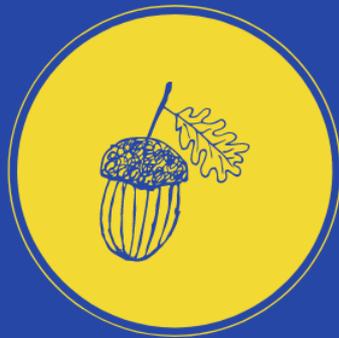




Little Acorns Pre-school Prospectus 2020-2021



Little Acorns Pre-school
Come grow with us

**Kingsmere Community Centre, Whitelands Way, Kingsmere, Bicester,
Oxfordshire, OX261EP**

info@littleacornskingsmere.co.uk

www.littleacornskingsmere.co.uk



Contents

Little Acorns Pre-school Mission Statement	3
Welcome to Little Acorns Pre-School	4
Opening Times	5
Admissions	5
The role of parents and caregivers	6
Your child's Learning Journey	6-7
Our approach to learning, development and assessment	7-8
Records of achievement – Baby's Days, an online Learning Journal	8
Key Worker Approach	8-9
Parental Support	9
Committee and Annual General Meeting	9
Fundraising	9-10
Personal Care	10
Clothing	10
Food and Drink	11-12
Medical conditions and Allergies	12-13
Illness	13
Fees	13
Voucher Funding	14
Policies and Procedures	14
Attendance	14-15
Letters/Notices and on-going information	14-15
Mobile Phones and Photography	15
Contact Details	15

All of our policies are available to view via Baby's Days, with some policies being available on our website. If there are specific policies you would like to see, please just let us know. A link to Baby's Days will be sent to you on confirmation of a place at Little Acorns Pre-school Kingsmere.



Little Acorns Pre-school Mission Statement

Little Acorns Pre-school is a nurturing community preschool, which inspires creativity, a love of learning and community mindedness. Children feel happy, secure and valued, as do their parents and caregivers, who we believe are a '... (child's) first and most enduring educators.' Parents can confidently leave their children secure in the knowledge that their child will receive the highest standards of care and early years education.

The ethos underpinning all we do is 'learning through play'. At Little Acorns we are inclusive and offer children a stimulating environment where their individuality is respected and valued. We promote a child-centred approach to learning, as we endeavour to ensure every child develops and reaches their full potential on their Learning Journey.

We promote all areas of children's learning and development, and work towards them becoming confident and independent, both in their self-care and approach to learning and in preparation for their transition to nursery or reception class. We do this by providing play activities appropriate for their stage of development in accordance with the Early Years Foundation Stage.

We welcome all children whatever their individual needs may be and acknowledge and respect every child's unique and special talents. All children have the right to be educated and to develop their full potential. At Little Acorns, we respect each child's diversity and strive to create an environment that nurtures a feeling of belonging, stability, consistency and caring. We believe that having an inclusive policy benefits all children, and positively reflects the diversity of our society.

Vision – To inspire creativity, curiosity and wonder and a lifelong love of learning and community mindedness, by providing outstanding Early Years Provision through best practice.

Mission – *Come grow with me*

Values – To respect every child's unique and special talents, to respect the diversity within each of our Little Acorns Pre-school families and to strive to improve and innovate our practice to ensure our children and families receive the best possible care.



Welcome to Little Acorns Pre-school

Little Acorns Pre-school opened in September 2019 on the new Kingsmere Estate to the south of Bicester. As Kingsmere grows the need for more provision has become essential and Little Acorns Pre-school is committed to being a place where your child can grow into an independent, self-confident and caring member of the community and feel fully prepared for the next stage in their Learning Journey. We are a charity organisation managed by a committee of Trustees (Reg no:1179500). The Trustees oversee the running of Little Acorns Pre-school and without them we would not be able to run. If you would like to join our committee, then please do let us know and we will put you in contact with the team, who will be only too happy to have your support.

We are members of the Pre-school Learning Alliance, and are supported by the Oxfordshire County Council Early Years team.

We have an experienced team of staff some of whom have additional roles.

Manager – Vicky Hodgins (Teacher) SEND and Safeguarding Lead, Early Help Assessment Lead, Social Media Lead, **Literacy** and **Communication and Language Lead** and Paediatric First Aider

Deputy Manager – Alison Jones (Teacher) Assessment Lead, Safeguarding Deputy, **Personal, Social and Emotional Development Lead**, **Mathematics Lead**, Safer Recruitment Lead and Paediatric First Aider

Katka Bird – Level 3 Pre-school Assistant, Senior Health and Safety Lead, Fire Warden, Risk Assessment Lead, **Understanding the World Lead** and Paediatric First Aider

Issy Biscoe – Level 3 Pre-school Assistant, Food Hygiene and Healthy Pre-school Lead, **Physical Development Lead** and Paediatric First Aider

Steph Durrant – Level 3 Trainee, **Expressive Arts and Design Lead**, Two Year Old Champion, Food Hygiene Level 2

Debbie Herring – Level 3 Trainee Pre-school Assistant and Administrator, Deputy Health and Safety Lead, Fire Warden, Risk Assessment Lead and Level 2 Food Hygiene

Kate Morris – SEN Practitioner, SEND Shadow, Equality, Diversity and Inclusion Champions, Fundraising Champions

Liz Hobbs – SEN Practitioner, Equality, Diversity and Inclusion Champions, Fundraising Champions

Both Managers hold current advanced paediatric first aid certificates and have been cleared by the Criminal Records Bureau (CRB). All staff have a strong commitment to further training



and we pride ourselves on the quality and experience of the staff we employ. All staff are regularly assessed and enrolled on relevant training courses. In August 2020, all staff took part in full paediatric first aid training and most staff are also first aid at work trained.

Opening Times

Little Acorns is open Monday, Tuesday, Wednesday and Thursday for the following session times;

Full Day	8.30am – 3.00pm
Mornings	8.30am -11.30am
Afternoons	12.00pm -3.00pm
Morning with lunch	8.30am – 12.00pm
Extended Day	8.30am – 1.30 pm

Our term dates closely follow those of Oxfordshire schools with some variance for inset days. The dates for this year will be given out when your child starts and are displayed on Baby's Days. We ask that children attend for a minimum of two sessions across the week.

Admissions

We accept children (between 2 and 4 years).

We will accept children at the start of every term after they turn 2 years until the end of the school year before they have their fifth birthday (ie the end of July before they begin their F1 (Reception) year).

Most children will leave in July before starting their Reception year at school, although a few will move to school nurseries before this date. Where children attend us *and* for example St Edburg's Nursery, the funded hours go to the Nursery and we provide top up hours. We work closely with the school to ensure continuity of provision.

Children can attend only us and may use the 15 or 30 hours funding up to 26 hours. They can also top these hours up with paid hours where we have space.

We encourage prospective families to visit Little Acorns. If you feel we are the right place for you and your child please complete an application form, which will then secure your child a place on our waiting list. Children can start Little Acorns after every half term. You will receive a call the term before your child is due to start from our Manager and your child's Key Worker.

As we reach capacity, priority will be given to children who live on Kingsmere.



The role of parents and caregivers

Parents and caregivers are regarded as fundamental members of our setting, who have full participatory rights. These include a right to be:

valued and respected; kept informed; consulted; involved; and included at all levels.

We acknowledge that parents play a crucial role as their child's chief educator and we look forward to working together as a partnership, to support your child and ensure they reach their full potential. We feel it's important for all parents to be involved in their child's experiences at Little Acorns Pre-school and we will provide regular information about activities undertaken by them. Examples of children's work will be displayed together with photographs and parents can look at their child's Learning Journey on Baby's Days. There are twice yearly meetings with your child's Key Worker, but parents are able to talk with them at any point, please message them through Baby's Days to arrange this if required. Parents are invited once a term to come and join their child within the setting and a weekly newsletter will also be sent home giving details of the activities your child has taken part in and what they will be doing in the following week.

At Little Acorns, we know that good communication between parents and staff will positively support your child in their Learning Journey. In order to facilitate communication between home and Pre-school, parents can email the Manager or Deputy and also message members of staff via Baby's Days. This does not stop parents from speaking with us directly, but we appreciate that drop off and collection times can be busy.

Your child's Learning Journey

We believe that children learn through play and we organise our resources and activities to encourage children to follow their own particular interests whilst covering all seven areas of learning in the Early Years Foundation Stage (EYFS);

Prime Areas: Personal Social and Emotional Development, Communication and Language
Physical Development.

Specific Areas: Literacy, Mathematical Development, Understanding of the world
Expressive Arts and Design.

If you would like to know more about the EYFS please ask a member of staff or look at the Department for Education website (www.education.gov.uk) and follow the 'Early learning and childcare' link.

All of our children have the opportunity to do PE. Children do not need special clothing for this session, although as we do PE barefoot it is preferable not to wear tights/complicated footwear.



We also work with Kingsmere Community Centre to nurture community mindedness and take part in intergenerational events as well as specific community events throughout the year. We have taken ownership of the outside garden area at the Centre and grow produce for use in the Centre Café as well as for our own snacks.

We aim to have use of the hall once a week for music and movement, this gives children an opportunity to gain independence by learning to take off their shoes and socks and putting them on again in a small group. They have lots of places to explore and will follow simple instructions whilst listening to music.

Every week we will have a Rugbytots class in the hall with Coach Rob <https://www.rugbytots.co.uk/>. Although a rugby class, it will be linked to our current theme and will give children the opportunity to take part in a structured class led by an experienced Coach. Classes cost £4.50 a session, which is a hugely discounted cost, and will be invoiced alongside your monthly bill.

Throughout the week children will also participate in Cosmic Yoga. These are fun sessions, often taught through stories, which helps improve children's co-ordination, balance and sensory awareness, whilst also teaching concentration, calmness and relaxation.

We like to make use of the open spaces in our community and promote a healthy lifestyle. Our approach to outdoor learning focuses on experiences and outdoor learning at Little Acorns Pre-school is as valuable as indoor learning. Weekly visits to the woods and play areas within our community will take place.

Our approach to learning, development and assessment

Learning through play - Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the Statutory Framework for Early Years Foundation Stage 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, others will be adult led with an adult helping the children to take part in the activity. In all activities information from the practice guidance to the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

Assessment - We assess how children at Little Acorns are developing on their Learning Journey by observing them frequently. We use information that we gain from observations, as well as from photographs, to document each child's progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.



We make formative and summative assessments of children's achievement based on our ongoing development records in individual child's online Learning Journal – Baby's Days. These form part of children's records of achievement. We undertake these assessments at regular intervals as well as times of transition.

Baby's Days- An Online Learning Journal

The setting uses an online system of recording your child's learning during their time with Little Acorns Pre-school. Baby's Days (BD) is an App, which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smartphone. Staff and parents working together on their children's record of achievement is one of the ways in which the key person and parents work in partnership. Your child's record of achievement helps us to celebrate together their achievements and to work together to provide what your child needs for their well-being and on their Learning Journey.

Your child's key person will work with you to keep this record. Instead of using the old paper book style of recording, we will be able to instantly upload photos, videos and observations of your children. You are then emailed an alert that informs you that something new has been added to your child's Learning Journal and can log on and view what your child has been doing. A huge advantage of this system is that you can instantly add your own comments to entries, and can show your child's online book to members of the family. You can also contribute by adding in your own videos, photographs and observations of your child's experiences and learning development at home. Please be aware that anybody using Baby's Days must agree to the following terms and conditions:

- They must **NOT publish** any of their child's observations, photographs or videos on any social media site.
- They must keep the login details provided confidential.
- They must speak to a member of staff if they experience any difficulties accessing their child's learning journey.

When your child first joins Little Acorns, we will ask you to complete an All About Me document, which asks about key people in your child's life, what they enjoy doing and what they are more reluctant to do. This is the start of your child's journey with us at Little Acorns and the start of what we strive to be a positive staff, parent and child journey.

Key Worker Approach

Each child is assigned a member of staff as their Key Worker whose role is to maintain contact with you and build a positive relationship with your child, enabling them to feel secure at Little Acorns; the Key Worker also puts together your child's learning journey documenting their activities and achievements. Should you have information to share, any concerns or questions please discuss them with your key worker or Manager either in



person or via a message on Baby's Days. Your child's Key Worker will contact you before your child starts at Little Acorns and discuss any questions you may have.

Parental Involvement

All parents are seen as a vital member of Little Acorns Pre-school and are invited to join their child at a session every term. We value parents' expertise and encourage parents to work closely with their child's Key Worker and Senior members of staff where necessary to support your child to settle in.

We welcome Parents/Carers to join us as a Parent Helper for a session. This scheme is also a great opportunity for grandparents to come in and see what happens at Little Acorns.

If you have a particular skill, occupation or interest you would like to share with the children please let a member of staff know – this may be playing a musical instrument, using the computer, gardening, sewing, cooking, crafting, driving a tractor or fire engine, 'playing' - for example - a nurse, chef, shop assistant or mechanic in the role play area, or sharing aspects of another language or culture.

Committee and Annual General Meeting (AGM)

We will hold an AGM every year in the first term, which will be open to all parents and will allow you to have the opportunity to elect a new committee. If you are interested in joining the committee either taking on a specific role or simply becoming more involved with the running of the Pre-school, please contact the Chairperson or any committee member for more details. Our committee meetings are open to all parents, the date and time will be posted on the board and on Baby's Days. Minutes are available on request.

Fundraising

As a charity we rely heavily on fundraising and donations to maintain our high standards. Each year, we will be looking to engage a strong fundraising team, who will support Little Acorns with events and initiatives to help us raise funding. If you would like to get involved, then please do let one of the team know. Our Fundraising champions are Liz and Kate.

We have now registered with easyfundraising, it's a great site where you can help us raise funds simply by doing your everyday online shopping. Over 3,600 big name retailers are included, such as Amazon, Argos, John Lewis, ASOS, eBay, Boden and M&S. Every time you shop, we receive a small donation to say 'thank you!' It's completely free and over £27M has been raised for causes just like us so far. We want to raise as much as possible so please sign up and help us at <https://www.easyfundraising.org.uk/causes/littleacornspsk/>

We are also part of the Cherwell Lottery <https://www.cherwelllottery.co.uk/support/little-acorns-pre-school-kingsmere> Cherwell Lottery is an exciting weekly lottery that raises



money for good causes in Cherwell. All good causes supported by the lottery will benefit Cherwell and its residents.

Play the lottery, support Little Acorns Pre-school - it's that simple!

Tickets for the lottery cost just £1 per week. Each ticket has a **1 in 50** chance to win a prize each week, with a top prize of £25,000! That's a better chance of winning than the National Lottery or the Health Lottery!

Each ticket will consist of 6 numbers and each number will be between 0 and 9. There will be a draw every Saturday night when a 6 digit winning combination will be picked. Prizes will be given to players with tickets that match the first or last 2-6 numbers from the winning combination. Match all 6 and you win the JACKPOT.

Personal Care

We encourage the children to become independent in their personal care – managing their own clothing and following good hygiene procedures when using the toilet and washing hands. We are happy to reinforce toilet training routines you are following at home; if your child is in nappies or pull-ups please let your child's key worker know and send a clearly labelled bag in containing, nappies, wipes and nappy sacks.

Clothing

As part of your £25 registration fee, you will be given a Little Acorns' T-shirt. We ask that children wear this alongside comfortable trousers which you don't mind getting messy. We like to paint, craft, cook and make mud pies! This also applies to outdoor clothing as we try to spend as much time as possible outdoors. A bag with a change of named clothes is essential this includes socks and underwear please.

Children need a pair of named indoor shoes – e.g. doodles or plimsolls. As we like to spend lots of time outside, we ask that all children bring Wellington boots and a warm coat, hat and gloves, or a summer hat – again these should be clearly labelled with your child's name.

Additional T-Shirts and sweatshirts (blue with our logo on) are available; should you wish to purchase these please contact us.

If you are in shared provision with St Edburg's Nursery, please have their T-shirt and Jumper labelled and we will help them to get changed before they are collected. On Tuesdays and Thursdays, they will get changed after they have walked across to school.



Snack Time

We will provide the choice of milk or water for all children at snack time, however please also bring a bottle of water (in a named plastic sports type bottle) so that your child can help themselves to a drink during other times in the session. This bottle must only contain WATER, no juice or squash please. Many fruit drinks contain a lot of sugar or artificial sweeteners and so we feel that milk and water are much healthier options.

We will provide a healthy snack in the morning and afternoon and will encourage children to take turns to go to the shop with an adult to get the group's snack. This will usually be fruit or vegetables, toast, crackers or breadsticks. As we explore different cultures and celebrations, we will also try food from other cultures and around the world as well as our own baking sessions.

At snack time the children will sit in a small social group with a member of staff, to eat their snack and have a drink (milk or water provided by us). When they have finished they are then free to go back to playing and learning rather than having to sit and wait until everyone has finished, this allows every child to eat at their own pace without feeling pressured to finish quickly or to have to wait while others finish.

If you have a glut of potatoes, apples, tomatoes...whatever at home we are always happy to help out! Children are encouraged to independently help themselves to a snack and drink during this time.

It is important that you tell us about any allergies that your child may have so that their dietary needs can be met.

Packed Lunches

Children who stay for lunch should bring their food in a clearly named box. Lunchtime is a social occasion and children sit together with staff to eat. Staff encourage age appropriate table manners and offer opportunities to develop these through play. We are keen to promote healthy eating and ask that your child's lunchbox does not contain sweets or fizzy drinks. A healthy packed lunch should contain a variety of food from the main food groups, which are:

- Carbohydrates (bread, pasta, rice etc.)
- Fruit and Vegetables
- Dairy Products (Milk, yogurt, cheese)
- Protein (meat/ fish/ eggs/ vegetarian alternatives)

Some suggestions are:

- Sandwiches



- Pasta salad
- Cous cous
- Wraps
- Breadsticks with a dip
- Raw vegetables (e.g. carrot sticks)
- Fresh/ dried fruit
- Small portion of cheese
- Crackers
- Yogurt/ fromage frais
- Fruit puree pouch (not a drinks carton)

No sweets or chocolate please!

While we have no problem with children being given the occasional treat of sweets or chocolate, it is our policy that these items are not an appropriate part of a healthy lunch for children whilst at Pre-school so we would like to ask that **NO SWEETS** or **ITEMS CONTAINING CHOCOLATE** (or chocolate flavouring) be included in your child's packed lunch. This includes chocolate spread in sandwiches, which should also be avoided as many also contain nuts and may pose a risk to children with allergies.

As we do not have the space to refrigerate lunchboxes please include an ice pack to keep food fresh. After lunch children are encouraged to brush their teeth, then enjoy quiet time, either playing quietly, sharing a story or doing a puzzle.

PLEASE NOTE LITTLE ACORNS IS A NUT FREE ZONE

Please ensure that **no** nut-based snacks/spreads or bars are in your child's lunchbox; this includes: peanut butter, nutella, pesto, praline or sesame snacks. Thank you.

Medical conditions and Allergies

It is important that any medical conditions or allergies your child has are known to staff. Please make sure you complete the relevant sections on the admissions form and if additional training is required (e.g. for anaphylaxis/epi-pen, diabetes) we have as much notice as possible to organise this. We are unable to have children in the setting without staff being trained and having a full understanding of your child's needs.

Any medication to be administered at Little Acorns has to be prescribed and in the original packaging with the child's name and dosage on it. This has to be entered in the Medication



documentation section of Baby's Days and signed by a parent/caregiver. All medication is administered by your child's Key Worker and is overseen by the Manager or Deputy.

Illness

If your child is unwell please do not send him/her to Pre-school. If they have been sick or had diarrhoea, then they should NOT attend Little Acorns until 48 hours after they were last poorly. This ensures the health and safety of all of our children and as some children will be vulnerable to illness, we want to ensure they do not become ill too. Staff will not allow children into Pre-school who have not had the full 48 hours clearance time.

Should your child become unwell during a session, you will be contacted to come and collect them within 20 minutes of us calling.

If your child has a sore throat, cough or temperature, they should not come to Pre-school and should self-isolate in line with the current Government guidelines. Up to date information regarding the latest Coronavirus information will be sent to all parents and **must** be adhered to for the safety of all of our children, families and staff.

Fees

The Treasurer, Sian, and Administrator, Debbie, are responsible for processing all invoices. These are sent out during the last week of the month. Payments are to be made by BACS within 7 days of receipt of your invoice. If you have not received your invoice, have difficulty paying, or wish to query your bill please speak directly to Debbie via info@littleacornskingsmere.co.uk. Before starting, you will please need to complete and sign a contract. Where payment is consistently late or unpaid, we cannot guarantee your child's place. There is a £3 charge per day for late payment unless a prior agreement has been made.

A minimum 4 weeks' notice must be given in order to terminate your child's place at Little Acorns Pre-school. Please see your child's contract for further information.

New fees for September 2020.

Full Day	8.30am – 3.00pm	£33
Mornings	8.30am - 11.30am	£17
Afternoons	12.00pm - 3.00pm	£17
Morning with lunch	8.30am – 12.00pm	£22.50
Morning with shared provision at St Edburg's	8.30am – 12.15pm	£24.50
Extended day	8.30am – 1.30pm	£26.00



Voucher Funding

The term after your child turns 3 they are entitled to 15 hours of funded provision per week. Early in the term you will be asked to complete and return a 'Funded Session Declaration Form'. At the time you make your first claim you will need to show us proof of your child's date of birth; this can be the original birth or adoption certificate, child's passport or NHS card. We do not need to keep or make copies of these.

Once children are funded there are a variety of ways in which the funded hours can be used. Children often work up to the full number of hours gradually as the leap from three hours to 15 can be hard to adjust to at first. You may select to use the hours as you wish. For example, you may choose three extended mornings; or two whole days and a morning; or a variety of days and half days, subject to availability.

Policies and Procedures

These are available for you to read on Baby's Days. We review our policies on a rolling programme and welcome parental involvement. If you have any questions regarding any of these documents, then please do not hesitate to discuss this with us.

Our Policies include but are not limited to the below and can all be accessed on Baby's Days.

Safeguarding, Health and Safety, Risk Assessments, Healthy eating, Use of photos, Use of devices in compliance with Ofsted and supported by the Pre-School Learning Alliance.

Letters/Notices and Ongoing Information

To minimise paper wastage, we will circulate all news via messages and emails to parents.

We look forward to getting to know you and your child, and are looking forward to making lots of memories for and with you and your child here at Little Acorns.

Attendance

If your child is poorly or for any reason not attending Little Acorns, please can you message us on BD in advance or before your child's session is due to start. Regular absences without reasoning will result in us following our Absent child Safeguarding Procedure. While attendance is not compulsory for pre-school aged children we do expect children to attend the majority of their allocated sessions.

Please respect the session times, both at the start and end of sessions. It is vital that children are collected promptly at the end of each session. If, for any reason you realise that you are going to be a few minutes late, we expect to receive a phone call to keep us informed of the situation. If this does not happen we will start to follow our 'Uncollected Child Policy' and you may be charged. The initial charge will be £10 for every 15 minutes (by



our clock) that passes until 30 minutes after the end of the session. At this point Social Services will be contacted.

If an emergency arises and you are unable to collect your child please telephone to inform us of the situation so we can reassure your child. Little Acorns staff will continue to care for your child until they are collected. Please note that your child will only be allowed to leave with a parent/carer or a person for whom we have received prior written notification via Baby's Days or who can give a password agreed in advance with parents and pre-school staff.

Mobile Phones and Photography

We operate a strict no photographs and mobile phones policy and ask that mobile phones are not used on the premises. Staff take photographs of children in the setting on designated cameras, which are locked in a filing cabinet when not in use. Children will have photographs in their Learning Journey and may bring home a photo from time to time. Anyone found using a mobile phone or camera will be asked to leave the premises.

Key Dates

We endeavour to give you as much notice as possible about upcoming events and will send a list of key dates at the start of each term. Where we are lucky enough to be given an opportunity, dates may be added. Where this does happen, we will let you know as soon as possible.

If you ever have any questions or concerns, please do not hesitate to contact a member of staff.

We look forward to sharing your child's Little Acorns Pre-school journey with you.

Many thanks,

The Little Acorns Pre-school Team

Contact Details

Little Acorns Kingsmere Pre-school, C/O Kingsmere Community Centre, Whitelands Way, Kingsmere, Bicester, Oxfordshire, OX261EG

info@littleacornskingsmere.co.uk

manager@littleacornskingsmere.co.uk

www.littleacornskingsmere.co.uk

07554615163 – please note this number may not always be answered. Please leave a message and a member of staff will get back to you as soon as possible.