



### **Our Mission Statement**

From social skills and creative expression, to exploring the world around us the children at Lechlade Little Learners are constantly being exposed to new activities and environments in which to thrive. Lechlade Little Learners exists to provide a safe, stimulating and developmentally appropriate environment. We build on the strengths and interests of each child to help build a solid foundation where they can develop their futures.

## **Welcome to Lechlade Little Learners**

Children are at the heart of everything we do. We allow the children to follow their own interests and those of their peers to create a rich learning experience. We do not follow one set approach or pedagogy in our setting but draw from some of the greats such as Reggio and Montessori. One size does not necessarily fit all and that is most certainly the case with children, hence at Little Learners we treat every child as an individual and celebrate their uniqueness.

When we expose children to different environments and various learning experiences, we allow them to explore their self-awareness and curiosity to enable them to gain a sense of the world around them. Once they leave Little Learners, they are fully prepared for the next stage of their young lives.

We hope that this prospectus will give you an outline of what we offer. We would be incredibly happy for you to arrange a visit to our pre-school, so you and your child can meet the staff, have a look around and ask any questions you might have.

Lechlade Little Learners aims to develop a child's feeling of security, independence, self-worth and confidence in a stimulating environment where children can take pleasure in learning. During each session, we operate a free flow approach, which allows the children to be in control of what they would like to play with and where they would like to play. Staff setup provocations to interest and entice the children and allow their curiosity and imagination run free. The children are also able to self select toys and resources through out the session. Both our indoor and outdoor areas help to support children in the seven areas of learning and development of the Early Years Foundation Stage.

**The seven areas of Learning and Development are as follows:**

**Prime areas**

Communication and language

Physical development

Personal, social and emotional development

**Specific areas**

Literacy

Mathematics

Understanding the world

Expressive arts and design

The children are observed throughout the day, and staff respond to their interests, using them to expand their play. We follow in-the-moment planning, which allows us to follow the child, support their learning through play, and develop that play and learning more. Following the children's interests makes each day different and engaging for all of the children.

When documenting observations we use an online journal called Family, securely uploading videos and pictures of the children for their parents and careers.

### **In the moment planning and focus child**

#### **EYFS Curriculum Information:**

Each day we are unsure of where the day will go, or exactly what learning will happen resulting in a sense of excitement and anticipation throughout the day. Children's interests are very much 'in the moment' and this is why here at Little Learners we very much teach in the moment and our planning is often spontaneous. Planning in the moment is all about capturing the moment for children to progress based on what the children are already deeply involved in. From this we are able to see the 'teachable moment' from the child's perspective and know when to intervene and when to stand back and observe. It is all about capturing the moment of engagement and running with it to make sure the children progress.

#### **The teachable moment:**

From the teachable moment the child feels valued, interesting, important, capable and able to learn as well as gaining knowledge, skills and understanding therefore making progress in one or even several areas of the Early Years Curriculum. We are able to gain a good understanding of the child's knowledge, skills, attitude, understanding and progress.

## **Planning:**

This way of working means that most of our planning is in the moment (there is little forward planning as we are following the child's lead). We use our observations and knowledge of the children to adjust our provision and ensure that activities and resources available are of interest to the children. We also have our resources available for children to be able to self select.

## **Observations:**

All observations made of the children are based on quality interactions between children or children and us teachers or record 'wow moments' when a child does something new for the first time. They will include any teaching that has taken place or progress that a child or group of children have made. Emphasis is highly placed on using 'I wonder...' statements e.g., 'I wonder if...', 'I wonder what...', 'I wonder how...'. We feel that this approach to questioning is a lot less pressurising and allows the children to open up more readily. Parents are also asked to share any observations of 'wow moments' of their child(ren) at home by completing an observation on Family or sending us a message which can then be added to a child's journal.

## **Focus Children:**

Instead of having focus activities, each week we have three or four focus children. Each child is a focus child at least once per term. We love for parents to contribute by sending us photos and wow moments from home. During each child's focus week they will noticeably have more observations in their journals on which quality interactions and learning experiences are recorded.



## **Hours and sessions**

We accept children from the age of 2 years until school age. We are registered to accept the 2, 3 and 4-year-old nursery funding and the extended funding for 3 and 4 year olds. Fees are charged at £5.00 per hour for all children who do not receive funding or do hours over their funding allowance.

(please note that if your child is sick or goes on holiday during term time you are still liable for fees)

### **Our opening hours are:**

**Monday 9:00am – 3:00pm**

**Tuesday 9:00am – 3:00pm**

**Wednesday 9:00am – 3:00pm**

**Thursday 9:00am – 3:00pm**

**Friday 9:00am – 3:00pm**

**We are open for 38 weeks of the year term time only.**

### **Sessions that we offer are:**

**Morning only 9:00am – 12:00pm**

**Morning & lunch 9:00am – 1:00pm**

**Afternoon only 1:00pm – 3:00pm**

**Afternoon & lunch 12:00pm – 3:00pm**

We are restricted in numbers and so it maybe that you cannot immediately have all the sessions you require but we endeavor to accommodate you as best we can and inform you as soon as additional sessions become available.



## **Invoicing**

You will be invoiced at the start of each half term and is payable via bacs. Full payment must be made by the date stipulated on the invoice unless a prior agreement is made with Hazel Adamson or Kimmi McCue. Fees continue to be payable whenever a child is absent from Pre-school, whether it be for unexpected illness or a planned holiday.

## **Preschool numbers**

We are registered to have 24 children in every session. We reserve the right to limit this to 20 for the benefit of the children. We work to, and often exceed, the government requirements for adult/child ratios, which are 1:4 for children 2 years and 1:8 for children over 3 years.

## **Staff and management**

We are a committee run Pre-School with charity status. We adopted the Early Years Alliance constitution. Our committee is made up of parents and other interested parties. The committee is responsible for the general running of the group, is elected annually in May and includes a Chair, Treasurer and Secretary. Both committee and staff work together to ensure the Pre-School is always run efficiently and in the best interests of the children.

The Pre-School is staffed by a manager, a deputy manager and several early years' practitioners. We are also extremely proud to have a Qualified Early Years Teacher and a Qualified Teacher within our staff team.

## **Daily routine**

**8:45am – 9:00am** - Children arrive/ free flow

**10:00am - 10:30** - Rolling snack

**10:30** - Free flow

**10:45am** - Nappies

**11:45am - 1:00pm** – Rolling Lunch/ free flow

**2:30pm** - Nappies

**2:50pm** – Snack & mat time

**3:00pm** - Home time

## **Registering at preschool**

You can register your interest in Little Learners as early as you like. When your child is nearing the age that they can start we will contact you for more details, to arrange a visit to the preschool, a meeting with the staff and also to complete registration paper work.

We are only able to honour first choice of days for children starting at the beginning of the academic year. Children starting throughout the year will be offered the sessions available at the time of their starting.

To enroll your child, you will need to complete the registration form. New starters will be invited to attend free settling sessions before they start. Parents are asked to remain with their child on the first visit but will be asked to leave their child for a short period on subsequent visits (this will be arranged between the key person and parent). This is an opportunity to meet the staff and familiarise yourselves with our routines, as well as ask any questions. Please ensure that you have completed all the necessary forms and submitted them prior to your child starting with us.

## Key person

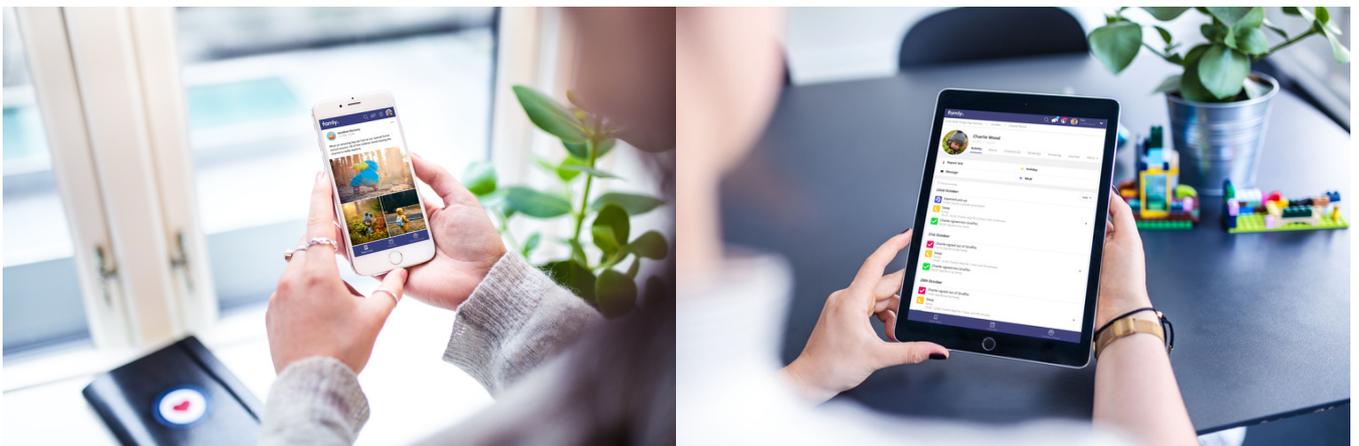
Your child will be allocated a key person when they start at pre-school. The key person will build an attachment with your child to ensure they feel safe and secure and have high Well-Being. This in turn will allow your child to have high involvement in their play which will foster and enable brain development and progress. We use an online Journal and registration system which your child will be registered onto. Our online journal system is called Famly more information can be found at [famly.co/us/support/](https://famly.co/us/support/)



We use an online Management system called Famly. The system includes registers, logging of nappies, accidents, medication along with a learning journey and invoicing. It also allows regular contact with families and gives everyone a chance to contact staff.

We know that often it is difficult to fully hand over everything the children do on a day so Famly allows us to keep everyone updated.

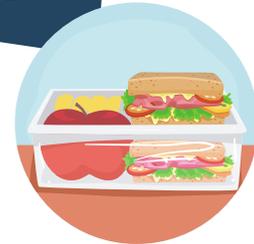
The learning journey section is added to regularly by staff with pictures of what the children have been doing. It also enables staff to link the observations directly to the eysfs.



# PRESCHOOL CHECKLIST



Backpack



Packed lunch



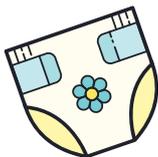
Water bottle



Extra set of clothes and socks



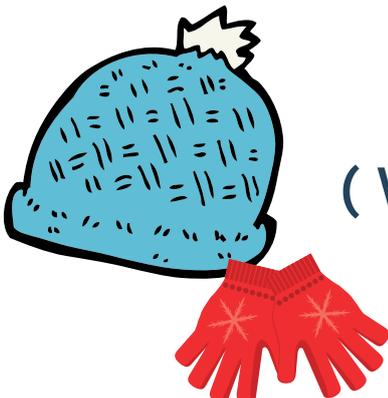
Extra underwear  
(If potty training)



Nappies, wipes, cream  
(If child in nappies)



Seasonal outerwear  
( Wellies/ waterproofs)



## Other important information

**Contact details** – You will be asked to provide us with contact details for yourself and other emergency contacts. It is extremely important that we have up to date and current details in case your child is taken ill or has an accident during a session. This must be a telephone number we can reach you on during your child's session. Please inform us if the details change.

**Alternative person collecting your child** – We will not send your child home with anyone other than those named on the registration form. If you have arranged collection by someone else you must inform us at the beginning of the session or through the Family app during the day.

**Absences** – If for any reason your child is absent from preschool please let us know as soon as possible by calling 01367 253653 or logging them absent through the Family app.

**Infections diseases/ sickness/ allergies** - Should your child contract an infectious disease, you must notify the Pre-School immediately. In the case of sickness or diarrhea, the child must NOT attend the Pre-School until 48 hours after all symptoms have ceased. Please inform the staff if your child suffers from or develops any allergies.



**Medication** - If your child is on prescribed medication please let us know. If possible, the child's parent should administer medicine. If not, we need to keep a record of information from the parents giving clear instructions about the dosage. All medication that needs to be administered at Little Learners will be registered and logged on Family.

**Policies** – Lechlade Little Learners Pre-School has an extensive range of policies and procedures. All these can be found on the website: [www.lechladelittlelearners.co.uk](http://www.lechladelittlelearners.co.uk) alternatively if you would like to see a hard copy ask the Manager or Deputy.

**Complaints** - Complaints should be addressed to the manager in the first instance or to the Chair of the Committee. All complaints will receive a response within 28 days. If the matter is unresolved, you should contact:

Ofsted National Business Unit  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Tel: 0300 123 1231

**When you enter this preschool.....**

**You are scientists**

**You are explorers.**

**You are important.**

**You are respected.**

**You are a friend.**

**You are the reason we are here!**