

## **ENQUIRY PACK**

Thank you for showing an interest in Little Crickets Pre-School. We hope you will find the information enclosed useful and helpful in giving you an overview of our pre-school and its aims.

Please note that this document, and our Policies and Procedures can be made available in audio format and other foreign languages if requested.

### **Where and When**

Our premises are located in Harrogate Cricket Club grounds, off St George's Road. Our session times are as follows: Monday to Friday: 9.00am – 12.00pm and / or 12.00pm – 3.00pm during term time only. We also offer an optional wrap around care: Breakfast club from 8.00am to 9.00am, or half hour from 8.30am to 9.00am and an after-school club provision which runs from 3pm-4pm.

Lunchtime commences at 12.00pm at the start of an afternoon session. We do not provide lunch and all children attending the afternoon session should bring their own packed lunch.

### **About Our Pre-School**

Our pre-school is a not-for-profit organisation, which is a Limited Company and a registered charity. It is managed by a Board of Directors / Trustees who are all volunteers who have overall responsibility for ensuring the smooth running of the pre-school alongside the Pre-school Manager.

A list of the Directors/ Trustees and their roles can be found on the general notice board and on the website. All parents are encouraged to support and become involved with the pre-school.

Our pre-school is registered with Ofsted as a provider of childcare on the Early Years Register and the Childcare Register, to provide care for 18-month-olds to 4-year-olds. We comply with the requirements for the Early Years Register set out in the Statutory Framework for the Early Years Foundation Stage (EYFS).

We are proud to offer an equal opportunities policy and welcome all children into our pre-school regardless of their racial, cultural or religious background.

Should your child have a special educational need, we have a Special Educational Needs Co-ordinator (SENCO), who is available to help meet your child's needs within the pre-school. The SENCO works closely alongside the family and other outside agencies to assist your child's needs where necessary.

## **Our Learning Environment**

Little Crickets has experienced and genuinely caring staff who are passionate about what they do. This ensures that your child can learn and develop in a safe, secure, stimulating and caring environment.

We provide equal opportunities and activities which enable children to learn through play, whilst being aware of each child's individual needs and developmental capabilities.

Our high-quality learning environment, both inside and outside, provides a happy place with lots of opportunity to have fun and make new friends, whilst also ensuring it is an environment where each child is valued, encouraging positive self-esteem and respect for others' values and beliefs.

We have three learning spaces, the Mini Explorers room (18mths-2 years old) the Little Explorers room (2 – 3 years olds) and the Little Detectives room (3-4 years old). We have shared access to our garden areas and our private forest area. We work effectively in partnership with all parents / carers with open communication which is of paramount importance.

## **Our Staff**

Pre-School Manager - Rebecca Vass is our Pre-School Manager and is responsible for the day-to-day running of the pre-school. Rebecca holds a degree in Early Childhood Studies and has Early Years Teacher Status. She is also Behaviour Co-ordinator and is responsible for Child Protection. Rebecca has 25years of experience working with pre-school children and is very passionate about ensuring the best possible learning environment is provided for children.

Deputy Manager - Diane Hall is our Deputy Pre-School Manager and has over 18 years of experience working with pre-school children. Diane is a Key Person and holds NVQ Level 3 Child Learning and Development.

Pre-School Practitioner and Special Educational Needs Co-ordinators - Jane Hudson is a Key Person and holds a Level 3 Diploma in Early Learning and Childcare Pathways. Jane is also our Special Educational Needs Co-ordinator (SENCO). Jane has over 10years of experience working with pre-school children and has 21 years of experience working with children with additional needs.

Louise Newbould is a Key Person and room leader for the Little Explorers room. Louise has 22 years' experience working with children in nurseries and as a nanny. Louise holds a Level 3 Cache Diploma in Childcare and Education.

Pre-school Practitioners - Our Pre-school Practitioners / Key Persons are all qualified to at least Level 3 or equivalent in Childcare or are currently working towards their Level 3 qualification, most of whom have many years of experience working with children. Our team includes Mandie Tissiman, Jacque Summerton, Claire Branton, Sophie

Morrison, Mia Murphy, Tracey Todd, Gabriela Olszewska, Beverley Dillon, Taylor Sergienko and Rachael Knowles.

Administrator- Purdey Gotting

## **Key Person / Communication with Parents**

We appreciate that when a child starts at pre-school, it can not only be daunting for the child but also a worry for the parents. To support both child and parent through this unsettling time, on joining our pre-school, children are assigned a Key Person, who will work closely with the child to ensure that their individual needs are met.

A learning journey file is kept for each child, recording their progress, and is useful to us when planning our activities to ensure we are meeting their needs and interests. Files can be seen by Parents / Carers at any time and discussed with their Key Person and / or Pre-School Manager.

We offer a home visit to provide an opportunity for each new child and family to meet the Key Person in their own home prior to the child starting at our setting. The purpose of the visit is to help the child, family and Key Person to get to know more about each other in the home environment where the child usually feels most relaxed. The visit helps to ensure a smooth, supportive and nurturing transition into pre-school.

Open communication is very important to us, and we will endeavour to keep you fully updated and involved. Your child's progress can be obtained by accessing 'Tapestry', a secure online learning journal which parents can privately access. Additionally, the Pre-school Manager or Key Person will be available to discuss your child's progress daily. We can also make appointments for a more confidential and in-depth chat if you would prefer.

## **Activities**

During your child's time at our pre-school, we will provide them with various activities to promote "Learning through Play", following guidelines from the Early Years Foundation Stage (EYFS) framework, which is set out by the Department for Education (DfE) and sets the standards for learning, development and care for children from birth to five.

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

These are the prime areas:

1. communication and language
2. physical development

### 3. personal, social and emotional development

We also support children and provide the foundations for learning in the four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

None of these areas of learning can be delivered in isolation from others. They are equally important and depend on each other to support a rounded approach to child development.

These areas are delivered through planned, purposeful play with a balance of adult-led and child-initiated activities. We have a large, grassed outdoor play area which we use daily and a private forest area for forest schooling. We provide waterproof clothing for outdoor play on wet days.

At Little Crickets we follow the overarching principles of the EYFS 2021. We support every child as a unique child. There are four guiding principles that shape practice in early years settings, which are:

1. Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;
2. Children learn to be strong and independent through positive relationships;
3. Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers;
4. Children develop and learn in different ways and at different rates.  
The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

### **Waiting List**

We have 34 spaces during our morning and afternoon sessions, split over two rooms: Little Explorers room up to 14 spaces for 18mths-3year olds, and Little Detectives room up to 20 spaces for 3 & 4 year olds who will be the school leavers cohort.

We keep a waiting list of children wishing to join our pre-school and keep a record of children wanting to amend or increase their days of attendance. Places are allocated in line with our Admissions Policy (a copy of which can be provided on request).

If a Parent / Carer wishes to secure a place for their child a completed registration pack along with the refundable deposit and registration fee secures your child's place with a specific start date., We can inform you of the availability of sessions. Please

contact us as soon as possible if you would like to arrange to meet the team or would like more information on place availability. Alternatively, please fill in the Application Form enclosed with this pack.

## **Fees**

Little Crickets Pre-School is a non-profit making charity, and we aim to keep our fees as low as we can, whilst providing high staff to child ratios and quality care for the children.

The cost per 3 hourly session for 18-month-olds is £19.95. The cost per 3 hourly session for 2-year-olds is £19.56. The cost per 3-hour session for 3 & 4 year olds is £18.99. The age-related reduced fee is applied from the date of your child's third birthday. Invoices are issued at the beginning of each term, payable monthly on specified dates.

We accept payment by bank transfer, cash, cheque, through the Government Tax Free Childcare scheme, and are registered to accept payment via several employer childcare voucher schemes.

The optional breakfast hour from 8am to 9am is charged at £6.80 per day, or for the 8.30am to 9.00am start the fee is £3.40 per day. Funding can be used to cover the optional breakfast times.

The optional after school club from 3pm-4pm is charged at £6.80 per day. Funding can be used to cover the optional breakfast times.

A non-refundable registration fee of £28 will be payable on completion and signing of the Registration Pack for all non-funded children which includes a branded Little Crickets t-shirt and oral health pack. The registration fee can be paid by bank transfer, in cash or by cheque made out to 'Harlow Hilltop Pre-school Limited'.

If your child has already reached eligibility age for funding the £28.00 registration fee will not apply if they have sufficient funding to cover their registered hours; if your child is accessing more than their 15 funded hours per week the registration fee will apply.

The registration fee will also not apply if you are accessing extended entitlement up to 30 hours per week to cover their attendance. If the registration fee does not apply to your child, you can opt to purchase the t-shirt and oral health pack for £8.00.

A refundable deposit of £50 is payable on application for all new starters. The deposit will guarantee a secure place on our register and will be either refunded by bank transfer or taken off the invoice if it is a fee-paying place, at the start of the term following the child's start date.

Fees are reviewed at Management Board meetings. Anyone experiencing difficulty with payment is encouraged to speak to the Pre-school Manager or Treasurer.

## Funding

The term after your child's third birthday, you are entitled to claim Universal Funding of up to 15 hours each week. This does not mean that your child must attend 5 x 3 hourly sessions; you can choose how many sessions to claim for. The pre-school will give you more information on the funding and the process to follow when your child is approaching their third birthday.

We offer Extended Entitlement Funding (known as 30 Hours funding) to 3 & 4-year-olds of up to 15 hours per week for eligible children in accordance with the Department for Education (DfE). This is an additional entitlement to the 15 universal funded hours entitlement, making a total of up to 30 hours funded entitlement.

Further information on a range of government childcare offers, including funding and claim back schemes for childcare costs, can be found at: <http://www.childcarechoices.gov.uk>

Families with a 2-year-old child, who are accessing certain benefits, may be eligible for 15 hours per week of free early years provision commencing the term after the child's 2nd birthday.

The Families Information Service issue eligible families with a Golden Ticket letter which can be used to access up to 15 hours per week funded childcare. The Golden Ticket letter, together with the child's birth certificate must be shown to Little Crickets Pre-school as proof of eligibility.

Further information is available from Children's Centres or North Yorkshire County Council Families Information Service (FIS) or from pre-school. Details of how to contact FIS can be found at the end of this document.

## Policies and Procedures

A detailed list of our complete Policies and Procedures can be found in a folder in the corridor, along with our most recent Ofsted report. A copy of these can be made available to take home if required. All our policies and procedures are reviewed regularly. Do we need this in the initial enquiry pack?

## Sickness

We ask that you keep your child at home until at least 48 hours have passed since any incident of vomiting or diarrhoea. Please let us know as soon as possible if they have an infectious illness such as chickenpox etc. Do we need this in the initial enquiry pack?

## **Parent / Carer Helpers**

All our Parents / Carers are encouraged either to be on the Management Board or to support the Management Board wherever possible. We also encourage "session helpers" to be involved and help with activities as new ideas and skills from Parent / Carers are always appreciated.

We like to feel we are one big happy family with a real community spirit at Little Crickets Pre-school and we hope you will enjoy being a part of it too!  
Further information can be found at:

<http://www.childcarechoices.gov.uk>  
[www.foundationyears.org.uk/early-years-foundation-stage-2012](http://www.foundationyears.org.uk/early-years-foundation-stage-2012)  
[www.ofsted.gov.uk/crfs-cc](http://www.ofsted.gov.uk/crfs-cc)  
[www.ofsted.gov.uk/forparents](http://www.ofsted.gov.uk/forparents)

FIS - North Yorkshire Families Information Service, Children & Young People's Service, County Hall, Northallerton, DL7 8AE. Tel: 01609 533483.

Email: [fis.information@northyorks.gov.uk](mailto:fis.information@northyorks.gov.uk) Website: [www.northyorks.gov.uk/nyfamilies](http://www.northyorks.gov.uk/nyfamilies)  
Health Protection Agency (HPA) for health guidance : [www.hpa.org.uk](http://www.hpa.org.uk)

Registered Charity Number: 1129463

Ofsted Registration Number: EY439505

Company Registration Number: 6699016

**Application Form for a space at Little Crickets Pre-School**

Purdey will contact you to confirm if a place is available

Child's Name:	Address:
Your Name:	
Relationship to child:	
Child's Date of Birth:	
Postcode:	
Contact telephone number:	
Preferred Start Date:	
Email address:	
How did you hear about Little Crickets Pre-school?	
<b>Please circle preferred days and sessions below:</b>	

Monday	8am / 8.30am /	9am to 12 midday	12 midday to 3pm	3pm - 4pm
Tuesday	8am / 8.30am /	9am to 12 midday	12 midday to 3pm	3pm-4pm
Wednesday	8am / 8.30am /	9am to 12 midday	12 midday to 3pm	3pm-4pm
Thursday	8am / 8.30am /	9am to 12 midday	12 midday to 3pm	3pm-4pm
Friday	8am / 8.30am /	9am to 12 midday	12 midday to 3pm	3pm - 4pm

Signed: .....

Date: .....