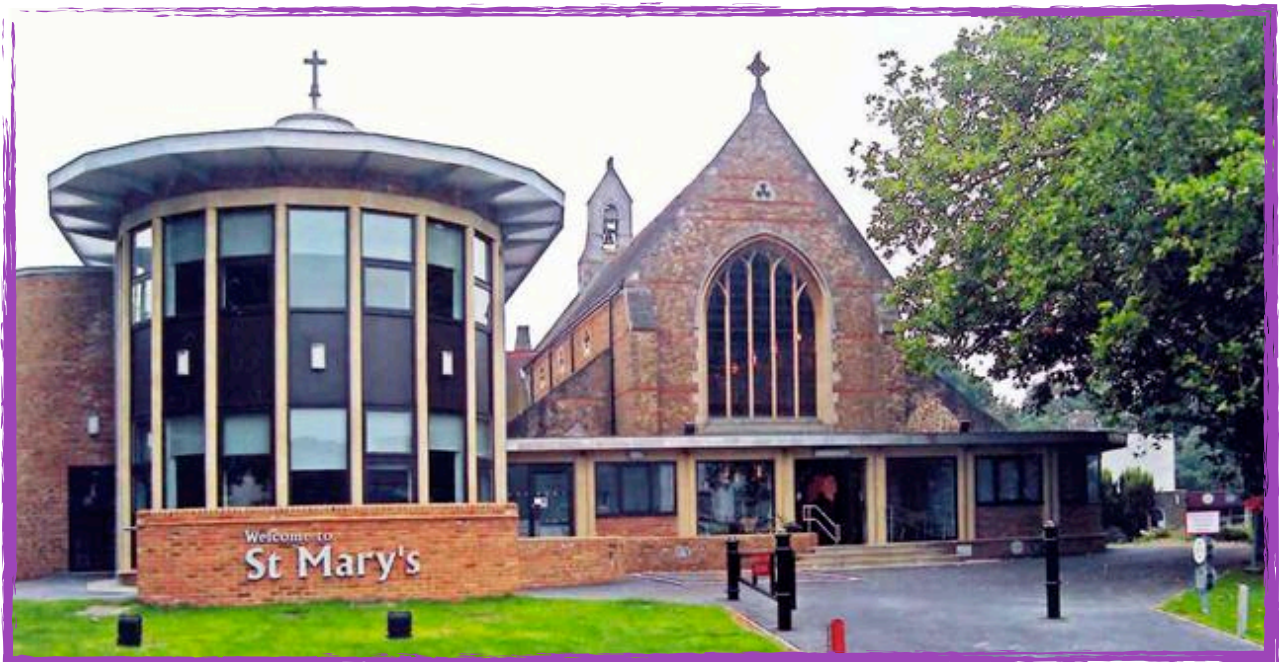


Little Lambs



# Registration Pack



## Little Lambs

St Mary's Church, 201 High Road, Loughton,  
Essex IG10 1BB

Tel: 07769 433023

E-mail: [littlelambs@stmarysloughton.com](mailto:littlelambs@stmarysloughton.com)

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## **Welcome to Little Lambs @ St Mary's**

Dear Parent/Guardian,

Little Lambs is a private nursery which opened in September 2008 within a Christian setting located in St Mary's Church, Parish Rooms, in the centre of Loughton's High Road. We run two sessions during the day and are open during term time between 9:15 am and 2:45 pm, Monday to Friday. We provide care for children from 2 to 5 years of age.

We have all the modern features required to provide children with a safe, secure and warm environment; in which they will be happy to play, learn and develop. Our very committed staff ensure that every child is encouraged, nurtured and supported at all times.

We hope this pack gives you all the information you require. We will be happy to answer any further questions you have as well as arrange a visit for you to view the nursery.

Looking forward to seeing you soon.

*Yvonne Merle and Delphine Kennedy*

## Our aims at Little Lambs

- Every child will be encouraged to reach their full potential in a secure, caring and happy environment.
- Every child will be encouraged to develop their individual growth in social skills, independence and general knowledge.
- Every child will be encouraged to access the seven areas of learning through play.
- Every child will be encouraged by their own individual 'key person' who will oversee their progress and achievements.

## We aim to ensure that each child. . .

. . . is in a setting that sees parents/carers as partners in helping each child to learn and develop.

. . . and their parent(s)/carer(s) are offered a service that promotes equality and values diversity.

## Premises

We have two playrooms with lots of natural light.

We have modern kitchen and toilet facilities, a secure entry system with a bell and two secure garden areas with no access except through the Parish Rooms.

There is parking outside the Parish Rooms in the church car park so dropping off and picking up is easy and there is full disabled access and a lift within the building.

Downstairs is a coffee bar where parents/carers can relax after dropping off their children or while waiting to pick them up.



## Attendance at Little Lambs

Your child has the opportunity to attend Little Lambs 4 to 10 sessions per week, and days preferred should be entered on the registration form. If you wish to make changes to the days your child attends please let us know in writing and we will endeavour to accommodate all changes, subject to availability. A term's notice is needed for any changes in sessions.

## Fees and funding

The fees are £23.40 per morning session and £19.50 per afternoon session. Fees are due in advance for each term in full on issue of invoice. Free Early Education Entitlement for 2 and 3-4 year olds is available for up to 15 hours per week. We also offer extended entitlement (30 hours) for working parents, however the number of funded places are limited. We require a full term's notice in writing if you wish to withdraw your child from the nursery.



# Children's learning and development

Numbers

At Little Lambs we aim to give every child the best possible start in life and, with the help of our very committed staff, we will help the children fulfil their potential.

Self confidence

The Early Years Foundation Stage is the framework we follow to ensure that, as providers, we are delivering the quality child care

Mark making (writing)

necessary for children to make the most of their abilities and talents as they grow up.

There are seven interconnected areas of Learning and Development.

## Prime Areas:

- Personal, social and emotional development
- Communication and language
- Physical development

## Specific Areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

These areas of learning are delivered through carefully planned topics, where they will learn through purposeful play, in both adult-led and child-initiated activities. We welcome the contribution of parent(s)/guardian(s)/carer(s) both at home and in setting to enhance these topics.

## Little Lambs Timetable and Routines

We believe that care and education are equally important and so the routines and activities that make up the morning are provided in ways that. . .

- help each child to feel that they are a valued member of Little Lambs.
- ensure the safety of each child.
- help children to benefit from the social experience of being part of a group.
- provide children with the opportunities to learn.
- introduce them to new experiences and help them gain new skills.
- help them work with others, in both child-chosen and adult-led activities.

Creative play

Physical play

Outdoor exploration



In the morning after registration we have 'circle time' where we greet each other, discuss the day/season and talk about the week's theme/topic. Free play follows where children can access the snack table and everything from painting, drawing and play-dough to time in the garden, the home corner and the library. The children end their morning with music, stories or by taking part in a physical activity.



# Why play outdoors?

**We have a place that gives them the freedom and time to do things- like play in puddles – explore, be creative, be inquisitive, messy, learning about nature, activities that parents might not be able to embrace at home.**



Our children can sweep in puddles with child-sized brooms: and search for bugs and grubs! We participate in nature based crafts, build hedgehog houses and dens, watch tadpoles change into frogs, eat and drink outside and watch as our garden changes with the different seasons



Growing evidence suggests all this is really important.

Researchers have attributed, at least in part, increasing rates of obesity, childhood behavioural ‘disorders’, vitamin D deficiency’ and a declining ability to assess risk (a vital life skill) to a

reduction in the time children spend outdoors.

Every child at Little Lambs has the opportunity to venture into our forest garden, where it is okay for your children to throw themselves fully and completely into the serious business of play.

## Uniform

The uniform is a white polo shirt, purple sweatshirt, purple dress/skirt, cardigan and plimsolls which can be purchased from the nursery and should be clearly named. One complete uniform is included as part of your child’s starter pack. Second-hand uniform is also available.



## Healthy eating

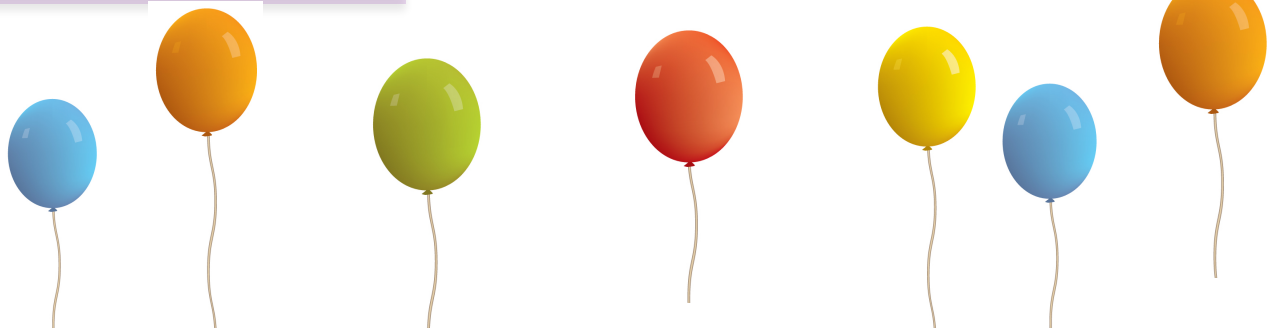
Our snack time each morning is a very sociable occasion where children sit with an adult to communicate, share and experience different tastes and textures. We offer organic milk or water to drink as well as a range of food, which may be theme, season or festival related.

## Festivals and celebrations

Little Lambs is a Christian based setting where children will be encouraged to understand the Christian way of life (which includes a prayer at circle time and singing Grace before snack time) and the special significance of Jesus.

We encourage parents/carers to bring special cultural events and festivals into our setting for all the children and staff to share.

We all love celebrating our birthdays and so children are encouraged to bring in one of their gifts for “show and tell” at circle time. At the end of the session parents can join in the birthday.



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## REGISTRATION/WAITING LIST FORM

I would like to enrol my child at Little Lambs. I am enclosing a non-returnable deposit of £45 (cash or cheque) or transfer £45 to HSBC, Sort Code : 40-30-25, Account No : 51450069. No deposit required for children eligible for FEEE2. I understand this is the cost of the registration and starter pack\*. *On receipt of your completed registration form and deposit you will receive confirmation of your application by email and your child's name will go on the waiting list.*

\*starter pack includes: polo shirt, sweatshirt and plimsolls.

## PERSONAL DETAILS

Child's Full Name \_\_\_\_\_ Sex (Boy/Girl) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Home Tel No. \_\_\_\_\_ Home Email \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Mother's name \_\_\_\_\_ Mobile/Work Tel No \_\_\_\_\_

Father's name \_\_\_\_\_ Mobile/Work Tel No \_\_\_\_\_

## ATTENDANCE REQUIREMENTS

Sessions available are mornings 9:15 am to 12:15 pm and afternoons are 12:15 pm to 2:45 pm.

How many sessions do you require in total per week (minimum 4 up to 10 sessions)?

Please CIRCLE below your first and second choice

### FIRST CHOICE

**Monday** morning/afternoon

**Tuesday** morning/afternoon

**Wednesday** morning/afternoon

**Thursday** morning/afternoon

**Friday** morning/afternoon

### SECOND CHOICE

**Monday** morning/afternoon

**Tuesday** morning/afternoon

**Wednesday** morning/afternoon

**Thursday** morning/afternoon

**Friday** morning/afternoon

Start Date Required (please CIRCLE): Sept 2024/ Sept 2025/Sept 2026 Anticipated leaving date \_\_\_\_\_

Does your child attend any other setting, if so, which one? \_\_\_\_\_

Do you currently attend a place of worship and ,if so, which one? \_\_\_\_\_

## SIGNATURE

Where a child has more than one Parent/Guardian/Carer both must sign.

I/We have read and agree to the fees, terms and conditions enclosed and certify that all information given in this form is correct. I/We will inform Little Lambs Ltd in writing should any of the details on the Registration Form change.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

# LITTLE LAMBS ADMISSIONS POLICY

## 10.2 Admissions

### Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### Procedures

- We ensure that the existence of our setting is advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required and if possible an interpreter.
- We arrange our two waiting lists on a 'first come first served' basis. These waiting lists are separated into two main areas, Rising 5's and 2 /3 year olds. In addition our policy also takes into account the following:
  - Special Needs
  - Exceptional circumstances
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy available.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- Where possible we are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

See also Letter confirming your child has been placed on the waiting list

10.2 Admissions appendix

Welcome Pack including parent/setting contract

### This policy was adopted at a meeting of Staff

**From Little lambs Ltd:** October 20

**Date to be reviewed:** October 23

**Name of signatory:** Yvonne Merle

**Role of signatory:** Manager



## **Other useful Pre-school Learning Alliance publications**

Seasonal Hello Posters

### **10.2a Admissions appendix**

#### **Aim**

At Little Lambs we have our main intake of new children starting during the Autumn term. It is our aim to support all children to settle and feel safe and secure within our setting as quickly as possible.

This is achieved by a staggered start, oldest children starting first and youngest last. This takes place over the first half term (September to October) with no more than 6 new children each week. The last intake will be at least two weeks before the half term allowing the children enough time to settle before their half term holiday break.

Where parents prefer their child starts delay their start (but during the same academic year) two options are offered;

1. Sessions are selected and pre payment made to hold the place open
2. Sessions are offered (no preference given) if any remain after the waiting list allocation is completed.

#### **This policy was adopted at a meeting of Staff**

**From Little lambs Ltd:** October 20

**Date to be reviewed:** October 23

**Name of signatory:** Yvonne Merle

**Role of signatory:** Manager