



## Nurturing Your Little Ones Every Step Of The Way

### Welcome

This brochure intends to give prospective parents an overview of Little Lambs Nursery. We recognise that choosing a nursery can be a difficult decision and we would like to support you as much as possible to enable you to make an informed choice.

### About Little Lambs

Little Lambs is a privately owned children's day nursery, in the Sharples area of Bolton. The new owners, Carly and Peter Morrison, aim to offer the highest standards of care and education in an enriching environment which welcomes children from 6 weeks to 4 years 11 months. Little Lambs is currently registered for 44 children and is open for 50 weeks of the year.

### Our Main Aims at Little Lambs Nursery are:

To provide all babies and young children with the highest standard of care, play-based learning and developmental opportunities, within a stimulating, purposeful and well-appointed nursery setting.

To recognise the importance of providing a secure, enabling environment where all children flourish to reach their individual potential

To promote equality and diversity; our policy opposes any form of discrimination on the grounds of ability, sex, religion, race or ethnicity.

To encourage all children to believe in themselves and to become confident individuals who build positive and respectful relationships with others.

To create positive partnerships with parents in order to provide each child with an early years experience which will give them the best possible start.

To make the most of the opportunities that nature presents us and to encourage a love of the great outdoors.

## **A little bit of history**

Little Lambs was built in 1904 as a residential property and was once owned by Councillor Warburton (yes.... as in the Bolton bread business!)

In 1990, it was then transformed into a nursery by its previous owner, Mrs Delvard, who maintained ownership of the nursery (under the name of Andrew Lane) until 2018 when it changed ownership again and became known as Little Lambs Nursery.

The new owner Carly Morrison, is a qualified and experienced leader who has worked across a range of different authorities and settings as both an Early Years Lead Professional, Assistant Head Teacher and as a Deputy Head Teacher. She has brought a wealth of experience with her along with a passion for outstanding provision for both indoor and outdoor learning opportunities. The current, experienced staff at the nursery have remained in their positions in order to ensure continuity and quality of care for all children.

As a result of the change in ownership, the nursery is currently undergoing a programme of refurbishment in order to modernise it and ensure the very best in terms of safety and education. Further details and updates about this exciting work can be found on our website: [www.littlelambsnurserybolton.co.uk](http://www.littlelambsnurserybolton.co.uk).

## **The Little Lambs Team**

The Little Lambs team has been carefully selected for their qualifications and experience, personality and above all their passion and love for children. All our staff are encouraged and supported to continue their self-development through on-going training opportunities to ensure that your children receive the very best standard of education.

Your child will be assigned a key person who will work with you and your child to set personalised goals aimed at promoting children to reach their true potential; this person will also be your first contact when communicating about your child's development.

The owner is a fully qualified teacher and is based on-site on a full -time basis, we also have two deputy managers who have a vast knowledge of childcare and development as well as having leadership experience. Furthermore, 90% of our staff are also trained to at least a level 3 standard (the minimum expectation is 50%) and all staff are paediatric First Aid trained and have all completed a minimum of level 1 Safeguarding Training. So, it goes without saying that you can rest assured you are leaving your precious one with a skilled, qualified and experienced team.

# Our Rooms

## Laughing Lambs ( our baby room)

In the Laughing Lambs Room, we aim to provide the highest levels of loving and attentive care for all babies and young children.

Children, aged six weeks to around eighteen months, enjoy the facilities of our newly developed Laughing Lambs room. The environment provided in this room focusses strongly on imaginative, exploratory, investigatory and sensory play experiences. Musical instruments, books, story time, songs, dance and movement, sensory and tactile materials are all used in order to stimulate young minds and encourage them to learn about the world around them.

Each child is assigned a key worker who is responsible for your child's basic and emotional needs and is responsible for supporting your child's development with regular observations and assessments. The relationship between the key person, yourself and your child begins when you attend the nursery on a number of visits, this helps with the initial bond with the keyworker and supports your child to settle and feel calm and comfortable whilst in their room.

We aspire to give parents the confidence that their baby will maintain their normal routine; all staff will work closely with parents and carers to ensure that their child's routine is maintained at all times. This will include their sleep pattern, eating times, diet, milk type, bottle preparation, weaning food and so on. Babies will also have their own unique daily diary, so that you can see just what your little one has been taking part in during their day. This diary will also tell you about feeds, nappies, what foods they have eaten and any other important information that we need to share with you.

The ratio in this room this room is one member of staff to three babies.

## Skipping Lambs (18 months to around 3 years)

As children begin to approach eighteen months, we start to prepare them for the transition through to our Skipping Lambs room. This room has been planned to promote free flow from indoor to outdoor and even when the children are inside, the large French doors on either side of the room allow the children to see into the garden and have continuous access to outdoor learning.

The new Skipping Lambs room is fully equipped to meet and challenge children's independence. Children's self-help skills are encouraged through daily activities and routines to create competent learners. The room has also been designed with specific areas to meet specific learning and development opportunities, including a beautiful home corner for role play, and a superb sand and water area for imaginative play.

Within the room, your child will also have access to a variety of play equipment, books and creative materials to stimulate their learning and development.

At the beginning of each session, children will take part in "self-registration" where they find their photograph and register into the nursery- this also supports self-esteem as all children feel they belong. We also support potty training as we have a bathroom close by and work alongside parents to start potty training, ensuring that your child's individual needs are supported throughout the duration.

As in all the rooms within the nursery, your child will be assigned a Key Worker who will have a special responsibility for giving your child the reassurance to feel safe and cared for. Activities and experiences will be planned around the observations made by your own child's keyworker. These activities may be adult led, adult involved or child initiated activities.

### **Pre-school.**

This room is designed for children aged 3-4 and provides the opportunity for all children to develop and learn through exploration and creative play. Within Preschool, our well qualified and experienced staff assist the children with their learning and development in preparation for "Big School" and a greater structure to the day is provided. However, quality continuous provision and free-flow learning is still integral to the learning journey and many of the activities on offer will be child initiated and led.

At Little Lambs, we fully understand the importance of children's transition to a new school. We have spent time consulting with teachers from local schools, asking them what information they find useful when our children move onto their school and have then used this information to create a detailed transition document which summarises a child's learning and development and a child passport of interests and individual requirements. We invite teachers into the setting and take children to see them in their new school. The children are encouraged to take their own photographs to bring back to the setting and share with their peers.

In order to further prepare our children, we sell our own Little Lambs Nursery uniform for the children to wear, embellished with the Little Lambs logo. Please speak with a member of staff for more details on how this can be ordered.

Adult led activities are set out during the day which are created from the children's individual learning and developmental needs. As well as having the opportunity to join in with adult led activities, the children are also encouraged to make their own choices and choose activities which are of interest to them. Children in this room are also provided with the opportunity to participate in swimming lessons (an additional cost for this is required)

The ratio in this room is one adult to every eight children. There is also a member of staff with Qualified Teacher Status in this room.

### **Indoor Activities**

Here at Little Lambs, we provide a wide range of activities in all of our stimulating rooms. Children are encouraged to choose their own activities and make choices and to share equipment in order to promote their early social development and self-confidence. We have interactive whiteboards, computers, tablets and a range of educational software which all help to complement our curriculum planning as well as a well-stocked library area with a huge choice of children's books. Our children also regularly take part in cookery activities in our purpose-built children's kitchen area.

### **Outdoor Activities**

High quality outdoor play is encouraged as part of all children's daily routine- whatever the weather conditions. We have a wide range of outdoor play activities aimed at developing children's skills in all areas of learning and we also pay for a local sports company to come and work with children aged 18 months and over to develop their physical co-operation skills.

Opportunities for children to experience their local environment are strongly promoted and regular outings to the local park, playing fields, and local businesses take place. We also offer swimming lessons for our pre-school children (at an additional cost).

## **Introduction and Settling In**

We want all of our Little Lambs to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners in the nursery. We therefore aim to make the nursery a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Before a child starts to attend nursery, we use a variety of ways to provide parents with information. These include written information (prospectus and policies), displays about nursery activities, information days and individual meetings with parents.

Before a child is enrolled, we provide opportunities for the child and his/ her parents to visit the nursery. The first session is a Welcome Session, where you have an opportunity to meet the practitioners within the room and discuss your child's likes/ dislikes/ interests/ stage of development etc. We also use this as an opportunity to confirm all the registration information we have to ensure it is accurate and complete.

We will then allocate a key person to each child and their family. This key person will welcome and look after the child during their initial visits. Parents are welcome to stay with their child for the first few sessions, either in the room, or within our parents' area.

We also welcome phone-calls from parents who want to check that their child has settled into the session.

## **Parental Involvement and Communication**

We believe that children benefit the most from pre-Ofschool education and care when parents and nurseries work together in partnership.

We are committed to ongoing dialogue with parents to improve our knowledge of the needs of children and to support their families. We communicate with all parents on a daily basis through both written and verbal dialogue and aim to keep all parents fully informed about nursery policies, procedures, events and most importantly their child's progress.

### **Learning journeys**

Here at Little Lambs Nursery, we record significant moments in a learning journey which will be kept throughout your child's time at nursery. This learning journey is available for you to view at any point to enable you to follow your child's individual progress closely, you can also reflect upon achievements with your child. In addition, you can add comments and provide your own photographs so that we, as staff, can find out about activities your child really enjoys and the learning that they get up to at home.

### **Key Person**

Each child is assigned a key person; this member of staff will be responsible for planning for your child and will carry out observations and assessments. Where possible, your child's key person will change their nappy, support at meal times and through transitions to other rooms and school. The key person will also be the parent's first contact with regard to what your child has enjoyed doing that day and what he/ she is planning to support your child with next.

## **Valuing diversity**

We welcome the diversity of family life and work with all families. We encourage children to contribute stories of their everyday life into the nursery. We also encourage parents/ carers to take part in the life of the nursery and to contribute fully. For families who have a language other than English, we will value the contributions their culture and language offer and will translate any required documents upon request.

## **Reporting accidents**

All accidents or dangerous occurrences (near misses) whether involving children, visitors, contractors, staff or the general public are recorded on a Nursery Accident Form. Any incident, where the children are involved, is shown to the authorised collector of that child at the end of the child's session and the authorised collector must sign the accident form as seen.

OfSTED guidelines are adhered to requiring treatment by a General Practitioner or hospital.

RIDDOR forms are completed and issued to the HSE for any serious incident or injury in accordance with the company's legal requirements.

An accident/ incident investigation must be carried out for each entry in the accident book for further consideration by the Senior Leadership Team in their monthly meetings

## **Guidance on illnesses and infections**

We try to be as accommodating as we can when your children are sick because we know how important it is for you to work. To help you decide if your child can come to nursery here are the illnesses we are not allowed to have on the premises along with guidance on the exclusion periods as recommended by the Department of Health:

**Measles:** This is extremely contagious and children should not be brought in to nursery until four days after the rash first presented itself.

**German Measles (Rubella):** Children will be allowed back in nursery four days from onset of rash

**Chickenpox** - This is highly contagious when the pox are blistered and weepy children so consequently will not be allowed in nursery until they are scabbed and dry.

**Sickness & Diarrhoea** - This is very contagious and children should not be brought in for 48 hours after the last episode of sickness/ diarrhoea

**Impetigo:** Children need to remain off until all lesions are crusted and healed, or 48 hours after starting their antibiotic treatment.

**Scabies:** Children can return after their first treatment

**Scarlet fever:** Children can return 24 hours after starting appropriate antibiotic treatment.

**Whooping Cough:** Children can return after 5 days of starting treatment

If you are not sure please always telephone to check.

## Clothing and Equipment Required

**Important note:** During the nursery day, your child will participate in a wide range of activities, some of which will involve messy play. Though children will wear aprons, it is inevitable that paint, pen, mud and food may come into contact with their clothes. Please do not send your child in dressed in their best clothes.

**Parents are to provide the following for each child (preferably in a draw string bag - not a plastic carrier):**

Two changes of clothing, including underwear, for children who are not yet fully toilet-trained. These items must be clearly labelled.

One change of clothing, including underwear, for children who are fully toilet trained. These items must be clearly labelled.

Sun Hat (warm weather)

Little Lambs Nursery will provide factor 30 sun-cream. However, if your child has allergies or you wish your child to have a higher factor cream applied you may wish to provide your own (clearly labelled).

Wellington Boots (these need to be in nursery at all times for children aged 18 months and over)

Warm coat, hat, scarf, gloves (cold and wet weather).

**Please note: Little Lambs Nursery will not be held responsible for clothing that is not labelled or toys that have been brought into nursery.**

## Meal Times

We offer three nutritious and freshly prepared meals a day for all of our full-time children (breakfast, lunch and tea) in addition to regular snacks and drinks. Our meals are prepared by a very experienced cook and the menus change weekly to reflect seasonal produce and to provide well-balanced meals including daily fresh fruit and vegetables and the daily requirement of vitamins and minerals. All members of staff involved with food preparation are qualified in Basic Food Hygiene.

Meals are available to all funded places for an additional fee of £4 for lunch and £2 for a tea.

Allergens, special dietary and cultural requirements are always accommodated.

We ask our parents/ carers to provide sterilised bottles and powdered milk for all children requiring bottles to ensure that they have the same milk as at home. At all times, our team will constantly communicate with parents to enable baby's home environment to be mirrored in nursery, whenever possible.

In addition to providing drinks at meal and snack times, children are provided with fresh drinking water throughout the day in suitable bottles / cups to drink from. The intake of water will be monitored for abnormally high or low intake and parents will be informed accordingly

## Fees and Opening Hours

We are open for 5 days a week, 50 weeks of the year, 7:30am until 6pm.

Parents can opt for any number of full or half-day sessions as a regular arrangement (subject to availability).

Half day sessions are 7:30 - 11:30 or afternoons 13:00- 18:00.

Additional sessions can be added depending on availability.

We require two week's notice of any proposed changes to your child's planned session thus enabling us to adhere to strict adult child ratios

For an up-to-date list of our fees, please contact the nursery via phone or email. Our fees are paid by Direct Debit or Standing Order and must always be paid in advance.

There are a number of ways in which you may be able to reduce your nursery fees, depending on your financial circumstances:

- Working Family Tax Credits to reduce your tax bill to help fund your childcare- further information can be found at: [www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk)
- Childcare Vouchers- your employer may run a voucher scheme to assist with childcare. Little Lambs is registered to accept these vouchers. Contact your employer or [www.hmrc.gov.uk/](http://www.hmrc.gov.uk/) childcare
- We also offer Free Entitlement sessions for 2, 3 and 4 year olds.

The 2 -year funding is granted via your local children's centre and is granted on a means tested basis, which means that not all two-year-olds will be eligible. For more information, please contact your local centre.

15 hours of funded sessions for 3 and 4- year-olds are granted to all children. Some 3 and 4 year old children are also eligible for 30 hours of funded sessions.

Please contact the nursery for further information on availability, eligibility and current fee information.

## What Next?

If you feel that Little Lambs is the perfect nursery for you and your child, then get in touch. We will arrange a mutually convenient time for you to come and spend some time within the setting. Bring along the completed registration and consent forms (enclosed in the pack) and we will discuss the needs of your child in further detail. Depending on the needs of your child, we will plan in further taster sessions, which you will be invited to attend until both you and your child feel confident to commence on your planned start day.

We look forward to hearing from you.

The Little Lambs Staff Team