



Little Explorers  
Pre-School

# Little Explorers Pre-School prospectus

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We would like to welcome you 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
<b>Laura Furniss</b>	Pre-School Manager Designated Safeguarding Lead GDPR Officer Mental Health Lead	CACHE Level 3 diploma Early Years Educator
<b>Jordan Morris</b>	Deputy Manager Deputy Safeguarding lead SENCO	CACHE Level 3 diploma Early Years Educator
<b>Ruth Norton</b>	Assistant Health & Safety Officer	NVQ Level 3 diploma for the Early Years Practitioner
<b>Claire Jones</b>	Assistant SENCO	Skills First Level 3 Diploma for the children's and young people's workforce
<b>Katie Moulson</b>	Apprentice	TQUK Level 2 – Introducing caring for children
<b>Jasmine Whalley</b>	Apprentice	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
<b>Morning</b>	<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>
<b>Snack time AM</b>	<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>
<b>Music and rhyme time</b>	<p>After snack time 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.</p>
<b>Outside time</b>	<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 beat puddle jumping!). We will always ensure the children are dressed appropriately for the weather with puddle suits and wellies, but it is</p>

	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.
<b>Lunch time</b>	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.
<b>Play time</b>	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.
<b>Outside time</b>	We love to get the children outside again for an afternoon play come rain or shine.
<b>Snack time PM and home time</b>	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](http://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.

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 £5.00 per hour payable /half-termly in advance.

A consumable charge of £5 per full day or £3 per half day is charged to all children including those in receipt of government funded hours.

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.

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 [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) 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-preschool.co.uk/\\_files/ugd/6e53f6\\_2ec871e0ccea433184b01b5ee17faf49.pdf](https://www.littleexplorers-preschool.co.uk/_files/ugd/6e53f6_2ec871e0ccea433184b01b5ee17faf49.pdf)

## What to bring

Please can you send your child in **everyday** with the following:

- Pack lunch (or you can order a cooked lunch from Brown Clee Primary)
- A drinks bottle filled with water (no squash)
- A minimum of 2 spare sets of clothes (more if toilet training)
- Nappies and nappy cream if needed
- A coat

Items that can be left here or brought in daily:

- Waterproof suit
- Wellies
- Hat, gloves and scarf (winter months)
- Suncream (summer months)
- Slippers/indoor shoes

If your child comes in wearing wellies, please make sure that they also bring in a pair of shoes or some slippers to change into.