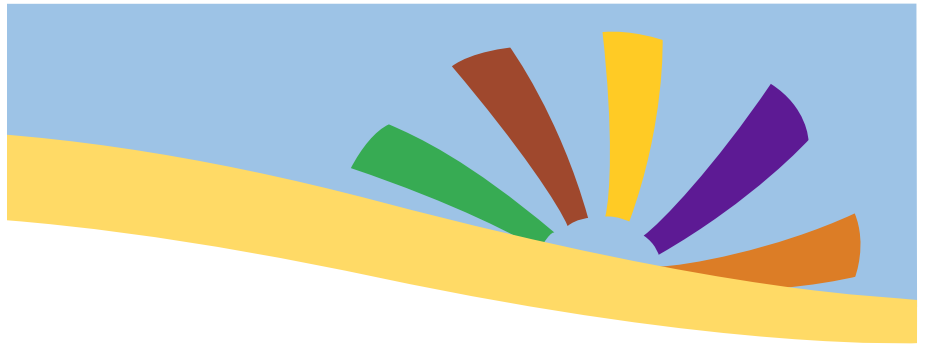


# Parent Information Booklet



Little Explorers Hythe  
Pennypot Industrial Estate  
Hythe  
Kent  
CT21 6PE  
01303 487 877



# Welcome to our Nursery

On behalf of the directors and staff at Little Explorers, we would like to welcome you and your child to our nursery. We hope that our relationship will be one of trust, understanding and a positive experience for all involved.

Little Explorers Nursery is owned and managed by qualified teachers and employs experienced early years practitioners.

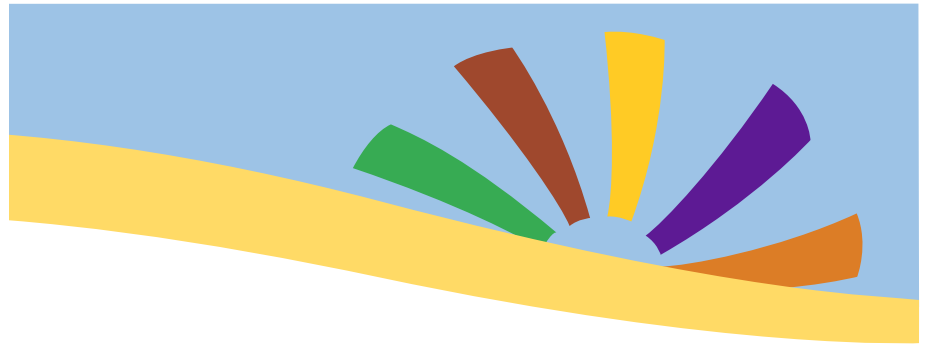


## Our Aims

- To develop in every child a positive self image, confidence and sensitivity to others.
- To help children and their parents to make an easy transition from the family home to the larger community of the nursery and on to school.
- To maintain a welcoming, secure and stimulating environment in which little minds and bodies can grow happily and at their own pace.

We are open 5 days a week, 8am-6pm, 50 weeks of the year. We cater for children aged 3 months to 4 years 11 months. Our fees and sessions times are explained on the Fee Structure page.





# Admission

Little Explorers Nursery caters for children aged from 3 months old. For fees and session times, please view our Fee Structure page.

For families accessing **Free Early Education**, children will be admitted the term after their second or third birthday.

A child is eligible for Free Early Education in line with the Department for Education (DfE) table below:

<b>A child born on or between :</b>	<b>Will become eligible for a free place from:</b>
1 April and 31 August	Start of the Autumn academic period (terms 1 & 2) in September following their second or third birthday
1 September and 31 December	Start of the Spring academic period (terms 3 & 4) in January following their second or third birthday
1 January and 31 March	Start of the Summer academic period (terms 5&6) in April following their second or third birthday

Please be aware that 2 year old children must meet additional criteria, as the offer is not universal for 2 year olds. Full details of the criteria are available from: -

<http://www.kent.gov.uk/education-and-children/childcare-and-pre-school/paying-for-childcare/free-childcare-for-2-year-olds>

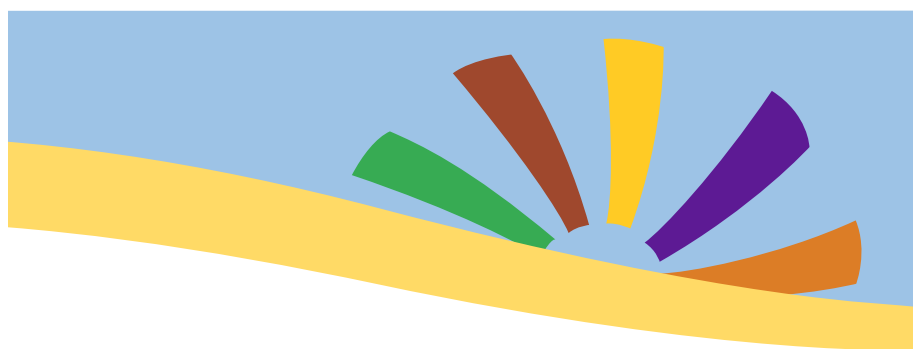
Where a child attends the nursery for more weeks than those funded, the additional hours will attract a charge.

Three and four year olds accessing Free Early Education, must attend nursery on the Kent County Council headcount week for the full amount of hours they are claiming for. Hours cannot be extended after headcount week until the following term.

In the case of oversubscription, places in the Nursery are offered according our Admission Policy which includes the following criteria:

1. Children already attending the setting
2. Siblings of children already attending the setting
3. Children entitled to Free Early Education or Free for 2 Funding



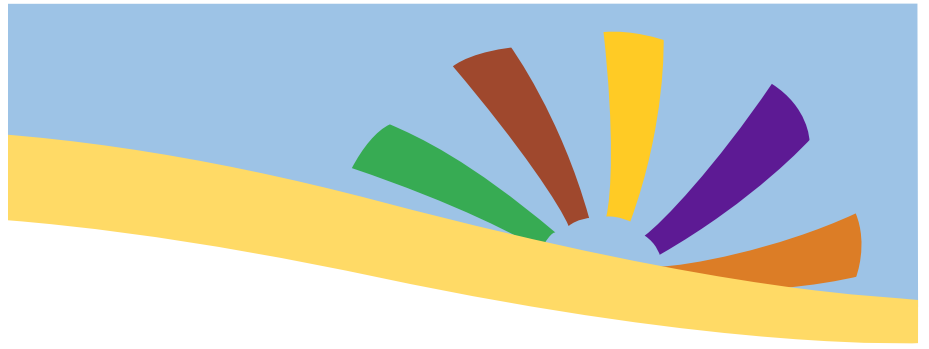


# Fee Structure

from September 2019

SESSION	TIME	FEE for children aged 3 months to 2 years £5.90 per hour	FEE for children aged over 2 years £5.30 per hour
Morning	8am to 1pm	£29.50	£26.50
Short Day (discounted session)	8am to 4pm	£44.70	£40.15
Extended Short Day (discounted session)	8am to 5pm	£50.60	£45.45
Long Day (discounted session)	8am to 6pm	£54.00	£48.50
Short Morning	9am to 12pm	£17.70	£15.90
Day Session	9am to 3pm	£35.40	£31.80
Extended Day Session	9am to 4pm	£41.30	£37.10
Long Extended Day Session	9am to 5pm	£47.20	£42.40
Short Afternoon	12pm to 3pm	£17.70	£15.90
Afternoon	12pm to 4pm	£23.60	£21.20
Extended Afternoon	12pm to 5pm	£29.50	£26.50
Late Afternoon	1pm to 6pm	£29.50	£26.50





# Fee Structure Continued

Our Free Early Education pattern of delivery and term dates are available at nursery, via email and on our website. At Little Explorers, Free Early Education and Free For 2 hours are offered between 9 and 3pm each day. Parents are able to select which short mornings and short afternoon sessions their child will attend for up to a total of 15 hours. Any hours outside of these times will be charged for at an hourly rate. Short mornings and short afternoons can be slotted together so that a child can attend from 9 until 3pm.

3 and 4 year olds who are entitled to 30 hours of Free Early Education can access the additional 15 hours through the following sessions; 9am—12pm, 12pm—3pm or 3pm—6pm. Parents can choose up to 10 of our 3 hour sessions. (Please ask about food arrangements for 6pm slot.)

Fees are reduced the month after your child's second or third birthday.

## Payment Methods :

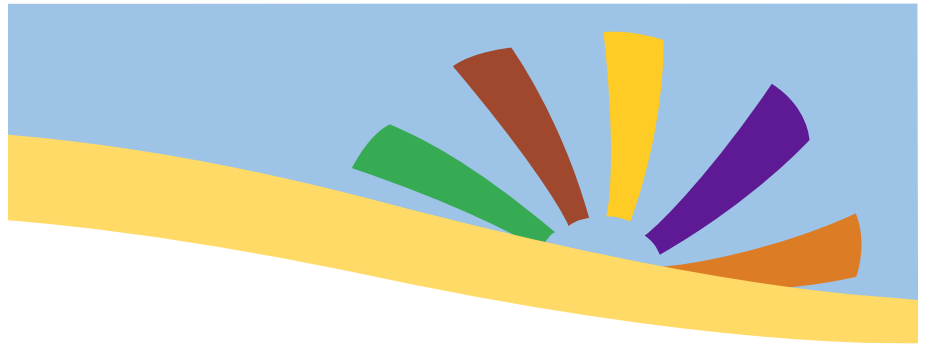
- Employment vouchers: Please ask for details.
- Bank Transfer: Sort code: 09-01-28, Account No 96904285 Account Name: Little Explorers Hythe. Please use your child's name or invoice number as a reference.
- Unfortunately we are unable to accept payment by cash or card for nursery fees.

- Fees are to be paid in advance, invoices are issued on the 14th of each month. Invoices are to be paid by the 28th of the month. (This allows two weeks for payment to be made.) A late payment fee applies.

- Fees are reviewed annually in September of each year.

- In the event that fees are not paid, the nursery will cease to provide childcare for that child.

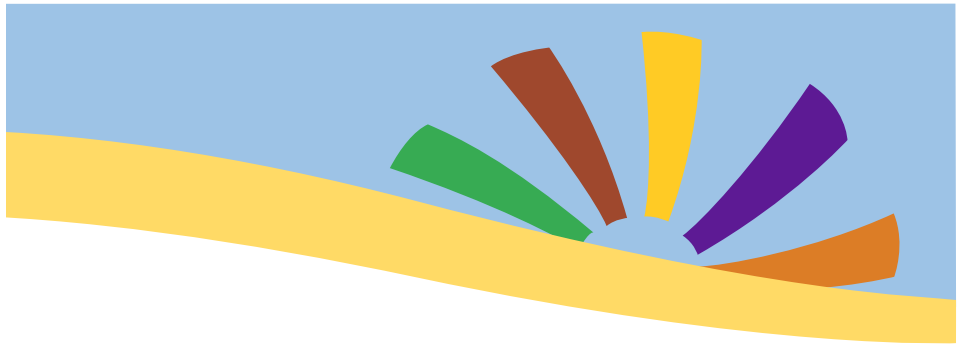




# Payments and Terms

- Children using funded hours are able to be booked in for sessions during the school holidays. These sessions must be requested at least two weeks before the school holiday by completing an Additional Hours Form. The form will be returned via your child's key person or their named tray, informing you of availability. An invoice will then be sent via email. Payment details are explained below.
- No refund will be given in the event of a child's absence due to illness or any other reason other than the pre-booked holiday entitlement.
- Each child is entitled to 6 weeks of their booked sessions as holiday at half fees each academic year. A Holiday Form must be completed with at least two weeks' notice. (For paid sessions only.)
- The nursery will be closed for two weeks over the Christmas period, all bank holidays and occasionally for training days. At least 3 months notice will be given.
- If you would like to change or cancel your child's sessions, 4 weeks' advance, written notice is required. (For paid sessions only.)
- When you no longer require booked sessions, the nursery requires 1 month's written notice for a paid space. In addition, 1 month's written notice is also required when reducing days. The nursery will confirm in writing with you when increasing/changing days. For Free Early Education and Free For 2 spaces, no notice is needed.
- Should the nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session. Should closure need to take place part way through a session, a refund will not be given in this instance. For Free Early Education and Free For 2 hours, in some instances, alternative hours will be offered. These will be communicated via the website or letter.
- Children must be collected promptly at the end of each session. Should a parent fail to collect their child at the end of their session, a 10 minute 'grace' period will commence. A late collection fee of £1.00 per minute will be charged for any late minutes after the 10 minute grace period.
- We ask for a non-refundable deposit upon acceptance of a place (which will be deducted from your final invoice). A deposit is NOT required for children who are only accessing their Free Early Education or Free for 2 hours.





## An example of our Daily Routine for 3 year olds :

08:00 Breakfast, Self-Registration and Child Initiated Play

09:00 Greeting, Self-Registration and Child Initiated Play. This takes place in the classroom, outside and sensory room

10:30 Snack Time, fruit and milk/water are provided

11:15 Child Initiated Play

12:15 Group Time and Lunch Time

1:00 Child Initiated Play

2.45 Story and Songs

3:15 Snack

3:30 Child Initiated Play

5pm Tea Time

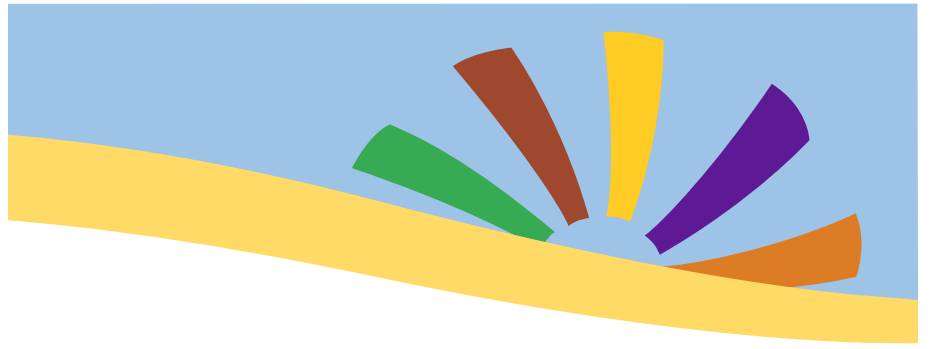
5:30 Child Initiated Play

6pm Story, Songs and Home



We use our garden consistently throughout the day. Daily routine's for younger children are similar with less structured times and more Child Initiated Play. We also try to go for as many walks around the local area as possible.

**Our timetable changes due to the needs and interests of the children throughout the year.**



# What will your child need to bring?

- A named water bottle with plain water, no squash please
- A named lunch box with healthy lunch, no chocolate bars please
- A spare set of clothes, nappies/pull ups, bags and wipes in a named bag to be placed on their peg/box
- Some children like to wear slippers, these are kept under their peg
- A named coat, to be kept on their peg

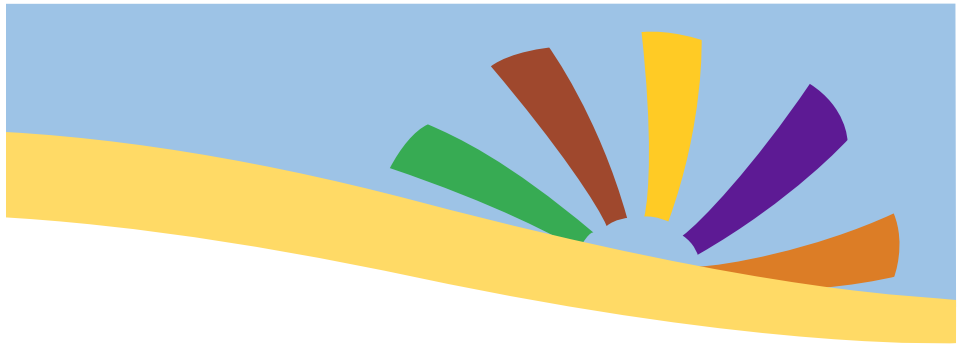
We have many pairs of spare wellies and have a selection of wet weather clothing. We like to learn in all types of weather!

We use a learning journey and communication system named Famly. You will receive an email asking you to create a log in for the system. You can use the Famly app on a device or use their website. We communicate with you via this system regarding your child, you can see photographs, events and weekly information. You can also send us photographs, message us and register your child as ill. Please still complete a paper holiday form rather than registering holiday on Famly. Just let us know if you do not receive the initial email from Famly, it may go to your 'spam' box.

In the hot weather, we ask that children have sun cream applied **before** arrival and they bring a suitable sun hat.

Please could children wear shoes that they can easily take on and off. We are in and out of wellies and slippers throughout the day.





# What do I do next?

Children's names can be entered for a place any time after birth. This must be done by completing a register of interest form available on our website or in the nursery.

The completed form should be returned to the nursery.

Once we have received the completed form, your child will be placed onto our waiting list. You will be contacted by telephone at least 1 month before the term your child is due to start. We will arrange a convenient time for a Stay and Play session and start date. You will be informed of session availability when you are contacted. Please do contact us if you have any questions whilst waiting for your child to start.



**We look forward to welcoming you and your child into our friendly nursery. You are welcome to come and look around. Just contact us to book a time.**

**Please check our website for more information: [www.littleexplorershythe.com](http://www.littleexplorershythe.com) or contact us via email or telephone.**

**Hours:**

**Monday - Friday, 8am to 6pm**

