



# Prospectus





# Little Lambs Pre-School Centre

Bethel Chapel, Hill Street, Wollescote, Stourbridge, West Midlands, DY9 8TL

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## INFORMATION FOR PARENTS

Little Lambs is a 55 place private Pre-School Centre, situated in purpose-built Early Years rooms including a large outdoor play area, part of Bethel Chapel, run by qualified and experienced staff. We are located in Wollescote, a five-minute walk from Lye High Street, on a major bus route, and have our own car parking facilities. We are registered with and approved by the OFSTED Early Years Directorate and are registered to receive Early Education Funding. All necessary requirements have been met in accordance with the Children Act 1989 and satisfy the OFSTED Statutory Framework for the Early Years Foundation stage (EYFS).

The main aim of the Centre is for all children to 'Explore – Experience – Enjoy'. Little Lambs provides a happy, safe, secure and stimulating environment in which your child can develop to their full potential, and in which you as parents can feel relaxed and confident, with every aspect of care channelled to the needs of your child. We work in partnership with parents to help children to learn and develop. We offer children and their families a service that promotes equality and values diversity and as a setting we contribute to the life and well-being of the local community.

Little Lambs is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The information on the following pages will give you an insight into the services that we offer and how our centre operates.

Having read this prospectus, please come and visit us here at Little Lambs. We will be delighted to show you around and answer your questions. Please ring 01384 892137 to arrange a visit. We also have a virtual tour available by clicking on the following link: [Little Lambs Virtual Tour](#). If your child is currently on our waiting list and we are able to offer a place, we will contact you to arrange a home visit followed by a visit to nursery prior to your child starting with us.

We believe children are a gift from God, and we will count it a privilege to look after them should you choose Little Lambs for your child's pre-school education.

We look forward to seeing you.

**Mrs Jen Anslow and staff**  
**Little Lambs Pre-School Centre**

**This Prospectus is available in larger type,  
on audio CD or in Braille on request**

## **OUR AIMS AND ETHOS**

These are not listed in any ranked order of importance.

- To ensure that children are as prepared as possible for the next stage in their lives and focus strongly on ensuring that they are 'independent little people' ready and prepared to move on to school life.
- To create a happy, interesting, safe and secure environment in which each child has scope to explore, learn, contribute and experiment with confidence.
- To build upon each child's (pre-school) experience and learning. We aim for all children to believe they are unique and that each can bring something special to our pre-school.
- To develop the use of language that promotes each child's whole educational development through oral communication skills.
- To develop and practise basic skills which are the necessary tools for all learning and for children and staff to have an equal opportunity to learn.
- To fully encourage children and staff to develop an active interest in their own learning thus fostering motivation and a thirst for new knowledge.
- To encourage intellectual enquiry and problem-solving skills within a play and learning-based curriculum, which is flexible, stimulating, and meaningful to each child.
- To encourage a positive self-image, independence, and self-control and to nurture and develop self-esteem in all.
- To foster creativity and the development of the individual child through a variety of high-quality materials and activities.
- To develop social skills and awareness through caring, sharing, taking turns and co-operative tasks.
- To develop self-respect and to respect the opinions feelings and possessions of others. To teach respect and care for all living creatures.
- To foster physical growth and to develop physical skills of fine manipulation, gross motor movements and co-ordination of the body.
- To encourage each child to use all their senses, to explore and interpret the natural and man-made world.
- To work within a framework which ensures equality of opportunity for all children and families and where diversity is valued.
- To promote the British Values of democracy, rule of law, individual liberty, mutual respect and tolerance through positive role models and play based activities.
- To be an active community pre-school which has a positive partnership with all who live in the locality.

*We believe that these aims will enable the potential of each child to be developed, both academically and personally and that they will have high levels of self-belief and aspiration.*

## Early Years Foundation Stage Curriculum

Within our setting all children are supported in developing their potential at their own pace, by means of developmentally appropriate play activities and a high level of individual adult input. We offer a tailor-made curriculum, taking inspiration from Development Matters and Birth to Five Matters, which works towards the nationally approved Early Years Foundation Stage Early Learning Goals. We have focused on statements that are achievable yet challenging to the children at the different stages of the academic year. These statements and goals are adaptable to the particular group of children that we have on roll each year. However, we recognise that every child will not make the same progress through the curricular goals and adapt specific goals for specific children where appropriate.

Children should mostly develop the **3 prime areas** first. These are:

- **Communication and language:** listening, attention and understanding; speaking
- **Personal, social and emotional development:** self-regulation; managing self; building relationships
- **Physical development:** gross motor; fine motor

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- **Literacy:** comprehension; word reading; writing
- **Mathematics:** number; numerical pattern; spatial awareness; shape; pattern; measures
- **Understanding the world:** past and present; people, cultures and communities; the natural world
- **Expressive arts and design:** creating with materials; being imaginative and expressive

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

For further information please access 'The Early Years Foundation Stage 2021 – A guide for parents and carers' at <https://connectchildcare.com/wp-content/uploads/2021/08/The-Early-Years-Foundation-Stage-EYFS-2021-A-guide-for-parents-and-carers-2.pdf>

## **Hours of opening**

Our Pre-School meets at the following times:

	<b>AM</b>	<b>AM</b>	<b>PM</b>	<b>PM</b>
	From	To	From	To
Monday	8.30	11.30	12.30	3.30
Tuesday	8.30	11.30	12.30	3.30
Wednesday	8.30	11.30	12.30	3.30
Thursday	8.30	11.30	12.30	3.30
Friday	8.30	11.30	Staff team meeting	

*2½ hours paid sessions are available for non-grant funded children and for those accessing Time For Twos funding from 12.30 - 3.00pm*

Lunchtime cover is provided for those children that are eligible for 30 hours funding.

Term times and holidays usually coincide with dates for Dudley Local Authority and are advised at the beginning of each school year.

We are registered by OFSTED to offer care and education for children below school age and over the age of 2.0. However, at present our admission policy is that we accept children of 2 years 6 months upwards.

## **Adult Resources**

Little Lambs Pre-School Centre is staffed in accordance with the OFSTED requirements of the Early Years Register. The minimum staffing ratio required to assist in looking after children under 3 years is 1:5, although at Little Lambs we plan for a ratio of 1:4. When all children are aged between 3 and 5 years a minimum staff ratio required is 1 adult to 8 children. The Pre-School Centre Manager is often supernumerary to these requirements. In addition, DBS checks and references are obtained before any staff are employed.

Our Pre-School Centre is fully equipped to help staff plan a stimulating session with developmentally appropriate play and learning activities. Each member of staff is allocated an area of the setting or activity each session to support children's learning, together with opportunities for observation and assessment.

Our key-person system gives each member of staff particular responsibility for a given group of children. Each child in the group has one special adult to relate to, which can make settling into the group much easier. In addition, the key-person is in a position to tailor the group's planning to the unique needs of each individual child. The key-person, together with the Pre-School Centre leader maintains links with the child's home setting, and works with parents through shared record keeping to ensure that all children are supported in reaching their full potential.

We have qualified, experienced and enthusiastic staff, and our high adult to child ratio ensures individual attention to the needs and development of each child. We are constantly in touch with new thinking in the field of child education and care. Training is on-going, and staff will train in new areas as and when appropriate.

## Staff

The regular staff in the group are:

Name	Job Description	Qualifications and Experience
Mrs Jen Anslow	Manager / Key Person	NVQ 3 Child Care; Foundation Degree in Art & Design; Paediatric First Aid; Food Safety; Child Protection Foundation Level; Designated Safeguarding Lead Training Working with children since 2003
Mrs Rachel Gibbon	Deputy Manager / Key Person / SENCO	BA(Hons); PGCE; Paediatric First Aid; Food Safety; Child Protection Foundation Level; Designated Safeguarding Lead Training Working with children since 1996
Mrs Maureen Leonard	Key Person / Senior Practitioner	NVQ 3 Child Care; NVQ2 Child Care; Paediatric First Aid; Food Safety; Child Protection Foundation Level; Designated Safeguarding Lead Training Working with children since 1995
Miss Lucy Watkins	Key Person / Senior Practitioner	CACHE Level 3 Diploma in Child Care & Education; Level 5 Diploma for Health and Social Care and Children and Young People's Services; Paediatric First Aid; Food Safety; Child Protection Foundation Level; Designated Safeguarding Lead Training Working with children since 2012
Mrs Clare Robson	Key Person / Senior Practitioner/ Admin	QCF Level 2 and Advanced Level Apprenticeship in the Children and Young People's Workforce Early Educator; BSc(Hons); Paediatric First Aid; Food Safety; Child Protection Foundation Level
Mrs Janine Plews-McVittie	Key Person	CACHE Level 3 Diploma for the Children & Young People's Workforce; Paediatric First Aid; Food Safety; Child Protection Foundation Level
Mrs Tammy Jones	Key Person	CACHE Level 2 Certificate Introduction to Early Years Education and Care; CACHE Level 3 certificate Supporting Teaching and Learning in Schools; Paediatric First Aid; Food Safety; Child Protection Foundation Level
Mrs Fiona Heath	Assistant	BTEC National Diploma in Early Years; Paediatric First Aid; Food Safety; Child Protection Foundation Level
Mrs Di Woodward	Assistant	NVQ3 Children's Care, Learning and Development Paediatric First Aid; Food Safety; Child Protection Foundation Level
Miss Aeysha Iftahar	Assistant	BTEC Child Care level 2; BTEC Health and Social Care level 3; working towards BA(Hons) Working with Children, Young People and Families
Mrs Kristy Darby	Assistant	Working towards level 3 childcare qualification; Child Protection Foundation Level
Miss Emma Keeling	Admin / HR	NVQ3 in Administration; BTEC National Diploma in Childhood Studies (Nursery Nursing); Paediatric First Aid; Child Protection Foundation Level

In addition, we have supportive help from parents and carers in various areas, students, volunteers, visitors, professionals and advisors where appropriate.

## **Policies**

A copy of our full policy statements is available on our website, but brief outlines of the policies are listed for easy reference. All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome.

### **Summary of Policies:**

#### **• Additional Educational Needs**

This setting believes that children with a disability are children first, sharing the same needs and desires as all children. We feel that where possible, all children should share social and learning experiences with their peers in local settings. Inclusion is a human right with benefits for all. Inclusion teaches children and adults to accept and value everyone, whatever their differences, it challenges fear and prejudice

Our aim is that all children will be happy in our setting and that each child is able to progress at their own rate in all areas of development, and this is true for children with or without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs. The Pre-School Centre leader, along with a designated Special Educational Needs Co-ordinator (SENCO), are available to discuss our Centre's ability to meet your child's needs. Dudley LEA has a local offer, which is a one stop shop of information and services available to children and young people with special educational needs or disabilities under the age of 25 who live in Dudley borough, along with parents, carers and family members. Please see <https://www.dudley.gov.uk/residents/dudleys-local-offer/> for more information.

#### **• Admissions**

We are registered with Ofsted to provide sessional day care for children aged 2 to under 5 years. The minimum age at which children can be admitted to Little Lambs is two years. However, at present our admission policy is that we give preference to children of 2 years 6 months onwards if places are available. We also take children eligible for Time for Twos Funding. Our priority is to give places to children aged 3 and over who qualify for Early Education funding. Our waiting list is arranged in order of date of birth, not date of application, taking into account all other relevant priorities.

In the event of demand for places exceeding room, priority would be given to

- Relevant looked after children
- Children with a brother or sister already in the Pre-School
- Children of families who can demonstrate a close commitment to Bethel Chapel, Wollescote
- Children of families who can demonstrate a close commitment to a recognised Christian Church
- Children of families committed to the practice of the Christian religion
- Children of families committed to the practice of other religions who would like their children educated at a Christian Pre-School

Our Pre-School Centre is accessible to children and families from all sections of the local community, and we ensure that our existence is widely known in this area. After an initial enquiry has been made, children are entered on our waiting list. Parents/carers and children will be contacted near to the starting date, and a home visit will be arranged, followed by a visit to Little Lambs to spend some time with us. Any queries can be dealt with at these times, and the Pre-School Centre leader is always available by telephone to answer further questions.



### • **Anaphylaxis Management Policy**

Little Lambs is welcoming to all children with allergies and acknowledge that anaphylaxis is a serious condition affecting a minority of children.

Staff will encourage and help children with allergies to participate fully in activities.

Little Lambs will consider all the implications of accepting a child into our setting prior to the completion of a health care plan and training to support in the administration of medication. We will work with parents to ensure that the training delivered is specific to the individual needs of their child.

A health care plan will be drawn up in conjunction with parents/carers, the child's GP/Consultant and the setting; this will enable staff to give the best care to the child.

The health care plan will be reviewed termly.

### • **Behaviour Management**

Your child will be praised and positively encouraged for good behaviour, as we believe it is far better to accentuate positive behaviour rather than negative. However, certain behaviours are totally unacceptable at Little Lambs, such as smacking, biting, swearing and purposefully hurtful actions towards other children or staff. Unacceptable behaviour needs to be modified, and we aim to do this by telling the child that whilst they are loved, their behaviour is not! Staff will use Emotion Coaching to enable the children to manage their own behaviour through helping them to understand the different emotions they experience, why they occur and how to handle them. Bullying is not tolerated in any form under any circumstances. If parents ever have a concern, we ask that they speak to the manager or deputy immediately. Staff, children, and parents work together towards creating a happy and reassuring environment for all. If we must talk with your child concerning his or her behaviour you will always be told, and we hope that we will work together to reinforce positive attitudes towards socially acceptable behaviour. We are concerned for the care and happiness of all the children. If after a reasonable period of time it is clear that a child is not going to settle, despite our efforts, then the Pre-School Centre Leader may advise that they are re-admitted at a later date.

Please let us know of any family or medical problems that may be upsetting your child. No matter how small, it helps us to know. All information will be treated in the strictest confidence.

### • **Bereavement Policy**

Pre-School children and their families may experience grief and loss of close family members or friends whilst with us at our setting. We understand that this is not only a difficult time for families, but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person is no longer around.

We aim to support both the child and their family during this difficult time and will adapt our care to suit the family/child's individual needs.

### • **Biting Policy**

As a nursery team we are very aware that biting can be recognised as part of a child's development. We make every effort to discourage biting. Biting is often a child's way of expressing feelings or frustration among their peers and causes an instant reaction from the child being bitten. However, we know that this is very upsetting for those being bitten. The procedure we follow is mapped out in detail and the strategies used are

usually successful in preventing any further incidents of biting. Should further incidents occur, the nursery will seek advice from Early Years Professionals that can offer the child and nursery support in alternative ways to deal with this behaviour. Parents/carers will be kept informed at all stages.

#### • **Child Protection, Safeguarding and Staff Behaviour**

The welfare of the child is of paramount importance.

Little Lambs is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The Pre-School curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our children. All teaching staff play a vital role in this process, helping to ensure that all children relate well to one another and feel safe and comfortable within the Pre-School. We expect all staff to lead by example and to play a full part in promoting an awareness that is appropriate to their age amongst all our children on issues relating to health, safety and well-being. All staff have an important role in insisting that children always adhere to the standards of behaviour set out in our behaviour policy.

Time is allocated in Circle Time for discussions of what constitutes appropriate behaviour and to why unkind behaviour and lack of respect for others is never right.

All children know that there are adults to whom they can turn to if they are worried. If the pre-School has concerns about a child, there is a recognised requirement for sensitive communication and staff members are aware of the need to avoid asking leading questions.

We intend to create in our Pre-School Centre an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. This policy is linked to Behaviour Management, Child Protection, Safeguarding and Staff Behaviour Policy, Complaints, Conflict of Interest in the Workplace, Images Capturing, Internet Safety and Social Networking Statement, Mobile Phones, Electronic Recording Media & Devices and Empty Pocket Policy, No Smoking, Drugs & Alcohol Policy, Physical Handling of Children, The Prevent Duty & Promoting British Values, Procedure in the event of being unable to find a child, Procedure in the event of non-collection of children, Recruitment and Selection Procedures, Safety and Security – including Arrival and Departure Procedures, and Whistle Blowing.

#### • **Closure in the Event of an Emergency Procedure**

There are times when Little Lambs Pre-School Centre may need to close for a variety of reasons. It is essential that we have contingency plans in place to ensure that any closure operates smoothly and effectively with little or no disruption to parents, practitioners and children. We have a policy which details our guidance and procedures in the event of an emergency closure.

Little Lambs has an Emergency Plan in place which covers procedures to follow in any necessary event.

#### • **Complaints**

If you are ever unhappy about anything at Little Lambs, please come and talk in confidence to the Pre-School Centre Manager. We really would appreciate it if you

would come into us and talk over any problems. If you wish to make a formal complaint, it must be put in writing to the Pre-School Centre Manager.

You have the right to contact the Ofsted Early Years Directorate at any time on issues which concern you, if you feel we have not resolved a problem to your satisfaction.

The contact for OFSTED with which we are registered is:

Ofsted  
Piccadilly Gate, Store Street, Manchester, M1 2WD  
Tel: 0300 123 4666 / 0300 123 1231

Or complaints can be sent to:

Dudley Family Information Service  
Directorate of People Services  
The Council House, Dudley, DY1 1HF  
Tel: 01384 814398/9

- **Confidentiality**

The Pre-School's work with children and families will sometimes bring us into contact with confidential information. All information given by parents/carers to the Pre-School Centre or key-person will be treated in the strictest of confidence.

- **Conflict of Interest in the Workplace**

All adults working with children have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interest of children and other adults. It is therefore expected that staff adopt and promote a high standard of personal conduct.

All adults in contact with children should therefore understand and be aware that safe practice also involves using judgment and integrity about behaviours in places other than the work setting.

Little Lambs staff disclose any potential or apparent conflict of interest which may affect their ability to carry out their role.

- **Curriculum and Assessment Policy**

All children are entitled to high quality learning and teaching. This will equip them with the skills, knowledge and understanding they need today, and prepare them well for tomorrow. Children learn at different rates and each child's development is unique. Children learn best when they are happy, secure and actively involved in their own learning. Effective teaching and learning in the Early Years Foundation Stage meets children's identified needs and interests and helps children to learn and develop in all seven areas of learning and development. At Little Lambs staff regularly discuss and review our work with each other, and with parents. Discussion and review help us to ensure that children take part in learning with joy and enthusiasm. It helps us to ensure that their learning in nursery prepares them well for school, so that they can confidently handle the transition and continue their learning journey. Every child can progress well in their learning, with the right support. Every child can thrive.

Our aim, at Little Lambs, is to ensure that children are as prepared as possible for the next stage in their lives and focus strongly on ensuring that they are 'independent little people' ready and prepared to move on to school life. We believe that our curricular goals underpin this aim.

## Our 8 curricular goals

<b>Settle in</b>	To settle in and become a confident learner.
<b>Follow simple instruction</b>	To follow simple instruction to perform a task.
<b>Make a model</b>	To create a model using a variety of resources from around nursery.
<b>Independently put on your coat</b>	To independently find and put on your own coat, managing your belongings.
<b>Care for our environment</b>	To have an understanding of the importance of treating the world and living things with care and respect.
<b>Count and understand numbers to 10</b>	To reliably count up to 10 objects and have an understanding of quantity.
<b>Make up your own stories</b>	To make up your own story or scenario during play.
<b>Write the letters of your first name</b>	To independently write the letters of your first name.

Curricular goals are broken down into progression 'milestones' to enable staff to map children's development and are shared with parents throughout the year. Their clarity helps parents to get involved and support their children's learning at home. We regularly review our curriculum and the resources we use.

During the afternoon sessions with younger children and initially when all children start with us, the majority of our planning is focused on the three prime areas. These are Communication and Language, Personal, Social and Emotional Development and Physical Development.

Key people spend quality time getting to know their key children and their families. This trusting relationship helps children to settle into nursery and grow in confidence in their new environment. Our assessment starts with home visits and a 6-week initial assessment period.

For children with SEND, precise assessment needs to focus on what the child can do, and what the barriers to their learning are. If a child has specific difficulties with their communication, for example, they may need to have aids like a simple vocabulary board so that they can make choices and share their ideas. All children are entitled to the whole of the early years curriculum. Of course, they won't all manage to do and know everything that's mapped out: but some who appear vulnerable at first may thrive later in the year.

Assessment ensures that staff can skilfully plan for the needs of each individual child to enable them to move through our curriculum. Most assessment is formative, so that it quickly helps us to make a difference to children's learning. However, we also need to

have an overview of children's progress, so that we can take further actions where needed, and so we can monitor equalities. Our aim is for the system to be proportionate, and to ensure it is not overly burdensome.

This information is collated on the Tapestry online system. Key workers have discussions with colleagues and senior practitioners to analyse the information in order to take action for individual children, or groups of children, as needed.

The focus of our assessment is on clear and specific things that a child needs to be able to do or needs to know.

Practitioners record significant observations made with children on the Tapestry online system. The aim of these records is to 'bring the child's learning to life'. The child's struggle or perseverance will be made clear. It will include characteristics of effective learning and the child's voice. The teaching input will also be documented. The entry will describe what the practitioner did to support or extend the child's learning and how the child responded.

- **Data Protection Policy**

In order to provide a quality early years and childcare service and comply with legislation, we will need to request information from parents about their child and family. Some of this will be personal data and some may be classed as special category data.

We have registered with the Information Commissioners' Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. We comply with the General Data Protection Regulation.

We will keep all records about children and their families securely locked away. Digital files and photographs will be stored on memory sticks and an external hard drive which will be locked away when not being used. Virus protection software is in place.

We are required by law to keep some data for some time after a child has left the setting. We have a review plan in place and ensure that any data is disposed of appropriately and securely. Safe disposal of paper would be with the use of a cross-cut shredder. Any IT hardware is securely disposed of.

- **Disciplinary and Grievance Procedure**

Discipline rules and procedures are necessary for promoting fairness and order in the treatment of individuals. They also assist a nursery to operate effectively. Rules set standards of conduct and performance at work. Procedures help to ensure that the standards are adhered to and also provide a fair method of dealing with alleged failures to observe them.

Little Lambs has set a clear and concise Disciplinary and Grievance Procedure to be followed if required.

- **Emotional Health & Well-being Policy for Children**

*Well-being is a particular state or feeling that can be recognised by satisfaction, enjoyment & pleasure. The person is relaxed and expresses inner rest, feels the energy flow and radiates vitality, is open to the surroundings, accessible and flexible.*

Professor Ferre Laevers

Intellectual development and social & emotional development are strongly influenced by a child's experiences during their pre-school years.

Emotional well-being includes being happy and confident and not anxious or depressed.

Social well-being allows children to make good relationships.

Practitioners understand children's emotional health needs and have the time & skills to develop nurturing relationships.

As part of our ongoing observation, assessment & planning cycle your child's key person will be monitoring their well-being & involvement and planning activities to support the children in this area.

- **Equality and Diversity**

Little Lambs operates an Equality and Diversity policy for all staff, children and parents.

We work within a framework which ensures equality of opportunity is offered for all children and families and where diversity is valued. All are encouraged to value and respect each other's sex, colour, racial origin, religion, culture, language and level of ability. Children are encouraged to mix freely to achieve the aims of a multi-cultural society in all aspects.

Toys and play equipment are available to all children without gender bias or stereotype and display a positive self-image for all. Displays, books, dolls, play-figures, jigsaws, games, art and craft materials and musical instruments depict facets of many cultures and peoples of varying skin tones in a positive way.

Children with additional educational needs are welcome, if parents and staff are confident that appropriate care can be given. We have successfully achieved the me2 kitemark, which recognises that within our best abilities we are welcoming and accessible to children and families with disabilities. Our toys and play equipment show an awareness of children with differing needs, and help the children develop consideration for others in a natural way via their play. Staff will positively encourage the implementation of our Equality and Diversity policy being good role models in this area themselves. Any negative attitudes displayed by parents or children in this area will be positively challenged by staff, for the benefit of all.

We are an active community pre-school, and we aim to have a positive partnership with all who live in the locality.

- **Fire Safety and Emergency Evacuation**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Manager/Deputy and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Warden or Fire Safety Consultant.

Little Lambs has a clear and concise Emergency Evacuation Policy which is displayed in our entrance.

Little Lambs has an Emergency Plan in place which covers procedures to follow in any necessary event.

- **Health and Hygiene**

Our Pre-School promotes a healthy lifestyle and a high standard of hygiene in our day-to-day work with children and adults. Healthy snacks, outdoor play and physical exercise are offered on a daily basis to all children.

It is important that we are notified as quickly as possible if your child is absent due to illness, before the beginning of session if possible. Parents are asked to keep their children at home if they have any infection and to inform the Pre-School as to the nature of the infection so that Pre-School can alert other parents and make careful observations of any child who seems unwell. **Parents are asked not to bring any child into Pre-School who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.**

If your child comes into contact with any infectious diseases, it is particularly important that you notify us as soon as possible, so that we can inform other parents, and because of the obvious danger to pregnant women through German Measles.

In the event of a pandemic, Nursery will follow Government guidelines and Dudley LEA guidelines, keeping parents up to date with any developments as they arise.

If your child becomes ill at Little Lambs or has an accident (other than minor bumps and grazes) we will make every effort to contact you. **It is important that we have your current contact telephone numbers and email address. PLEASE keep us updated.**

When children play together, small accidents sometimes occur. Minor bumps and bruises will be dealt with by staff members, all of whom are trained in First Aid, and your child will be cared for and reassured.

The incident will be noted in our accident records, and you will be asked to sign to verify that you have been advised of the incident. Where a child is picked up by someone other than the child's parent, with the permission of the parent, we would normally accept that notifying this person is sufficient to satisfy this requirement.

Should a situation appear to warrant an emergency procedure, a qualified First Aider will look after the child and administer any First Aid as necessary until the emergency services arrive, whilst another member of staff contacts the child's parents/carer. If the child requires medical attention or hospital treatment a staff member will accompany the child (in the case of the setting not being able to contact the parent). **Please note that consent for hospital treatment cannot be given by Pre-School Centre staff.**

Staff must inform Ofsted immediately if a child is admitted to hospital as a result of an accident at the setting or on an outing, complete a RIDDOR form if required, notify local child protection agencies and act on any advice given.

In case we have to change a child for any reason, it is necessary for you to leave a spare set of your child's clothes at Nursery. Our procedure for changing a child is always adhered to.

Please do not bring pets onto nursery grounds or premises due to health & safety considerations.

#### • **Health and Safety**

Little Lambs believes that the health and safety of children is of paramount importance. We make our pre-school environment a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment. We have public liability insurance and employers' liability insurance.

Health and safety issues are explained to staff, children and parents so that they understand their roles in the daily life of the setting.

We operate a no-smoking policy.

### • **Images Capturing**

Taking pictures and videos of children and young people's achievements and activities is a wonderful way of capturing a memory and promoting successes but consideration needs to be given to who might have access to those images.

In order to keep children safe at Little Lambs we adhere to the guidelines set out by Dudley Safeguarding Children Board and our own Images Policy – please see full policy document with regard to consent to take images and safe storage of them, children's Learning Journeys, mobile phones, electronic recording media and devices, cameras and tablets.

### • **Immunisation Policy and Procedure**

At Little Lambs Pre-School Centre, we expect that children are immunised in accordance with the government's health policy and their age.

We ask that parents inform us if their children are not immunised so that we can manage any risks to their own child or other children/staff/parents in the best way possible. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if children have not had immunisations.

### • **Internet Safety and Social Networking**

We aim to create a safe online culture in our setting by staff receiving appropriate training and guidance. All staff understand the risks of social networking and follow the nursery guidelines.

### • **Key Person and Attachment Policy**

John Bowlby (1907-1990), was a British psychologist, psychiatrist and psychoanalyst who is remembered most notably for his pioneering work in attachment theory.

According to attachment theory in infants, a child will form an attachment primarily with their main caregiver (often the mother) but can also form secondary attachments to other significant figures who feature in their child's life, these 'significant others' could be relatives such as grandparents, aunts, or the child's key person in the nursery setting. The role of the key person in providing a secure base is invaluable as they may represent a secondary attachment figure to a child in their care. As this attachment figure they can provide the child with an emotional base camp by being in a responsive emotional relationship with the child. This enables the child to feel safe enough to go off and explore on their own.

At Little Lambs Pre-School Centre, we fully embrace the idea that a key person for each child helps that child to feel safe, secure & valued. Before your child starts at our setting, they will be allocated a key person.

The key person will spend time with your child, getting to know them, their interests and the way that they learn. They will make observations of significant moments in nursery and upload these onto our Tapestry online Learning Journal system, which can then be viewed by parents at any time.

The key person is simply there to ensure your child is well cared for in a safe environment and is reaching their potential through planning, observations & assessment.



- **Medical Conditions – Supporting children (including Asthma Policy)**

Our aim is to ensure that all children with medical conditions are properly supported in our setting so that they can play a full and active role, remain healthy and achieve their potential.

Our Pre-School will administer any prescribed medicines that have to be given during the time the child is in our care and will safely hold any prescribed medicines which have to be kept in case of emergency – e.g., inhalers or Epi-pens (please also see **Anaphylaxis Management Policy**). Parents will need to complete a medication consent form prior to medicines being administered and will be required to sign the medication record to acknowledge any medicines administered. For some medical conditions, a Health Care plan may need to be completed.

- **Mobile Phone, Electronic Recording Media or Devices and Empty Pocket Policy**

At Little Lambs, we operate an Empty Pocket Policy for all practitioners, students and visitors. This policy is there to protect children and others from any danger and requires cameras, tablets, mobile phones, electronic recording media or devices and USB sticks to be placed in a secure designated area away from nursery rooms.

- **No Smoking, Vaping, Alcohol and Drugs Policy**

Little Lambs Pre-School Centre does not allow smoking, vaping, alcohol or drugs (other than prescription or over-the-counter drugs, please see Medical Conditions Policy) on our premises at any time, including outside areas within the fenced area of Pre-School and Bethel Chapel.

- **Outings and Operational Procedures**

Our Pre-School offers opportunities for the children to take part in outings arranged for the enhancement of the curriculum. All details will be listed in full in a letter to parents in advance of the trip, and signed consent forms will be required before the child can take part in the outing.

- **Parental Behaviour Policy**

Our Pre-school believes staff, parents/carers and Pre-school children are entitled to a safe and protective environment in which the Pre-school conducts itself. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the Pre-school.

Parents/carers are expected to behave with courtesy towards all staff, other parents/carers, pre-school children and other users of the premises.

- **Parents as Partners**

Our aim is to support and enhance the development of children, and to respect, understand and value the contribution parents make towards their child's learning. To provide support, guidance and encouragement to parents as educators.

We aim to keep you informed by weekly emails of Notices, What Are We Doing at Nursery sheets and Home Learning sheets, regular letters and news updates, and staff are always available at the end of a session to talk with you. We ask for your feedback with regular Parent Questionnaires and aim to action any suggestions that are relevant and achievable.

Please feel free to talk about any problems you or your child may be having, but please bear in mind that staff are needed in the ratios to care for your children at the start of a session, so please be patient and if possible, talk with us at the sessions' end.

We undergo regular OFSTED inspections, and following an inspection, you will be issued with a copy of the report within five days of us receiving it. For new parents, if you wish to read the last report in full, please just look at the notice board where a copy is permanently kept, or access the OFSTED website:

[http://www.ofsted.gov.uk/oxcare\\_providers/full/\(urn\)/EY225918](http://www.ofsted.gov.uk/oxcare_providers/full/(urn)/EY225918)

### • **Physical Activity Policy**

The first five years of life are fundamental to children's growth and development. During this time a number of physical and psychological developments occur, which lay the foundation for future health and well-being. During the early years, physical activity impacts on children's health and plays a key role in:

- Building strong muscles and bones
- Maintaining a healthy weight
- Optimal brain development
- Establishing healthy habits for life
- Developing motor skills
- Developing a strong heart
- Learning personal, social and emotional skills
- Supporting achievement and attainment

The recommended physical activity levels for children under 5 years old is 3 hours, across the day.

The setting recognises the importance of children engaging in regular physical activity for their health and development. All children are encouraged to take part in a range of age-appropriate physical activities throughout the day – both structured and non-structured. Every effort is made to raise awareness about the importance of physical activity to both children and adults.

The setting's physical activity opportunities and resources meet the needs and interests of all children, taking into consideration any differences in gender, cultural norms, physical and cognitive abilities and fitness levels thereby encouraging participation by all.

### • **Physical Handling of Children**

Staff at Little Lambs aim to help children take responsibility for their own behaviour. The age of a child and their level of development and understanding **MUST** be taken into consideration. A 2-year-old child would not be emotionally ready to take responsibility for their own behaviour, as would a 4-year-old with a developmental delay also be unable to do.

This can be done through a combination of approaches, in partnership with the parent/carer, which include:

- Positive role modelling
- Planning a range of interesting and challenging activities
- Setting and enforcing appropriate boundaries and expectations

- Providing positive feedback
- Emotion coaching

However, there may be occasional times when a child's behaviour presents particular challenges that may require physical handling. Please see full policy for further details.

• **Policy for the Education of Children Looked After**

Little Lambs Pre-School Centre believes that as corporate parents we have a special duty to safeguard and promote the education of Children Looked After. We recognise that due to care arrangements, Children Looked After may enter Pre-School mid-term and that it is important that they are given a positive welcome and where appropriate additional support and pre-entry visits to help them settle. Pre-School recognises that Children Looked After are an 'accepted group' and will prioritise Children Looked After in Pre-School over subscription criteria.

• **Prevent Duty and Promoting British Values**

Through positive role models and play based and focused activities, we promote the British Values of democracy, rule of law, individual liberty, mutual respect and tolerance.

We have a duty under section 26 of the Counterterrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism" and we will take appropriate action, if necessary, in partnership with Dudley Safeguarding Board. For more information, please see our Prevent Duty and Promoting British Values policy.

• **Recruitment and Selection Procedures**

Little Lambs will recruit staff based on their skills and abilities. We will seek to retain staff of the highest calibre that will make a major contribution to the achievement of nursery's aims and objectives.

The recruitment and selection process will be managed by the Church Pastor, Pre-School Manager and Pre-School Deputy. They will also decide how the response handling for the vacancy will be managed.

• **Safety and Security**

Safety of the children is of paramount importance, and there is external fencing with lockable gates around our outdoor areas. The entrance door to Little Lambs is operated by security codes known only to the staff, and entry is only authorised by a staff member. The perimeter gate is open for approximately 15 minutes at the beginning and end of a session, after which it is locked. During the time that the gate is open, the door will always be manned by a senior member of staff to ensure the children's safety and security. A bell is available on the right-hand side of the gate for use outside these times. Please be aware of others and drive slowly on the approach roads to Little Lambs and especially on the Bethel car park.

Smoking or vaping is not permitted within any of the Bethel Chapel buildings or grounds.

Parents/Carers are expected to bring their children into our Pre-School Centre and ensure that a member of staff receives and welcomes them. On collection a member of staff will hand over children to the parent/carers who are collecting in their allocated registration room or at the outside door. Parents/carers are made aware that their

children's safety, both on the nursery drive and the nursery foyer, remain their responsibility both on arrival and departure.

Usually, children will only be released at collection time to known parents and/or known and fully identified collectors. Where for some reason this is not possible, the following is essential:

If someone else is to collect your child from Little Lambs, you must inform us in advance by signing the Child Collection Authorisation form. In case of **emergency** this can be arranged by telephone as long as a member of staff can identify the carer's voice. The Child Collection Authorisation form will then need to be completed as soon as possible. A password may be set up for these situations.

**We reserve the right to refuse to release a child if we are in any doubt.**

Our purpose-built Early Years rooms are excellently maintained and form a stand-alone secure unit within the larger building. Our equipment and toys receive regular safety checks, and are cleaned regularly, as we uphold a high standard of cleanliness and hygiene. Safety checks on premises both outdoor and indoor are made before every session and are checked again before locking up at the end of the day. Hazards are identified and regular Risk Assessments are carried out as necessary.

All staff are made aware of such assessments and any action or procedure is put in place to eliminate or reduce the risk. Fire drills are held at least twice a term.

#### • **Settling in Pre-School**

Parents/carers and children will be asked to spend part of a session at Little Lambs prior to their starting date, following a home visit. Any queries can be dealt with at this time, and the Pre-School Centre Manager is always available by telephone to answer further questions.

At the child's first session, parents are encouraged to settle their child in and then leave, telling the child that they are going but will return later. **Please try not to be late to collect your child**, especially during their early days with us.

If, due to any unforeseen circumstances, you are late to collect your child, please be assured that they will be looked after until you, or some other authorised person, collects them.

#### • **Sleep Policy**

Little Lambs Pre-School Centre has a duty of care to ensure that safe sleep practices are embedded within the provision to reduce the risk of sudden infant death syndrome. Little Lambs maintains safe sleep environments for young infants and shares this information with parents/carers and all practitioners. A safe sleep policy is implemented with key points to keep infants safe whilst they sleep. Sleeping children will always be supervised. Please see policy document for key points for safe sleep practices at Little Lambs Pre-School Centre.

#### • **Staffing and Employment**

Our staff are qualified, trained and committed people, who consider the care and education of your children to be of paramount importance. All staff work towards implementing our Nursery Curriculum which leads to nationally approved Early Learning Goals.

Our staff to child ratios are for children aged 2 - 3 years 1 adult to 5 children (although we plan for 1 adult to 4 children) and for children aged 3 - 5 year 1 adult to 8 children.

#### • **Staff Well-being Policy**

At our setting we emphasise the importance of positive relationships. This begins with the relationship between staff. We promote a mutually welcoming atmosphere amongst staff so that all staff are made to feel welcome and included as a whole staff team.

Little Lambs Pre-School Centre is committed to providing a safe, secure and supportive environment for all members of staff. With this in mind, this policy has been created to outline the steps that are taken by the setting to promote the mental and physical well-being of our staff.

All members of staff are made aware of the warning signs that can indicate whether a person is having trouble managing stress. All members of staff will be vigilant for these signs in their colleagues, as well as themselves. Any issues raised will be thoroughly investigated in a professional, courteous and confidential manner.

#### • **Student Placements**

We recognise that the quality and variety of work which goes on in a Pre-School makes it an ideal place for students studying childcare to come on placement, providing certain conditions are met, including a satisfactory student induction programme.

#### • **Sun Protection Policy**

At Little Lambs we want children to enjoy the sun safely. We will work with staff, parents and children to achieve this. As and when necessary, sun safety will be implemented in the curriculum area of Personal, Social and Emotional Development, through discussion, stories, songs and paintings. Parents/carers will be given information explaining about sun protection and how they can help. We have shaded areas under the two exit canopies, two large canopies over our mud kitchen and outdoor construction area and in our outdoor classroom, we also have an outdoor sunshade to provide a large, shaded area particularly for water play. We also have a pop-up gazebo and play tent for instant shade. Children will spend more time playing outside before 11.00am and less time outside over the lunchtime period during hot weather.

We ask parents to apply a high factor sunscreen prior to their children coming to nursery and if your child attends 30 hours provision, please ensure that the sun cream you use will cover them for 8 hours.

#### • **Toys and Equipment**

We have a wide selection of good quality, age-stage-appropriate toys and equipment which conform to relevant safety regulations. Risk assessments on all equipment are carried out and adhered to at all times.

#### • **Whistle Blowing**

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. Every organisation – be it a business or public body – may face the risk of misconduct in their workplace. When this happens, usually the first people to realise or suspect will be those who work in or with the organisation. Ofsted want staff to be able to contact them easily, so that they know about concerns as

soon as possible. To do this they have set up a pilot whistle blower hotline for circumstances where children and young people are affected or at risk. Please refer to our full policy for further details.

• **Whole Setting Food Policy**

Little Lambs is dedicated to providing an environment that promotes healthy eating and enables children to make healthy food choices. This is achieved through a whole settings approach to food and nutrition documented in this whole setting food policy. The main aim of our Whole Setting Food Policy is to enable children to make healthy food choices through:

- effective teaching/learning and the development of appropriate skills and attitudes
- to provide healthy food and drink choices throughout the day

During Pre-School Centre sessions a café system operates where children can access a healthy snack and drink. We encourage each child to drink milk or water. The healthy snack is usually a selection of protein, carbohydrate and fruit or vegetables. Drinking water from the water cooler is always available for the children to independently access. Individual care plans and risk assessments are created for children with food allergies. Staff are aware of any food allergies/food intolerance. Where possible, nursery will not provide food on our menu that any child within nursery has an allergy to. Café provides an enjoyable time when socialisation skills are reinforced in small groups. A contribution of £2.50 each week is asked from parents whose children qualify for Early Education Funding.

\* \* \* \* \*

**Management and Administration**

Our Pre-School Centre is part of Bethel Chapel, and managed by our Pre-School Centre Manager, supported by a deputy and senior practitioners, together with committed and experienced staff.

**Fees**

Fees are currently £21.00 per session, payable weekly at the child's first session, or in advance monthly if you prefer. However, when your child qualifies for Early Education Funding (available for 3- and 4-year-olds) or Time for Two's Funding, no cash payment is required.

**Fees are payable during a child's absence, for illness, occasional days or holidays**, although obviously, this does not apply to children who receive Early Education Funding.

In cases of prolonged absence, parents should consult the Pre-School Centre manager about fee payment. Each child's attendance at Little Lambs is conditional upon continued payment of any necessary fees or by Early Education Funding.

We reserve the right to increase our fees as and when necessary, however, a minimum of four weeks' notice will always be given when doing so.

**Four weeks written notice is required should your child be leaving Little Lambs, or four weeks full fees are payable in lieu of notice.**

If there are any difficulties with payment of fees, please do not hesitate to come and talk to the Pre-School Centre manager. We are here to help you and your child, not to make life difficult. All problems in this area can be overcome, so please come and talk at any time.

We aim to keep our fees to an operative minimum, and fund-raising events are organised supported by parents and friends of Little Lambs, in order to buy expensive pieces of new equipment. However, Little Lambs is part of the Church here at Bethel and we are very privileged to be helped financially by them, as well as practically and spiritually.

### **Early Education Funding**

A three-year-old is eligible for a free funded Early Years place from the beginning of the term following their third birthday.

Children become eligible for free entitlement as follows:

<b>A child born</b>	<b>Will be eligible for the free entitlement from:</b>
1 April to 31 August	The start of the Autumn term following their 3 <sup>rd</sup> birthday until statutory school age
1 September to 31 December	The start of the Spring term following their 3 <sup>rd</sup> birthday until statutory school age
1 January to 31 March	The start of the Summer term following their 3 <sup>rd</sup> birthday until statutory school age

All eligible children will aim to be offered a guaranteed minimum free entitlement to 15 hours per week, to be delivered flexibly. At present we are able to offer 5 sessions of 3 hours per week over 38 weeks a year for children for the academic year before they start school, which can be expanded up to 30 hours for children who qualify for the extra Government funding. Younger 2 and 3 years olds accessing afternoon sessions can be offered a maximum of 4 sessions of 3 hours over 38 weeks a year. A child may receive their free entitlement at more than one setting. Parents may choose to take up fewer than five sessions a week.

### **30 Hours Childcare Offer**

To check if you are eligible for the new 30-hour place, please visit

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

We are able to offer a limited number of spaces for children to access up to 30 hours per week funded sessions **for children for the year before they begin school.**

## **Time for Two's Places**

Some two-year-olds are eligible for a free funded place under the Time for Two's Scheme which can be taken up here if we have places available. Please contact Dudley Council on 01384 814291 or here <http://www.dudley.gov.uk/resident/early-years/for-parents-and-carers/early-education-funding/time-for-twos-free-childcare/> to see if your child is eligible.

## **Early Years Pupil Premium**

This is funding to support your child with their early education. It is available to support children aged 3 & 4 years whose parents or carers are in receipt of particular benefits or for children who have been in care or are adopted from care. An application box needs to be completed on the Parent Declaration of the Early Education Funding form to see if you are eligible for this funding. The funding is used by the Pre-School in lots of ways to give your child the best start in life and prepare them for full-time school.

## **Snack and Music Time/Little Kickers Contributions**

A contribution of £2.50 each week is asked from parents whose children qualify for Early Education Funding towards their daily healthy snack. Morning children may be able to access a regular Music Time or Little Kickers session (provided by specialist staff) for an additional payment. This provision will depend upon numbers of children interested in accessing the service.

## **Records**

Certain records must be kept in accordance with the requirements of the Children Act 1989, and the following are kept in a locked filing cabinet to ensure confidentiality:

- Children's individual information sheets
- Staff's individual information sheets
- Children's developmental records
- Details of children awaiting places
- Fire drills
- Accidents to staff and children
- Cleaning and safety checks on toys and equipment
- Details of medication administered if vital
- Staff appraisal forms

Only the Pre-School Centre staff have access to these records.

## **Our Day**

Little Lambs daily sessions are for a three or two and a half-hour period, dependent on the age of the child, with a maximum of 55 places, divided between 3 Early Years rooms, a conservatory and a large outdoor play environment. The outdoor area is safely fenced in and consists of a soft playground, lawn with climbing trail, patio areas, sheltered play areas, an outdoor classroom, a large sandpit and a greenhouse and planting area. When children arrive, they are welcomed by staff and are encouraged to self-register before exploring the



activities, toys and equipment which have been set out for the session. A group circle time then takes place where news items are shared, and a small group focused activity is done. A time of free play then follows, where toys and equipment enable children to choose their own activities within a structured curriculum. A café system for drinks and a healthy snack operates during the session. A free flow policy operates between indoors and outdoors where children can access the outdoor environment as they wish. Correct staff to child ratios are maintained at all times.

At “tidy-up time”, children and staff work together to tidy away the toys and equipment. There is then a group circle time with songs and rhymes, storytelling and group discussion where the children reflect on their day and plan for tomorrow. A short prayer is shared prior to going home.

At Little Lambs a strong emphasis is placed on early independence and social skills. It is very important for an easy transition to school that children have the self-confidence to deal with new situations. Their independence is vital to confidence building, as are their social skills. Consequently, these matters are taken seriously by all our staff and the children are encouraged in such things as dressing themselves for outside, shoes off, wellingtons on etc. Staff are there to encourage and help where necessary.

## **Starting Little Lambs Pre-School Centre**

### **The First Days**

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help each child feel confident and secure in the group. This takes longer for some children than for others and parents should not feel worried if their child takes a while to settle.

### **What to Wear**

Here at Little Lambs, we have our own uniform which consists of a navy blue sweatshirt or cardigan with a yellow polo shirt, embroidered with our logo. Fleeces, book-bags and sun hats are also available. However, this is not compulsory. If you choose not to purchase the uniform, please send your child to us in comfortable and practical clothes. Some of our activities are messy, involving paint, glue, water etc., and although we provide aprons, these cannot protect every part of your child. Some children worry about being “messy” because of their clothes, this prevents them from gaining full benefit and enjoyment from all activities, so please avoid “best” clothes. In addition, simple clothing which they can handle themselves will enable them to go to the toilet independently.

Identical items - particularly uniform, shoes and coats - can cause confusion, **so naming items is essential**. We have spare clothes available in case of an accident, and we ask that these are washed and returned to us as soon as

possible. However, it would help us immensely if each child had a spare set of clothes left at Nursery daily.

### **Helpful Hint!**

Always soak any paint-stained garment in cold water first. Hot water will reinforce the stain!!

### **Valuables and sweets**

**Please do not** encourage your child to bring money, toys, jewellery or valuables into Little Lambs. Equally, no pop, chewing gum, chocolate or sweets please.

**If having read through this prospectus you would like your child to attend Little Lambs Pre-School Centre, please fill in the following enquiry form and return it to us.**

**If you would like to arrange a time when you can come and look around, please telephone us to make an appointment.**

**We hope that your child's time in our Pre-School Centre will be a very happy and productive one. If you have any queries, or if we can be of any help, please contact the Pre-School Centre at any time.**

**With very best wishes to you and your child.**

**Little Lambs Pre-School Centre**  
**Application Form**



Child's name \_\_\_\_\_ Known as: \_\_\_\_\_

Child's date of birth \_\_\_\_\_ Male/Female \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Parents full names - Mother \_\_\_\_\_

- Father \_\_\_\_\_

I / We wish to apply for a place at Little Lambs Pre-School Centre as soon as possible /  
from \_\_\_\_\_ (Date)

My child qualifies for Time for Twos Funding YES / NO

I have read the Little Lambs Admissions Policy and detail below any information relevant  
to my child's application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If we find that we no longer need the place, we will inform the Pre-School Centre as  
soon as possible.

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledgement of Receipt of Application Form**

Thank you for your recent application. Your child has been placed on our waiting list.

We will notify you with regards to place allocation in April for September intake and October for January intake.

We will contact you to arrange a home visit followed by a Nursery visit to us prior to your child starting here at Little Lambs if we are able to offer you a place.

Signed for Little Lambs Pre-School Centre \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_