



## WELCOME

Welcome to Little Melton Pre School Nursery. We offer children aged between 2 years 6 months and 5 years, fun and friendship with other children and adults. We aim to create a happy, safe and caring atmosphere in which the children can have fun and participate in a new variety of play activities through which they learn to share, discover new interests and abilities and work towards the Early Learning Goals as detailed in the EYFS (Early Years Foundation Stage). We are now registered to accept children from 2 years old who qualify for the government early years funding, please speak to a member of staff to find out if you may qualify. Unfortunately we do not have the capacity to take children under 2 and a  $\frac{1}{2}$  who do not qualify for the government funding.

We are extremely lucky to have the use of Little Melton Village Hall for our Nursery. This is a large modern hall which is bright and clean with plenty of space for physical activities. We also have a cosier carpeted area during each session for quieter play or reading, and we have a dedicated secure outside area so we can take the children outside on a daily basis. We welcome all families to our pre school and are happy to support families with English as an additional language.

Little Melton Pre School has been running for over 30 years and has a very good reputation both with the local community, and with Educational Professionals.

## A PARENT LED NURSERY

Our nursery is not a commercial business, nor is it managed by the County Council, or the Education Authorities. It is a charitable group, set up and managed overall by the parents. Qualified staff look after the children and run the sessions, but a committee of parents follow a constitution (a document which clearly sets out how the Pre School is run), and have overall decision making responsibility. A copy of this constitution is on the notice board. The committee employ the staff, manage the accounts etc. At present we have 6 parents who have all agreed to be named committee members, but we are very happy to have more if you would like to get involved. Committee meetings are generally held every month, and all parents are welcome to attend.

Fees cover basic running costs. The committee also organise regular fundraising events to generate money for extra equipment and materials. We also hold special events for the children e.g. Christmas parties and summer outings.

Both staff and parents all work together to keep our children happy and safe.



## **THE STAFF**

Our pre school is staffed by an experienced team of supervisors, all hold a minimum level 3 qualification or are working towards it, and all attend regular training to meet the changing needs and gain further experience. All staff are vetted and approved by OFSTED and Norfolk Children's Services guidelines and standards.

The number of adults present enables us to provide plenty of attention for each child. Each child is able to progress at his/her own rate in all areas of development. We are experienced in working closely with professionals across the range of special needs. Please talk to a supervisor if you would like to discuss the Pre-School's ability to meet your child's individual needs.

Our Pre-School operates an equal opportunities policy and works in accordance with all current legislation. We aim to ensure that all who wish to work or volunteer to help have an equal chance to do so.

We aim to work towards a situation in which children can develop self discipline and self esteem in an atmosphere of mutual respect and encouragement. All adults are asked to provide a positive role model with regard to friendliness, care and courtesy. Attention and praise should reward good behaviour. Behaviour which may result in damage of a person or property is considered unacceptable and staff will deal with such incidents appropriately. Sudden changes in behaviour or persistent problems will be discussed with individual parents.

## **OPENING HOURS**

We are open every morning during term time, from 9.15am to 12.15pm. We also operate an additional lunch club on certain days until 1.30pm. Please see a member of staff for details. Children bring their own packed lunch and pay an additional fee for this service.

## **FEES**

Fees are based on days booked and not on attendance. We charge £12.00 per session. Fees are payable at the beginning of each half term when bills are issued. An instalment option is available to those fee paying parents whose children attend 4 or 5 days per week, please speak to our administrator regarding this.

All fees are non refundable, even if a child is absent through illness. In emergency cases, sessions may be swapped if numbers permit, although staff and committee



have the right to refuse this option. Fees continue to be due until a place has been cancelled in writing. If you are experiencing problems regarding fees, please speak to the Administrator.

The nursery is registered with Norfolk Children's Services to receive the government funding for both 3 and 4 year olds, together with the 2 year old funding for specific groups. Please speak to our administrator to find out more about how each scheme works.

We are also registered under a number of employers schemes for the payment of fees directly from a salary.

### **CLOTHING**

Although we provide aprons for messy play or painting, it is best to send your child in old clothes that are easily washable. Pre school polo shirts, sweatshirts and fleeces are available to buy from members of staff. For safety reasons it is vital that your child wears appropriate footwear - trainers or other soft soled shoes are ideal. Could we also ask that your child comes dressed appropriately for the weather - sun hat/cream, wellies and waterproof coats etc are essential as we like to take the children outside on a daily basis.

### **SETTLING IN VISITS**

You are welcome to come and visit our Pre School, this provides a nice opportunity for you and your child to meet the staff and other children, look around at our facilities and ask any questions you may have. You can book this visit by either telephoning the nursery or by sending an email.

Once your child's start date is confirmed we will invite you to come for a settling in visit during the month before your child is due to start.

### **THE SESSION**

Each session is designed to provide a variety of activities and to encourage children in all aspects of play. The children are encouraged to join in group activities such as music, small apparatus and story time, and also to initiate their own activities and to move freely between the activities of their choice.



Our team of experienced staff observe the children and assess their progress to ensure they are happy and settled.

There are generally a variety of activities on offer for the children to take part in such as painting, cutting and sticking, dough, dressing up, puzzles and sand. Children may not always be able to bring home a craft item they have made, as they may have been extra busy enjoying the other activities, and we believe that what they take home in their hearts is more important than what they bring home in their hands.

During the session we have snack time, where children are able to independently choose the snack they want - as well as when they want it. We offer a wide variety of choice, including fresh fruit and vegetables, yoghurt, cheese, crackers etc. If you have any concerns regarding your child's diet please speak to a member of staff.

### **COLLECTING YOUR CHILD**

Parents should always inform a member of staff if a person other than themselves will be collecting their child. No child will be allowed to leave the setting with an adult that is not familiar to staff. No child will be allowed to leave the setting with anyone aged under 16.

### **HEALTH AND SAFETY**

High standards of hygiene are promoted at our nursery throughout the day to day activities with the children and adults. Staff will ensure that children's hands are washed after using the toilet and before eating. Parents are asked to keep their child at home if they have any infection, and to inform the Pre-School, when appropriate as to the nature of the infection so other parents can be notified (more information regarding infections is available on a poster on the information board). If your child has had ANY vomiting or diarrhoea, please do not bring them to Nursery until at least 48 hours has passed since the last attack.

This nursery is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

### **NAPPIES AND TOILET TRAINING**

We welcome children to our Pre-School whatever stage of toilet training they may be at. If they are still in nappies, please provide a named bag with nappies, wipes etc, and speak to a member of staff regarding any individual needs your child may have regarding this issue.



## **EARLY LEARNING**

Within the group, all children are supported in developing their potential at their own pace. Our system enables us to ensure a planned curriculum tailored to the needs of individual children. Through thorough and regular observations, and a sound knowledge of the child, staff will assess and evaluate developmental rates, and working within EYFS Framework we are able to plan and offer an individually appropriate curriculum to progress with confidence to the National Curriculum at the age of 5.

**Areas of learning we cover are:**

- **Communication and Language**
- **Physical Development**
- **Personal, Social and Emotional Development**
- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design**

**During all the above areas of learning we plan for:**

- Opportunities to observe, assess and plan the next stage in children's learning
- Relevant training to improve staff's knowledge, skills and understanding
- The individual needs of children
- Activities that are imaginative and enjoyable

At our nursery we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home, and also post any comments and photos of their own.

For more information on any part of our Nursery, please speak to a member of staff or ask to see our full Policies and Procedures document.



## WHO'S WHO!

### **STAFF**

Supervisor	Jo Runeckles
Deputy Supervisor	Alison Canning
Assistant Supervisor	Pam Constable
Assistant Supervisor	Sarah Laughton
Nursery Administrator	Wendy Brake

### **COMMITTEE**

Chair	Louise Deacon
Secretary	Lucy Wright
Treasurer	David King
Members	Justin Ritchie, Rowena Breese

More information is available in our Policies, a copy of these are available as a download from our website.

**We look forward to meeting you and your child.**