



LITTLE THINKERS
NURSERY
& PRE-SCHOOL
LIGHTING UP LEARNING



Parent Handbook



**Lighting Up
Learning.**

Welcome

Welcome to Little Thinkers Nursery and Pre-school.

We are located at New Horizons Primary School, Porchester Road, P02 7JB. We have two entrances; Porchester Road for children 0 to 2-years-old, and Wymering Road for 3 to 5-year-olds.

We are registered with OFSTED to provide quality care and education for children aged birth to five years old, and we are proud to be part of the Thinking Schools Academy Trust.

Telephone: 02392 651549

Email: office@littlethinkers.org.uk

At our nurseries:

- We promise that your child's key worker will build a unique bond with your child. They will develop their mind and character through energetic and



We have an open-door policy so that parents and carers can be involved in all aspects of nursery life and we can support you where needed.

- We promise to develop your child's learning habits. They will start to think about others and be able to cooperate and communicate in a group.
- We promise that our curriculum will be full of wonders. Children will imagine, predict and persist in new understanding, and their language skills will grow.
- We promise to share your child's journey with you. You will be able to help to 'light up learning' through sharing their wonders and new learning habits.

Opening times

The nursery is open from 7:30am to 6pm, Monday to Friday.

We close for bank holidays and during the period between Christmas and New Year.

We also closed for three days per year for staff training and we will inform you of these dates in advance.

Key workers

All staff at Little Thinkers will ensure that your child is well cared for, supported and encouraged. To ensure that we give your child the very best care, they will additionally be allocated a special person during their time with us. We call this special person your child's key worker. Your child's key worker will keep a close eye on your child's care, development and successes and will regularly communicate with you and report to you about your child's progress.



Settling in

We understand that every child is unique in the way they react to a new environment. We therefore encourage parents and carers to stay with their children for short sessions and then leave their child for short periods of time prior to them starting nursery officially. This gradual introduction might take a week or two, but it results in happy children and happy parents.

It is important for you to feel confident that your child has settled with us. This confidence will reassure you that Little Thinkers is a good place to be.

We make no charge for settling in sessions. Comforters and teddies are welcome to help your child settle in.

What do you need to provide

Most food and items needed for your child's daily care are included in your fees for the nursery. There are a few exceptions and these are detailed below:

- For bottle fed babies, please bring suitable formula and bottles which we will sterilise and prepare. Please name all bottles.
- For babies in their first months of weaning, you will need to provide an appropriate lunch/tea which can be heated. Please carefully name containers and ensure that all items have no trace of nuts.
- Older babies (over 9 months) are more than welcome to dine from our healthy varied menus. Our food is prepared on the premises by our resident cook. We ensure that Government guidelines for healthy, nutritious meals are followed when planning our weekly menus.
- Children wearing nappies will need spare nappies and wipes.
- Spare sets of clothing are required and some spare underwear for children who are toilet training. Please name all items of clothing.
- In the summer, a sun hat and sun cream is also required.
- We ask that your child's jewellery is kept to a minimum for health and safety reasons. Children with pierced ears should only wear a pair of stud type earrings.



Fees and payments

Invoices for the month ahead will be issued on the last working day of each month. They are due to be paid on the 10th of every month. At the managers discretion, sessions can be suspended if fees are not paid by 10 days after due date. Please speak to us if you are facing any difficulties with managing your fees.

Full fees will be charged as normal if your child is absent due to illness or occasional days off.

A charge of 50% of the normal session rate will incur if your child has been ill and absent for over two weeks, has been in hospital or your child has not been able to attend nursery due to an infectious disease. Medical evidence, such as a doctor's note, will be required.



Sickness and medication

To ensure that everyone stays safe and happy, please do not send your child to nursery if they have:

- Untreated conjunctivitis (red and sore weepy eyes)
- Impetigo (weepy and scabbed areas often around the mouth and nose)
- A high temperature
- Stomach upset (any sickness or diarrhoea in the last 48 hours)
- German measles
- Measles, Mumps, Chicken Pox
- Hand, Foot and Mouth disease

If your child is not attending nursery due to illness, please inform us as soon as possible. If your child becomes unwell whilst at nursery, staff will ensure that they are well looked after and you will be contacted. Your child will be sent home if they have any of the symptoms of the above conditions or a temperature over 37.7 degrees.

Any medication your child may require at nursery needs to be logged. Please do not leave medication such as Calpol in your child's bag.



Funding

We offer funded places for two, three and four-year olds, subject to specific funding criteria. Please see our website or ask a member of staff for more information.

All children, in the term following their third birthday, are entitled to 15 hours per week funding, for 38 weeks of the year. We offer stretch funding across the year which enables parents to use their allocation throughout school holidays. Please see a member of staff for details. As a full day care setting, we are able to offer a range of flexible hours for your child over a minimum of three days a week to utilise this funding. Additional hours can be requested.



Security

Safeguarding our children is our upmost priority. All entrances and exits in the nursery are secure and safe.

We ask you to provide a secure, private password at registration so that we can ensure that any person collecting your child has your permission. Please inform us if your child is due to be collected by someone different to their normal routine.



Staff

Little Thinkers Nursery Practitioners are specially selected for their skills and experience. Our staff hold a range of childcare qualifications from level 2 to graduate level. The nursery manager and deputy are trained to a minimum of level 3, as required by OFSTED and the EYFS statutory guidance.

The nursery abide by safer recruitment procedures to ensure a rigorous recruitment process. All staff hold a valid First Aid certificate and have completed Safeguarding training, plus staff with special responsibilities, for example inclusion, have also attended training to support their role.

We welcome trainee nursery nurses and volunteers. No volunteers are accepted unless they have a valid up to date DBS check and references.

Website

To find out more about Little Thinkers, you can visit our website that provides information including fees and payments, medication and complaints policy information.



Facebook

We will update our secure Facebook group page regularly with what we have been busily doing during the day. Please visit this page and see what your child has been learning.





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Little Thinkers Nursery & Pre-School
Portchester Road
Portsmouth
PO2 7JB

023 9265 1549
office@littlethinkers.org.uk
www.littlethinkers.org.uk



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