



Parent Information Booklet

September 2022-2023

Welcome to our Nursery

On behalf of the directors and staff at Little Explorers, we would like to welcome you and your child to our nursery. We hope that our relationship will be one of trust, understanding and a positive experience for all involved.

Little Explorers Nursery is owned by qualified teachers and managed by a highly qualified and experienced full time manager. We employ experienced early years professionals alongside training and nurturing new and enthusiastic support staff.

Our Aims

- To develop and enable independent children to become resilient, compassionate, and inquisitive members of society.
- To help children and their parents to make an easy transition from the family home to the larger community of our nursery and on to school.
- To maintain a welcoming, secure and stimulating environment in which little minds and bodies can grow happily and at their own pace.

We are open 5 days a week, 8am-6pm, 50 weeks of the year. We cater for children aged 3 months to 4 years 11 months. Our fees and sessions times are explained on the Fee Structure page.



Admission

Little Explorers Nursery caters for children aged from 3 months old. For fees and session times, please view our Fee Structure page.

For families accessing **Free Early Education** only, children will be admitted the term after their second or third birthday.

A child is eligible for Free Early Education in line with the Department for Education (DfE) table below:

Please be aware that 2 year old children must meet additional criteria, as the offer is not universal for 2 year olds. Full details of the criteria are available from: www.childcarechoices.gov.uk

A child born on or between:	Will become eligible for a free place from:
1 April and 31 August	Start of the Autumn academic period (terms 1 & 2) in September following their second or third birthday
1 September and 31 December	Start of the Spring academic period (terms 3 & 4) in January following their second or third birthday
1 January and 31 March	Start of the Summer academic period (terms 5&6) in April following their second or third birthday

Where a child attends the nursery for more weeks or hours than those funded, the additional hours will attract a charge. At Little Explorers, the Free Early Education hours can only be used for 38 weeks of the year, during term time. Our calendar is available here:

www.littleexplorershythe.com/our-nursery

Three and four year olds accessing Free Early Education, must attend nursery on the Kent County Council headcount week for the full amount of hours they are claiming for. Hours cannot be extended after headcount week until the following term.

In the case of oversubscription, places in the Nursery are offered according to our Admission Policy which includes the following criteria:

1. Children already attending the setting
2. Siblings of children already attending the setting
3. Children entitled to Free Early Education or Free for 2 Funding
4. Applications supported by Social Services
5. Date registration form received

Fee Structure

From September 2022—2023

Fees will be reviewed in September 2023

There is a £40 registration fee for all fee paying new starters. This includes all admin fees, set up fees and 3 hours of settling in sessions. This is not applicable for children accessing funded free early education hours only. We ask for a deposit upon acceptance of a place (which will be deducted from your final invoice or when your child begins to use the Free Early Education hours). A deposit is NOT required for children who are only accessing their Free Early Education or Free for 2 hours.

Fee structure for paid sessions only:

Time	Under twos	Over Twos
Breakfast club	£7.50	£7.50
9am – 1pm	£27.72	£24.86
1pm – 6pm	£34.65	£31.08
9am – 4pm	£48.51	£43.51
9am – 6pm	£62.37	£55.94

Children must attend for a minimum of two sessions each week.

Fees are reduced the day after your child's second birthday.

Additional hours can be added to funded sessions and will be charged at the hourly rate. Please note that these additional hours will be charged all year round. Children must start and finish in line with the session times above.

Children must arrive by 8.20am to eat breakfast at nursery.

For all fee paying children we offer two weeks holiday at half fees. These two weeks must be taken together in one two week block, parents can choose when this is throughout the academic year, September to the end of August. Holiday must be requested by messaging the office on Family prior to the invoice for that period of time being issued

Payment Methods:

Employment vouchers: Please ask for details.

Bank Transfer, details will be provided on your invoice.

Fees are to be paid in advance, invoices are issued around the 14th of each month via Family. Invoices are to be paid by the 28th of the month. (This allows two weeks for payment to be made.) A late payment fee applies, see parent contract for details.

In the event that fees are not paid, the nursery will cease to provide paid for childcare.

Free early years education

Our Free Early Education pattern of delivery and term dates are available at nursery, via email and on our website. At Little Explorers, Free Early Education and Free For 2 hours are offered between 9 and 3pm each day. Parents are able to select which short mornings and short afternoon sessions their child will attend for up to a total of 15 hours. Any hours outside of these times will be charged for at an hourly rate. Short mornings and short afternoons can be slotted together so that a child can attend from 9 until 3pm.

3 and 4 year olds who are entitled to 30 hours of Free Early Education can access the additional 15 hours through the following sessions; 9am—12pm, 12pm—3pm or 3pm—6pm. Parents can choose up to 10 of our 3 hour sessions.

When you use the 12-3 session of the Free Early Education there is an additional charge of £2.50 for a freshly prepared hot two course lunch. If you use the 3-6pm session of the Free Early Education, and your child is staying for tea at 5pm, there is an additional £2 charge.

For children only attending the nursery for 15 hours funded Free Early Education sessions per week and no paid sessions:

The following sessions are applicable if your child is only attending the nursery for 15 hours of funded sessions per week and you are not paying for any additional sessions. Please remember these sessions are term time only.

Monday 9 – 3pm, Tuesday 9 – 3pm and Wednesday 9 – 12pm

Or

Wednesday 12 – 3pm, Thursday 9 – 3pm and Friday 9 – 3pm

Tax Free Childcare

Please take a look at the support available to pay for your childcare here:

**Childcare
Choices**
Supporting families
with childcare costs
childcarechoices.gov.uk



www.childcarechoices.gov.uk

For eligible families for every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year!

Fact Sheet for Free Early Education

There are 3 types of government funded hours

15 hours for eligible 2 year olds
15 hours for all 3 and 4 year olds
30 hours for eligible 3 and 4 year olds

To find out if you are eligible you need to apply via either of these websites

www.childcarechoices.gov.uk

or

<https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare>

You do not need to apply for the 15 hours for 3 and 4 year olds

All funded hours start the term after a child's birthday. September, January or April

30 hours Funding

If you have applied and are eligible for 30 hours funding you will receive a code from the government.

Please then complete one of our 30 hours forms so that we can claim the code. You will need to validate this code 3 times per year. You do not need to re-apply for 2 year old or any other funding

When first applying for the 30 hours you must provide us the code by these dates:

20th August

15th December

20th March

We cannot accept codes for the following terms after these dates

If you use the 3-6pm slot you will need to decide if you would like to send your child with a cold packed tea or if you would like to pay for tea. Tea is at 5pm. Please ask for details.

Are funded hours term time only?

Yes, Little Explorers offers funded hours during term time only.

Please view our term calendar here

<https://www.littleexplorershythe.com/documents-and-policies>

During non-funded times you can book and pay for extra hours by completing an additional hours form

Your child will not automatically be booked in for their funded hours during non-funded times, only for their paid hours

Can you pay for additional hours?

Yes, you can pay for the breakfast hour, 8-9am. We will provide breakfast

You can pay for other additional hours around your entitlement. Invoices are sent out around the 14th of each month and need to be paid by 28th. You are paying in advance for the following month

You will still be charged for these hours during non-funded times.

How can you use these hours at Little Explorers?

Children using 15 hours of funding must use blocks of 3 hours. 9-12pm and 12-3pm. Children who just use 15 funded hours and do not pay for any additional hours must choose between:

Monday 9 – 3pm, Tuesday 9 – 3pm and Wednesday 9 – 12pm or

Wednesday 12 – 3pm, Thursday 9 – 3pm and Friday 9 – 3pm

3 and 4 year old 30 hours can be used in blocks of three hours. 9-12pm, 12-3pm and 3-6pm. Many parents use five days a week 9-3pm

Children going home at 12pm will not have lunch at nursery.

Payments and Terms

- Children using funded hours are able to be booked in for sessions during the school holidays. This means your child will not automatically be booked in during half terms/holidays. If you require your child to attend during the holidays, these sessions will need to be paid for and must be requested at least two weeks before the school holiday by messaging the office on Famly. You will receive a message to let you know if there is availability and invoice will then be sent via email. Payment details are explained below.

No refund will be given in the event of a child's absence due to illness or any other reason other than the pre-booked holiday entitlement.

- The nursery will be closed for two weeks over the Christmas period, all bank holidays and occasionally for training days. At least 3 months notice will be given.

- If you would like to change or cancel your child's sessions, 4 weeks' advance, written notice is required. (For paid sessions only.)

- When you no longer require booked sessions, the nursery requires 1 month's written notice for a paid space. 1 month's written notice is also required when reducing days. The nursery will confirm in writing with you when increasing/changing days.

- For Free Early Education and Free For 2 spaces, no notice is needed to cancel/reduce sessions. Bookings can only be changed three times a year providing there is availability.

- Should the nursery be unable to open due to bad weather or any other unforeseen circumstances, parents/carers will be refunded for a chargeable session. Should closure need to take place part way through a session, a refund will not be given in this instance. For Free Early Education and Free For 2 hours, in some instances, alternative hours will be offered. These will be communicated via Famly.

- Children must be collected promptly at the end of each session. Should a parent fail to collect their child at the end of their session, a one off discretionary 10 minute 'grace' period will commence. A late collection fee of £1.00 per minute will be charged for any late minutes after the 10 minute grace period. Once you have had a one off grace period all future lateness will be charged at £1.00 per minute from the minute after your child's session has ended.

- There is a £40 registration fee for all fee paying new starters. This includes all admin fees, set up fees and 3 hours of settling in sessions. This is not applicable for children accessing funded free early education hours only.

What will your child need to bring?

- A named water bottle with plain water, no squash please.
- If attending nursery during the morning, a piece of fruit needs to be supplied for snack.
- A spare set of clothes, nappies/pull ups, bags and wipes in a named bag to be placed on their peg/box.
- A named coat, to be kept on their peg.

We have many pairs of spare wellies and have a selection of wet weather clothing. We like to learn in all types of weather! Please make sure your child is dressed in appropriate clothing and appropriate footwear. We often go for walks in the local environment, so shoes need to be suitable and comfortable for walking and climbing in. We change into wellies often, it is important that children wear shoes that they can easily take on and off but that are also safe and practical.

In the hot weather, we ask that children have sun cream applied **before** arriving and they bring a suitable named sun hat. In the spring time you will be asked to complete a sun cream permission asking you to either provide your own sun cream or pay for nursery cream.

Please refrain from bringing in toys from home. We wouldn't want them to get lost or broken and have many exciting resources and equipment at nursery to explore.

Our Nursery Uniform



At Little Explorers we offer a uniform for the children to wear. This includes a polo shirt and a sweatshirt.

We offer a range of sizes to accommodate all children attending our setting, including 1-2 years, 3-4 years and 5-6 years.

The prices of our uniform are as follows:

- Polo shirt £10
- Sweatshirt £13

Our uniform is not compulsory, but we would advise purchasing these items to avoid spoiling any nice clothes from home.

Our children thrive on being messy, whether that be through mark making using paints and glue or just being outside exploring the garden, including mud kitchen and water. Please do not send children to nursery in expensive clothing.

Online Communication

family.

We use an online system called Family. Parents/Carers can download the app or use Family in a browser. It works as a fantastic way for us to keep in touch, we provide parents/carers with photos and updates about the nursery and their own children. Families can message the office, similar to an email system.

Once completed forms have been dropped off to enrol a child we will set up a Family account using parents/carers email addresses provided. An email will be sent to you directing you to create a log in. Please note that this email may arrive to the junk/spam email folder.



CCTV

Little Explorers Hythe Limited has a complete CCTV system installed within the nursery. The cameras cover large areas of the building (apart from toilets), the garden and the car park. CCTV is used for security measures and to ensure all staff, children and visitors are kept safe whilst on the premises.

What to do next?

Children's names can be added to our waiting list any time after birth. This must be done by completing a register of interest form available on our website or in the nursery and returning to us. We will then contact you two months before your expressed start date to confirm if we have availability. We will arrange a convenient time for a stay and play session and start date. You will be informed of session availability when you are contacted. Please do contact us if you have any questions whilst waiting for your child to start.

We look forward to welcoming you and your child into our friendly nursery. You are welcome to come and look around. Just contact us to book a time.

Please check our website for more information including our virtual tour www.littleexplorershythe.com or contact us via email or telephone.

Little Explorers Hythe Ltd. is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff and volunteers at Little Explorers Hythe Ltd. have undergone background checks and an enhanced DBS. We ask that all parents/visitors share any safeguarding concerns with the leaders and managers of Little Explorers Hythe Ltd.