



Little Explorers Preschool, John Spanton Sports Pavilion,  
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**Welcome to Little Explorers Preschool and thank you for registering your child with us.**

At Little Explorers, we know how important your child is and we aim to deliver the highest quality of care and education. At Little Explorers, our ethos is based on encouraging individual interests, developing children's own ideas, and guiding them to have great belief in their own abilities. The Little Explorers team aim to inspire and nurture children in a caring and welcoming environment through play and discovery.

This prospectus aims to provide you with an introduction to Little Explorers, our routines and approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs.

**Little Explorers aims to:**

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- offer children and their parents a service that promotes equality and values diversity.

**Children's development and learning**

We aim to ensure that every child:

- is in a safe and stimulating environment;
- has the opportunity to join in with other children and adults to live, play, work and learn together;
- is helped to take forward their own ideas and interests;
- has a key person who makes sure every child makes satisfying progress;
- is in a setting that sees parents as partners in helping their child to learn and develop

**Working together for your children/Key Person approach**

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. Our setting uses a key person approach. This means that each member of staff has a group of children for whom they are particularly responsible. When your child first starts at the setting, the key person will help your child to settle.

## **Session Times**

We are open term time only. Our session times are as follows:

**Monday, Tuesday, Wednesday : 8.50am to 11.50am (3 hour session).**

**Monday, Tuesday : 11.50am to 2.50pm (3 hour session).**

## **The session**

We aim to organise our sessions so that children can choose from a range of activities to develop their own ideas and interests. The children are also helped and encouraged to take part in adult-led group activities, which may introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided indoors.

## **Snacks and Lunch**

Please ensure your child arrives with a healthy and nutritious snack and a full water bottle for their session. In addition to their snack, if your child is staying for two sessions (8.50am – 2.50pm) please ensure they bring a packed lunch.

## **Clothing**

We provide protective aprons for the children when they play with messy activities. Please ensure that old clothes are worn when your child attends as this makes messy play much more accessible to your child. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

## **Policies**

Our staff can explain our policies and procedures to you. These are available to read on our website or alternatively a copy of all policies are held at our setting. Our policies help us to make sure that the service provided by Little Explorers is of a high standard. We have outlined some policies that will be particularly useful to you and your family before your child starts at Little Explorers.

## **Use of Mobile Technology**

**Please do not use your mobile phone or any other device at Little Explorers Preschool. There are strict policy guidelines for the use of no mobile technology within our setting when children are present.**

### **Information we hold about you and your child**

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

### **Safeguarding children**

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices guard children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

### **Special needs**

To ensure provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

**Our Special Educational Needs / Disabilities Co-ordinators are Kim Dolman/Jaime Bailey.**

## **Fees**

We are in receipt of nursery education funding for two, three and four year olds; where funding is not received, then fees apply.

The fees are £15.00 per session payable half termly in advance. Fees must still be paid if children are absent without notice for a short period of time. For your child to keep their place at our setting, fees must be paid on time.

## **Starting at Little Explorers**

### *The first days*

We want your child to feel happy and safe with us. To ensure this is the case, staff will work with you to decide on how to help your child settle in.

**The management of Little Explorers:** Little Explorers is owned by Kim Dolman

**We hope that you and your child enjoy being part of Little Explorers and that your child finds taking part in our activities interesting and stimulating. We are always happy to talk with you about your views or answer any questions you may have.**