



Parent Information Booklet

September 2021-2022

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 and managed by qualified teachers. We employ experienced early years professionals alongside training and nurturing new and enthusiastic support staff.

Our Aims

- To develop in every child a positive self-image, confidence and sensitivity to others
- 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.



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.

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 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 2021—2022

Fees will be reviewed in September 2022

There is a £30 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.

Fee structure for paid sessions only:

| Time | Under twos | Over Twos |
|----------------|------------|-----------|
| Breakfast club | £7.00 | £7.00 |
| 9am – 1pm | £25.20 | £22.60 |
| 1pm – 6pm | £31.50 | £28.25 |
| 9am – 4pm | £44.10 | £39.55 |
| 9am – 6pm | £56.70 | £50.85 |

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

Fees are reduced the month 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 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

Fee Structure Continued

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 Famly prior to the invoice for that period of time being issued

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.

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.

Payment Methods:

Employment vouchers: Please ask for details.

Bank Transfer or Famly pay. Details will be provided on your invoice.

Fees are to be paid in advance, invoices are issued around the 14th of each month via Famly. 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.

Fees are reviewed annually in September of each year.

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

Tax Free Childcare

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

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

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. Children arriving at 12pm will need to bring a packed lunch

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, please view the term calendar in the next box

Are these 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

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

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.

You do not need to re-apply for 2 year old or any other funding

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 Family. 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.

- Each child is entitled to 2 weeks of their booked sessions as holiday at half fees each academic year. These two weeks must be taken as one two week block, they cannot be separated into one week holidays. A holiday request must be sent via a Family message to the office prior to the invoice being issued for those dates. This means at least 4 weeks in advance. (For paid sessions only.)

- 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 Family.

- 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 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.

- 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). The deposit totals two weeks' worth of fees. A deposit is NOT required for children who are only accessing their Free Early Education or Free for 2 hours.

- There is a £30 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.

An example of our Daily Routine for 3/4 year olds:

08:00 – 8:45 Breakfast, Self-Registration and Child Initiated Play. Children must arrive by 8:20am to have breakfast at nursery.

09:00 Greeting, Self-Registration and Child Initiated Play. This takes place in the classroom, outside and sensory room

10:00—10:30 Snack Time. Please provide your child with a piece or small pot of fruit. Fresh milk/water are provided by us.

11:15 Child Initiated Play

12:15 Group Time and Lunch Time. Please provide your child with a packed lunch.

13:00 Child Initiated Play

14:45 Story and Songs

15:15 Afternoon Snack will be provided by us. Fresh milk/water is available.

15:30 Child Initiated Play

17:00 Tea Time. A hot meal is provided. There is a £2 charge for tea for children using the Free Early Education hours.

17:30 Child Initiated Play

18:00 Story, Songs and Home

We use our garden consistently throughout the day, with both pre-school rooms accessing free flow. The daily routine for younger children is similar with less structured times and more Child Initiated Play. We also try to go for as many walks around the local area as possible.

We have two entrances to our nursery; through the main door and the garden gate. If your child is in one of our Explorers rooms, you will enter through the main door. If your child is in one of our pre-school rooms, they will enter their room through the garden gate.

Our timetable changes due to the needs and interests of the children throughout the year

What will your child need to bring?

- A named water bottle with plain water, no squash please
- A named lunch box with healthy lunch, no chocolate bars or sweets
- 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
- Children arriving at 12pm need to bring a packed lunch

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.

Forest School

Our pre school children currently have the opportunity to attend forest school sessions at our local forest school near Aldington with Led By the Wild. www.ledbythewild.co.uk These sessions are charged for at an additional fee. Keep an eye on Famly for the next available spaces.



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.