA)**. When appropriate the Admin Officer will give you a Funding Agreement Form to complete and **return by the deadline** (*failure to do so means that funding cannot be claimed and you will be subject to a fees invoice*). This will entitle your child to up to 15 or 30 funded hours per week at Little Acorns (subject to availability) and/or any other preschool or nursery setting. The funding covers up to 38 weeks in a year, over three academic terms. (In some cases our academic year can run for longer than 38 weeks. In these circumstances, we request payment from each grant-funded child for one week per term for example.)

We are also registered for Funded Twos – please ask the Admin Officer for further information about this scheme.

Starting at Little Acorns Pre-School

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the pre-school. Your child's first session will be a 'taster' session in which we will invite you to stay with your child. We make clear to parents, from the outset, that they will be supported in pre-school for as long as it takes their child to settle-in. We may encourage parents, where appropriate, to separate from their children for brief periods at first and then gradually building up to longer absences. Our policy on the Role of the Key Person and Settling-in can be found on our website.

Clothing

We provide protective clothing for the children when they play with messy activities but please do not send your child in their 'best' clothes. 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 and footwear that is easy for them to manage will help them to do this.

With the exception of stud earrings, we do not allow the children to wear jewellery at pre-school for safety reasons.

For outdoor play, please leave your child's coat and, in the summer, some protection from the sun in the form of a hat. Please apply sun cream before pre-school begins. We would also be grateful if coats, hats and backpacks are clearly marked with your child's name.

Little Acorns Pre-School has practical Sweatshirts and T-Shirts, with our logo, at very reasonable prices. Further details are in the Welcome Pack. Wearing the Little Acorns 'uniform' can help children feel inclusive and may help with the transition to wearing school uniform.

We also have book bags to purchase for your child to proudly carry and transport letters and pictures to and from pre-school.

Fundraising and Donations

As Little Acorns Pre-School is a charity, fundraising and donations are an important part of the preschool. The Early Years Funding scheme only covers certain aspects of the running costs and so, as members of the pre-school, parents are encouraged to participate in pre-school fundraising events thus helping to provide extra resources for the children. Local companies are also generous in their donations. Donations of time, toys and many other things are always welcome!

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

Attendance at Little Acorns Pre-School does not guarantee your child a place at Stukeley Meadows Primary School. For further details on Reception places at your preferred school please ask the School Office for the e-mail/telephone number of the Admissions Officer at Cambridgeshire County Council.
--