



**Little Love Lane Nursery & Pre-School CIC**

[www.littlelovelane.co.uk](http://www.littlelovelane.co.uk)

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# **Little Love Lane Pre-School & Nursery CIC**

## **Information Pack**



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# Welcome

Thank you for choosing Little Love Lane Pre-school and Nursery CIC to care for your little one! We're excited to have you with us and would like to share some information about what you can expect when your child joins our Little Love Lane family.

At Little Love Lane, we are committed to providing the highest quality of education and childcare for every child. From the moment they arrive, we offer a warm welcome to each child and their family, creating a nurturing environment where all children can learn and grow through play.

We understand that young children are naturally curious and eager to learn. Our goal is to build on this enthusiasm by offering a variety of fun and engaging activities tailored to their interests. We believe in providing equal opportunities for all children and their families. Our team is dedicated to supporting children with special needs alongside their families, following the Special Educational Needs Code of Practice and collaborating with parents, staff, and other professionals to ensure every child is included and engaged.

We take pride in our environment and our team, who are always striving to improve our offerings through ongoing professional development and reflective practices.

As a not-for-profit organisation, all fees collected are reinvested into staff salaries, the running and upkeep of Little Love Lane, and the purchase of new resources and toys.

We have an 'open door' policy, which means you are welcome to visit us at any time that works for you. Your concerns and worries are important to us, and we're here to provide support whenever you need it. Please don't hesitate to reach out!

Debbie woodman  
Manager

## Our Ethos

### **Our Mission Statement**

*Play, learn and achieve together*

### **Our Aims**

- To provide a happy, caring environment where children are safe.
- To provide families with accessible, affordable, high-quality education and childcare.
- To help children to develop their confidence and independence.
- To provide high quality education and care where children develop the skills, they need for learning in all areas of the Early Years Foundation Stage.
- To provide an exciting and stimulating environment to foster a positive attitude to learning.
- To 'lay the foundations' for their future learning.
- To promote close relationships with families and share the education of their children.



## Values and Ethos

At Little Love Lane, we take great pride in offering top-notch education and care for children. We focus on creating meaningful partnerships with parents and building strong relationships with the children, ensuring that both families and little ones feel safe, secure, and happy. We truly believe this foundation is essential for a child's successful learning journey. Collaborating closely with parents, who we see as the first educators, allows us to provide the best support for their development.

Understanding each child's unique personality—what they enjoy, their dislikes, and what motivates them—is incredibly important to us. Our stimulating environment offers numerous opportunities for children to love learning, and our innovative, engaging curriculum plays a significant role in their achievements. At Little Love Lane, we encourage creativity, enabling children to explore their imaginations as critical thinkers.

We aim to nurture confidence and independence, fostering a positive attitude towards learning in a warm, caring atmosphere where children feel secure to grow and thrive. We promote high standards of behaviour by helping children recognise and understand each other's feelings. Through this, they learn to respect themselves and those around them, developing sensitivity to various needs and addressing inequalities related to race, gender, and ability.

We believe that a child's learning journey is a shared experience with parents and carers, and we work hard to maintain this partnership. With plenty of outdoor space here at Little Love Lane, we find that children learn best in a balanced setting that includes time outside, contributing to a calmer and more effective learning experience.

Recognising that each child is unique, we tailor our teaching methods to accommodate individual learning styles. There's no 'one size fits all' approach here; we take the time to ensure that every child feels valued and can shine bright within the right environment.

## Our Registration System

To ensure a smooth experience at Little Love Lane, all children need to be registered through our registration form, which we will enter into our Family app. It's really important to keep the app updated with any changes, as this helps us tailor your child's time with us and keep track of any specific needs or concerns.

We also ask that all children are signed in and out daily. You'll find your child's name on our register, along with the expected arrival and collection times. Please fill in the actual times your child arrives and is collected, along with your signature. Our staff will regularly check the register to keep track of how many children are present throughout the day. At the end of your child's session, please remember to sign them out so we know they're safely back in your care.

Accurate registers are crucial, especially in the event of an emergency evacuation, so we greatly appreciate your cooperation in keeping our records precise and up to date. Thank you for your support in keeping our Little Love Lane family safe and organised!

## Key Person System

**Every child has a designated key person to support them. If your child's primary key person is away, another friendly staff member will step in as their secondary key person, ensuring your child continues to feel supported. They are here to assist both you and your child as you settle into Little Love Lane and will be a special point of contact for any questions or concerns.**



## Online Learning Journal

With our extensive experience and dedicated ethos, we've developed a tailored curriculum just for your children. Each child's learning journey is unique, designed to acknowledge their individual differences.

We sincerely believe that the early years are crucial for a child's lifelong learning. Our roles as educators are incredibly important and we feel privileged that you trust us with your most treasured beings—your wonderful children.

So, what does this mean for our little ones? We will focus exclusively on essential work centred around the children. Each key person is committed to getting to know their assigned child well—understanding their interests, preferences, and developmental stage. While we already have a strong connection with our children, this approach allows for even deeper relationships, as key staff will spend more quality time with them.

Our team will develop engaging activities and experiences inspired by the children's interests, allowing us to be spontaneous and responsive to their needs on any given day. Instead of adhering to a plan created in advance, we'll follow their lead to keep learning fresh and exciting.

Regarding observations, we'll focus on either specific developmental goals or those special 'wow' moments that truly showcase the children's growth. By understanding our children and communicating with their families, we will tailor focused areas of learning that spark excitement and developmental progress. While you may notice fewer observations on Famly, rest assured that each will carry significant meaning and intent, highlighting impactful moments in their development.

Additionally, you can look forward to receiving weekly photographs of your child's journey at Little Love Lane. Everything shared on Famly will reflect their remarkable learning experiences with us and capture the joy of their time spent here. Thank you once again for the trust you place in us; we can't wait to see the incredible things your children will achieve!

## Areas of the EYFS

### Prime areas (main areas of development)

These three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive.

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

### Specific

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied.

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

Each focus area is outlined under specific headings to help you understand your child's development.

We encourage you to share your own photos and observations of your little one, especially those special 'Wow Moments'—anything remarkable that they achieve at home, like getting dressed independently for the first time or counting to ten on their own.

Your child's file on our app is an important record that can only be accessed by individuals authorised under password control. To set up your child's profile account, we need to start it using a private email address. Please rest assured that we fully respect your child's privacy, adhering to all guidelines of the Data Protection Act.

If you'd like to discuss anything shared in your child's file, feel free to request a meeting with their key person. We kindly ask for 24 hours' notice in advance so we can arrange for the relevant person to be available.

As part of our key person approach, we want to create a partnership with you. After all, you are your child's first educator, and we truly value your insights.

Together, we can ensure that your child's time with us is both joyful and enriching.

Additionally, our team collaborates with various professionals, including health visitors and speech therapists, to support your child's needs. We also partner closely with reception class teachers to help make their transition to school as smooth as possible.

### The Early Years Foundation Stage

The early years' foundation stage applies to children from birth to the end of their reception year. Compulsory schooling begins at the start of the term after a child's fifth birthday. The foundation stage prepares children for learning in Key Stage 1 and is consistent with the National Curriculum.

The foundation stage details established expectations for most children to reach by the end of their reception year. All this may seem a little daunting but please let be reassured, we plan opportunities for children to develop and extend their knowledge through play in a happy and relaxed atmosphere.

### Transition to Primary School

We want children to feel happy and secure during their time with us. We understand that children may find times of transition difficult and may need extra support at these times.

To create a positive and supportive climate for smooth transitions to primary school, we make arrangements with the primary schools that our children will be joining. These arrangements will consist of them visiting the children in our setting and then arranging visits to their primary school.

We also work closely with any primary school that your children transition too. We will work closely with the reception lead and arrange them to visit the children that are in our setting.



### Staff to Child ratios

The legal requirements for staff to child ratios in Ofsted registered nurseries and pre-schools are:

|           |                                       |
|-----------|---------------------------------------|
| Under 2's | 1 member of staff to every 3 children |
| 2-3's     | 1 member of staff to every 5 children |
| Over 3's  | 1 member of staff to every 8 children |

## *Our lovely team are:*

**Manager/ Director:** Debbie Woodman

**Deputy Manager/ Director/ SENCO:** Brenna Hughes

**Admin and Finance:** Lauren Rann

### Little Learners (the year before they start school)

**Room leader:** Lisa Attrill

**Deputy room leader:** Hayley Weeks

**Practitioners:** Molly Vine, Domi Cragg

### Little Stars (Pre little Learners room)

**Room leader:** Jemma Gatland

**Deputy room leader:** Ellie Butcher

**Practitioner:** Lauren Parris

### Little Bee's (age 2 to 3ish)

**Room leader:** May Carey

**Deputy room leader:** Kayleigh Tosdevin

**Practitioners:** Breann Mcgrath

**Apprentice:** Alex Taylor

### Little Dreamers (Older babies- Under twos)

**Room Leader:** Kelly Forster

**Deputy room leader:** Tracy Dowden

**Practitioners:** Nicky Mather and Kayleigh Kay,

**Assistant:** Kate Chandler

### Little Acorns

**Room leader:** Kelly Jones

**Deputy room leader:** Rhianne Harrison

**Practitioners:** Libbi Parr

**Assistants:** Adara Attrill, Erica Loryman and Kate Chandler

## Staff

At Little Love Lane, we prioritise the safety and wellbeing of the children in our care. All our staff, including students and apprentices, undergo a thorough vetting process through the government's

Disclosure and Barring Service (DBS) before they can work in the baby, tweenies, or pre-school rooms. To ensure ongoing safety, these checks are repeated every three years, in line with Ofsted's guidance. We also enrol our team in the update service for real-time notifications regarding their status.

Our team is both qualified and experienced, with many staff members having been with Little Love Lane for several years. This stability contributes to a positive and content workforce, resulting in low staff turnover and providing your child with consistent care.

We believe in continuous improvement and ensure that all staff participate in regular training sessions to keep their skills aligned with the latest government Early Years practices.

Confidentiality is very important to us. Our staff understand the importance of keeping discussions about individual children private, and sensitive conversations with parents and colleagues are always conducted in a discreet area.

Additionally, we are proud to support childcare students as part of their work placement experience. All students receive close supervision from qualified staff and are not included in our staff ratios, ensuring they never work alone with your child or assist with changing nappies or clothing.



## Breakfast Time, Snack Time, Lunch Time, Tea Time and Drinking Water

**Please Note:** We operate a **NO NUT** policy and this includes Peanut Butter, Nutella, etc. Please ensure that you check that any food brought in does not contain any nuts or nut products.

### Breakfast Time

Between 07.45am and 8.30am we operate a breakfast club. You will need to send in your child with their own breakfast. We can supply milk and water. If your child is booked in for these times and have already had breakfast at home, just let a member of the team know.

### Snack Time

At snack time we operate a 'rolling' snack procedure. We only provide fresh milk and water at snack time as we believe these to be the healthiest choices for your child as opposed to juice or squash.

Snacks need to be provided by the parents please. You can hand the snack to a team member upon arrival.



## Lunch Time

### **\*\*Packed Lunch Reminder: \*\***

If your child will be staying for lunch, please remember to pack their food in a suitable container with their name on it. It's best to use a lunchbox or bag to keep everything together, and if you could use their full name, that would be really helpful as some children have the same first name.

Also, please include a drink in their packed lunch, and make sure to cut up fruits like grapes and cherry tomatoes in half – long ways to prevent choking hazards.

To encourage healthy eating, we ask that you don't pack sugary sweets, chewing gum, or fizzy drinks, as these will be taken away by our staff if found. Small amounts of biscuits and cake are acceptable.

**\*\*Important: \*\*** We regret that we cannot heat meals at lunchtime, except in the Baby Room or with prior arrangements. Thank you!

## Tea Time

At around 16:00/16:15 every day we stop for Tea. This meal is provided by the parents/carers of each child. Children can bring in a packed tea and because this is generally a quieter session, they can bring in something which we can heat up in the microwave. This meal time is flexible to suit an individual child's routine.

## Drinking Water

Cold tap water is available all day for drinks and we will ensure that your child's drinking container is regularly refilled with fresh water throughout the day. Please label your child's container with their name.



## Accidents, Illness, Medicine and Emergencies

### Accidents

Unfortunately, accidents can occur, especially with young children at play and because of this we keep a record of all accidents and injuries that occur. If your child has been involved in an accident they will be attended to by a trained first aider who will then fill out a form detailing what has happened. The form will be shown to you at collection time and discussed. When you have read the form, please sign it to acknowledge the accident. **Please note we do call if your child bangs their head no matter how bad this due to this being classed as a head injury even if no medical treatment is needed, we still need to inform you to keep an eye on this after the child leaves the setting.**

**We are also required to record any injuries that your child may arrive with. This is to safeguard ourselves as well as benefiting the children in our care.**

### Illnesses

Children who are ill must not attend Little Love Lane and if your child becomes ill, we will contact you to collect them. There are set guidelines by Public Health England and the guidelines on Infection Control are displayed in the manager's office as well as available online at:

[www.gov.uk/government/.../Guidance\\_on\\_infection\\_control\\_in\\_schools.pdf](http://www.gov.uk/government/.../Guidance_on_infection_control_in_schools.pdf)

**We have a strict policy on sickness and diarrhoea as this can spread rapidly throughout a setting if not controlled effectively. Your child will not be allowed back into the setting until at least 48 hours after the last bout of sickness or diarrhoea has passed. Therefore, if your child is sent home sick on Monday lunchtime, they will not be allowed back into the setting until Thursday morning assuming they have had no other sickness in the meantime.**

**Unfortunately, our policy states we cannot refund your child's place should they be off sick, unless they have been hospitalised.**

### Medication

We can only administer medication which has been prescribed by your child's doctor or pharmacist. In addition, we will now administer paracetamol and ibuprofen to reduce a child's temperature in an emergency once we have been given verbal permission from a parent or carer. When this is needed the child will be sent home.

All medication needs to be in the original pharmacy packaging and have the child's name and dose clearly on the container. Parents /carers are then asked to fill in the details in our medication book with a member of staff. It will be noted when the medicine is administered and when you collect your child you will be asked to sign the medication book to acknowledge the medication we have given to your child. If your child has regular medication - for example, an inhaler for asthma, you can leave this with us and we will let you know when it needs replacing.

**If your child has been prescribed antibiotics, you will need to keep your child off nursery/preschool off for a minimum of 48 hours to make sure the medication has had time to contain the infection and to ensure there won't be an allergic reaction.**

**Please note, if the 48 hours are up half way through a day, your child will need to remain off the rest of this day.**

Please Note: Staff are not trained to administer any medication by syringe.

## Emergencies

The registration form for your child has a section for emergency contacts as well as whether we have your authority to take the child to the local GP surgery or hospital. At all the times the wellbeing of your child is important to us and we will respond appropriately and professionally in the event of any emergency.

## Recommended Clothing and Accessories

Please find below a list of recommended clothing and other accessories and items for your child whilst at Little Love Lane:

- Suitable clothes for all weather
  - raincoat, hat, gloves and wellington boots in cold and/or wet weather
  - sensible footwear, no heels or flip flops please
  - slippers for indoor use (not essential)
  - sun hat in summer
  - spare set of clothes including underwear and socks
- Lunch box if staying for lunch
- Nappies, nappy cream and baby wipes
- Drinking Bottles
- Sun cream
- Child's comforter if needed.
- We do not allow toys from home to be brought into the setting as these can be easily lost.

**We also Require that everything is clearly labelled with your child's full name.**

## Physical Education (PE)

Some examples of the activities we do are:

- Music and Movement
- Wake up shake up
- Morning exercises
- Obstacle Courses
- Boogie Mites (Dance)
- Relaxation Techniques
- Acting out Stories
- Drama Llama



## Policies and Procedures

We have a full policy pack which covers the running and operation of Little Love Lane and the provision of childcare.

Our policies are reviewed continuously and are updated as best practice and government guidelines evolve and change.

Our policy packs are available in the main office. If you have any questions or concerns about any of our policies and procedures, please do not hesitate to speak to the manager or chair.

## Booking Holidays

If your child is funded you can book up to 4 weeks holiday each academic year with a maximum single period of two weeks in one block. In order to book holidays please email no later than the last working day the month before the required dates. If sessions have been invoiced before holiday is requested, then the fees billed will still be chargeable.

Children who do not receive funding we offer 4 weeks' holiday a year, after this is used per year the charge will still remain if you take future holiday.

## Setting closures

The last Friday before the summer holiday's; the setting will close at 12pm for the pre-school graduation. All staff are involved in this hence the closing time.

We follow the standard school closures but tag development days on to either the summer or Christmas holidays.



## Admissions Policy

The number of children each room can accommodate per day is:

|                                                                                      |             |
|--------------------------------------------------------------------------------------|-------------|
| Little Acorns (0-16/18 months years old)                                             | 12 children |
| Little Dreamers (16/18 months to 2/2.5 years)                                        | 12 Children |
| Little Bees (2 ish to 3 ish years old)                                               | 20 Children |
| Little Stars (age 3 and above that won't be going to school the next academic year)  | 15 Children |
| Little Learners (3 years or older children whom start school the next academic year) | 32 children |

Ratios we use are:

|                |                        |
|----------------|------------------------|
| 0-2 years olds | 1 staff per 3 children |
| 2-year-olds    | 1 staff per 5 children |
| 3-4-year-olds  | 1 staff per 8 children |

NB: These ratios are mandated by Ofsted.

Despite these ratios there will be days on which we may not have met our capacity limit but due to staffing levels and cost implications we cannot admit any more children. Children booked in for regular attendance and additional days will always be accommodated as our staffing arrangements are based on numbers pre-booked.



## Opening Times and Fees Policy

At Little Love Lane, we typically operate for 50 or 51 weeks each year, depending on when Christmas falls, with a short closure between Christmas and New Year.

We are open Monday to Friday, except for Bank Holidays, from 07:45 am to 6:00 pm. You can find the details of our session times in the Fees document, which we encourage you to review.

To best serve your needs, we strive to accommodate all requests; however, some sessions may have limited availability. Therefore, we operate on a 'first come, first served' basis for bookings.

Please ensure that all booking arrangements are made with the manager, and remember that all bookings must be submitted in writing and signed off on a booking form.

If you need to cancel a booking for any reason other than a hospital admission, please provide notice no later than the last working day of the month prior, or you will still be charged. Unfortunately, we cannot offer refunds for days where a child is ill, as we still maintain staff cover on those days. However, there will be no charge for missed days or cancellations made on short notice if your child is admitted to hospital.

If you decide to remove your child from Little Love Lane, we require one month's notice. If this notice is not provided, we may charge for the scheduled sessions.

Additionally, please be aware that if your child is collected up to half an hour late, we will charge for an extra half hour, and for more than half an hour late, a full hour will be charged, as this incurs additional staffing costs.

**Lastly, all bills should be settled by the 15<sup>th</sup> day of the month. If fees are not paid on time, we reserve the right to cancel any sessions booked beyond any funded hours. If you are facing any difficulties with payments, please contact us as soon as possible.**



## Funding

Every childcare place requires payment, which can be made by parents or guardians (for details, please refer to our Payment Methods document). Additionally, funding options like the Nursery Education Grant (NEG) for children starting the term after their third birthday, and local authority 2-year funding for families on certain benefits or with low incomes are available.

### What is the Nursery Education Grant?

The Nursery Education Grant (NEG) is a government initiative that helps fund early education for all children aged 3 and 4 as they begin their Early Years Foundation Stage before starting school. This support becomes available from the first day of the term following your child's third birthday. Typically, each eligible child can receive up to 15 hours of funded education each week. It's worth noting that families can split their NEG funding between a maximum of two registered providers (Little Love Lane is proud to be one of them) and the yearly amount can be distributed over the full 51 weeks, which translates to approximately 11.5 hours a week of NEG support.

### Additional Funding Opportunities

In addition, we also provide 30-hour funding for children aged from 9 months all the way to school leavers. To qualify for this, both you and your partner (if applicable) must be working at least 16 hours per week at minimum wage, with a combined annual income not exceeding £100,000. We recommend checking the Childcare Choices website for further details. If you wish to access this funding, please apply and share the code with us, along with the lead name's National Insurance number, their date of birth, and a copy of your child's birth certificate or passport.

### Terms and Conditions for Early Years Funding

According to the new terms and conditions surrounding the Free Entitlement Funding for Early Years, we need to verify each child's identity and date of birth for whom we submit a claim. This means we will maintain records that may be subject to audits by the Isle of Wight Council. To help us with this, we kindly ask all parents to provide an original birth certificate or passport for their child as soon as possible, or at the latest, before their funding begins. If we do not receive the required documents by the deadline, it may lead to the withdrawal of your child's funding.

Other important conditions regarding the funding include that if a child is absent due to illness or holiday, the funding will remain valid for two weeks but will be withdrawn and require repayment thereafter. Furthermore, if a child does not attend regularly and does not complete a full session for three consecutive weeks without a valid reason, there is a possibility that their place might be forfeited.

Additionally, we are required to keep a record of the reasons for absence when contacting families on the first day of a child's absence. If we do not receive a call or note explaining the absence, we will ask for the reason when the child returns. We sincerely appreciate your understanding, as these practices ensure compliance with funding conditions for both us and your child.

### How do I claim Nursery Education Grant?

You must enrol your child at Little Love Lane, informing us if you are claiming NEG funding at any other establishment. We will then submit the relevant paperwork and claim for this funding on your behalf, based on the agreed and booked sessions.

### 2-year low income/ or non-working funding

There is currently funding available for 2-year-olds from low-income families. The funding for this comes from the local authority and is based on similar criteria as those for free school meals. If you feel you may be eligible for this funding, please let us know and we can fill in the form with you if required. You will receive a written confirmation of their decision. If you are deemed to be eligible, then please email your code. We will also require a copy of your child's birth certificate.

Please note that confirmation of any kind of funding does not guarantee your child a place. Please book your child's sessions at Little Love Lane as soon as you can to avoid disappointment.

### Invoices and Funded Childcare

All invoices are accessed through our family app.

We would take this opportunity to remind all parents and carers that if your child is eligible for and receives free childcare, you must ensure that he or she attends for the agreed number of hours each week. If you fail to take up the entitlement on a regular basis, we have to refund the fees we receive and we are obliged to offer the place to another child.

## Security

Security is treated seriously at Little Love Lane, and we are constantly alert for any possible security risks and concerns. We have CCTV fitted around the setting to add extra security.

**You are issued a pin code that only you will have access to- this must be used to sign your little one in and out. Each family or friend that you have set up on the app will receive their own separate code. This is not to be shared!**

All those with Parental Responsibility under the Children Act 1989 are entitled to collect your child. This is usually the child's parents. If any person with Parental Responsibility for a child is subject to a Supervised Contact or No Contact Order, we need to see a copy of the relevant Court Order so that we can legally refuse to release the child to them.

To help us maintain security, please can you:

- Sign your child in and out every day
- Ensure we have up to date phone numbers for you and any emergency contacts
- Ensure we have an up-to-date list of people who can collect your child
- Keep your pin secure
- Always close the doors after you
- Never let another child out of the main exits
- Inform a member of staff if you see anyone acting suspiciously nearby
- No mobile phones on site
- No smoking or vaping

Also, for fire safety please can prams and pushchairs be left outside in the pram park and not obstructing the main entrance.

## Other People Collecting Your Child

To ensure your child's safety, we cannot allow anyone we don't know to collect them, even if your child recognises that person. If someone will be picking up your child from Little Love Lane, please let the office know through email or a phone call. Anyone collecting children will need a pin in order to issue this we need their name, email, and phone number to provide them with a pin code. Thank you for your cooperation!



## Visits

At Little Love Lane, we aim to help your child settle in happily and comfortably. To ensure this process is smooth for both you and your child, we suggest creating a settling-in plan with your child's room leader after the initial visit. Each child is unique, so working together to find what suits your little one best is essential.

Our 'stay and play' visits typically last between half an hour to an hour, gradually increasing until your child is ready to stay for a full session. These sessions are generally free of charge, although we may need to apply a fee if you choose to leave the premises.

We recognise that work commitments might affect your availability, so we encourage you to discuss any challenges with your key worker or room leader during your first visit.

While your child is settling in, we will keep in touch with you about whether it's best for you to remain nearby or if you're free to leave but can be contacted if necessary.

If your child has a comfort object, like a dummy, blanket, or soft toy, please bring it along. It doesn't matter how worn it is; if it brings them security, we welcome it!

During these visits, we'll work with you to complete a child profile, which will help us understand your child's needs, likes, and dislikes, ensuring a happier settling experience.

## Parking

**We have no parking on site for parents; the carpark is solely for the staff to park. If you have a registered disability and need to use the carpark to drop your child in or pick them up, please email Debbie on ( [themanager@littlelovelane.co.uk](mailto:themanager@littlelovelane.co.uk) ).**



### Children with Special Educational Needs

At Little Love Lane, we believe that collaboration with parents and professionals is vital in recognising and supporting the unique learning needs of our children. To assist with this, we have a dedicated member of our team known as the SENCO (Special Educational Needs Co-ordinator).

The SENCO plays an essential role in early years settings by ensuring we identify and intervene early for children with special educational needs. They are responsible for managing our documentation related to special needs, collaborating with parents, providing training for our staff, and coordinating with external agencies.

If you'd like more information about available support, the Isle of Wight Council offers Multi Agency Team (MAT) Funding for children with special educational needs. Please don't hesitate to reach out to the Directorate of Children and Young People at the Isle of Wight Council for further details.

Over the years, we have established a close partnership with the Isle of Wight Council's Multi Agency Team, successfully assisting many families and children. This includes securing one-to-one support for those who need it. Our SENCO and all staff continuously work to enhance their skills in this area, making Little Love Lane a preferred choice for families seeking support for children with special educational needs.

We strictly adhere to the Special Educational Needs Code of Practice, which helps us to identify, assess, and provide for children with special educational needs. This commitment enables children to thrive in our setting and facilitates a smooth transition to school through their Individual Development Plans. When needed, we offer one-to-one support, subject to funding approval and staff availability, and will discuss this further with you through our SENCO.



### Outings

Occasionally, we organise trips and outings for our groups. When transport is needed, we choose a reputable coach company, and all buses are equipped with seatbelts to ensure safety. During holiday club, we may use public transport for shorter outings. Please refer to our outing policy for more details.

Before any off-site activities, we will obtain your written permission, which is collected annually through the registration form.

We'll keep you updated about these events through our regular newsletters.

To maintain safety, we conduct regular risk assessments for all locations we visit, with staff visiting the site beforehand to prepare. If you'd like to take a look at these risk assessments, just let us know, and we'll be happy to share them with you.

### Toys from Home

We understand that it's tempting for children to bring items from home to share with their friends and staff. However, we kindly ask you to discourage this, as it can lead to disappointment if toys go missing or are mistakenly taken by others who think they belong to pre-school. Please note that we aren't able to take responsibility for any loss or damage to personal toys brought in from home. Thank you for your understanding!

### Birthdays

We always strive to make your child's birthday session extra special and full of joy, allowing them to choose their favourite activities, songs, and stories. Some parents enjoy bringing in cake or biscuits to share during break time, which we're more than happy to accommodate. Just a gentle reminder about our 'No Nuts' policy, and if you're bringing treats, please let us know the ingredients used to ensure all children with allergies are safe. Additionally, your little one will receive a birthday card and a present from the staff and management committee at Little Love Lane.

### Sun cream

We do ask that parents apply sun cream to their children before they attend the nursery/ Preschool this saves a lot of time and allows us to focus on the morning activities, the staff will re-apply in the daytime to keep it topped up. Please provide a labelled bottle. If your child has any allergies to suncream, please let us know.

## Audits and Inspections

At times Little Love Lane will be inspected and/or audited by Ofsted and the Isle of Wight Council.

We will always fully support and assist the inspecting agency and act on any recommendations they may suggest.

All inspection and audit reports will be made available to parents; however, we reserve the right to remove any confidential information relating to our children to protect their interests. Ofsted reports are available in our foyer as well as on Ofsted's own website at <http://www.ofsted.gov.uk>.

## Photos and Videos

At times we will take photos and videos of your child as a record of their development and these will be placed on their Tapestry applications. We also display these photos around the premises, as we find this gives the children something to talk about and show their parents when they are picked-up and dropped-off.

We may also utilise some photos for promotional purposes, for example advertising, leaflets, newsletters, etc. We do allow parents to take photos and videos at special events once we have gained everyone's permission.

Your consent is required for the taking of photos and videos by us and you have an option to give or withhold consent on the registration form.

We do insist though that any photos and/or videos taken that may include children other than your own at Little Love Lane are not uploaded to any social media sites, i.e. Facebook, Instagram etc., and are for personal use only.

## Press Involvement

At times we may well involve the local press in particular events, i.e., Open Days, Theme Days, etc. Because of this they may talk to your child (under our supervision), as well as take photos or film of activities.

Your consent is required for this and you have an option to give or withhold consent on the app.

# Safeguarding

please copy and paste this in your browser

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

## Safeguarding Children

We take child protection seriously and work closely with the Isle of Wight Council's Directorate for Children & Young People and the Isle of Wight Safeguarding Children Board.

We respect the confidentiality of information passed on to us, however, the necessity to secure the safety and welfare of the child has to take precedence over issues of confidentiality.

As professionals and as an Ofsted registered body, under the requirements of the Children's Act 2004 we have a duty and responsibility to pass over any concerns and information promptly to Social Services at the Isle of Wight Council and/or Hampshire Constabulary in the event of any suspicion, allegation or disclosure of child abuse.

The manager is responsible for child protection issues at Little Love Lane and undertake Interagency Safeguarding level 5 training on a rolling 2-year basis. All our staff attend compulsory Safeguarding Children Foundation level 2 training on a rolling 3-year basis and room leaders attend Designated Safeguarding Lead level 3 training every 2 years.

## Safeguarding children and child protection

### Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

### Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

*Key commitment 1 We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.*

### Staff and Volunteers

- Our designated person (a member of the management team) who co-ordinates child protection issues is: Mrs Deborah Woodman
- Our deputy designated officers are Miss Brenna Hughes, Miss May Kelly, Miss Kelly Jones and Mrs Lisa Attrill
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues. They attend regular courses and are alert to the signs and symptoms of abuse, and understand their professional duty to ensure safeguarding concerns are reported to the local authority children's social work team or the NSPCC.
- All staff have the confidence to ask relevant questions in relation to any safeguarding concerns and understand the procedure.
- We provide adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. This also applies to anyone working on the premises.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.

- Volunteers and students do not work unsupervised.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including: - the criminal records disclosure reference number; - the date the disclosure was obtained; and - details of who obtained it.

All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).

- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO
- The designated person in the setting has responsibility for ensuring that there is an adequate e-safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern; however, this should not delay any referrals being made to the children's social worker services, the LADO, Ofsted or RIDDOR.

Key commitment 2 We committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015).

### Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through: - significant changes in their behaviour; - deterioration in their general well-being; - their comments which may give cause for concern, or the things they say (direct or indirect - disclosure); - changes in their

appearance, their behaviour, or their play; - unexplained bruising, marks or signs of possible abuse or neglect; and - any reason to suspect neglect or abuse outside the setting.

- We consider factors affecting parental capacity and risk, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We take into account factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession (Witch craft); sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation and radicalisation; that may affect, or may have affected, children and young people using our provision.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection concerns and follow the LSCB procedures.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB in some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- We have a whistle blowing policy in place.

## Peer on peer abuse

Little Love Lane may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, whilst in the setting, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children. We recognise that some children may abuse their peers and any incidents of peer-on-peer abuse will

be managed in the same way as any other child protection concern and will follow the same procedures.

Peer on peer abuse can manifest itself in many ways. This may include bullying on-line abuse (regards to older children and students), gender-based abuse, 'sexting' or sexually harmful behaviour. We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs. We use group time to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. We understand that different gender issues that can be prevalent when dealing with peer-on-peer abuse

### Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child;
  - makes a written record that forms an objective record of the observation or disclosure that includes:
    - the date and time of the observation or the disclosure;
    - the exact words spoken by the child as far as possible;
    - the name of the person to whom the concern was reported, with the date and time; and
    - the names of any other person present at the time.
- These records are signed and dated and kept in a separate personal file to that of which their personal development is kept. This is then kept securely and confidentially in a locked filing cabinet.
- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity, but must be within 1 working day.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

### Making a referral to the local authority children's social care team

- The Pre-school Learning Alliance's publication Safeguarding Children contains procedures for making a referral to the local children's social care team, as well as a template form for

recording concerns and making a referral. This is based on 'What to do if you are worried a child is being abused' (HMG 2015)

- We keep a copy of this document alongside the procedures for recording and reporting set down by our Local Safeguarding Children Board.
- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCB escalation process.

### Informing parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser
- If there is a possibility that advising a parent beforehand may place a child at greater risk the designated person should seek advice from children's social work services, about whether or not to advise parents beforehand, and should record and follow the advice given.

### Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- We have all updated and relevant copies of all guidance's, documents linked to safeguarding. available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- To ensure that early help is acted upon when needed. We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse and if they committed on our premises or somewhere else). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

## Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes: - inappropriate sexual comments; - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We ensure that all staff or volunteer know how to raise concerns about a member of staff or volunteer within the setting. All staff members and volunteers read and understand the 'whistle blowing policy' to aid with this. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with my/our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate: (Amanda Sheen-01983 823723)
- \*We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We will co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

## Disciplinary action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

## Training

- Training opportunities are available for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.

- Designated persons receive more in-depth and regular training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have.

## Planning

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

## Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

## Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

## Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

## **Covid-19**

- As a setting we will always follow statutory guidance
- If/ when a family are in self isolation related to Covid symptom, we as a setting will do regular phone or virtual check ins to ensure the family and children are safe.
- Communication to all staff of any changes to arrangements through all means. All staff must be made aware of changes.
- The DSL or DDSL IN THE DSL's absence to inform Ofsted, NHS track and trace and local authorities of a positive case.
- The correct procedures to be followed in an event of a positive case. (Please see the 'Coronavirus policy').
- If setting need to merge due to lockdown, all correct information to be shared.
- In an event of a lockdown, vulnerable children must be considered. These are children with an EHCP or those known to social services. During lockdown we as a setting must work closely and liaise with multiagency partners. This is of very high importance.
- Attendance will be monitored and reasons for absences logged and followed up.
- Vulnerable children in isolation will be regularly video called to increase safety due to increased risk factors while in isolation.

## **Legal framework**

### **Primary legislation**

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006

### **Secondary legislation**

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)

- Data Protection Act (1998) Non-Statutory Guidance
- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014 <sup>2</sup>
- Serious Crime Act 2015

### **Further guidance**

- Working Together to Safeguard Children (2018)
- What to do if you're Worried a Child is Being Abused (DfE 2015))
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Keeping Children Safe in Education (DfE 2019)
- Protecting Children from Radicalisation: The Prevent Duty (DfE 2015)

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

\*Safeguarding Children (2013)

\*Safeguarding through Effective Supervision (2013)

## **Use Contact numbers**

### **Local Area Designated Officer (LADO)**

Local authorities should have designated a particular officer or team of officers to be involved in the management and oversight of allegations against people that work with children. This role is known as the LADO (Local Authority Designated Officer).

Their role is to give advice and guidance to employers and voluntary organisations; liaise with the police and other agencies, and monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates s/he is posed to be a risk of harm to children

### **Contact details**

IOW Lado c/o MASH, Hampshire County Council, Parkway, 94-96 Wickham Road, Fareham, Hampshire, PO16 7JL

Telephone: 01962 876364

Email: [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk)

**Isle of Wight Safeguarding Children Partnership 0300 300 0117**

**CHILDLINE: 08001111**

**NSPCC: 0808 800 5000**

## **Childcare Fees**

Each room is charged by the hourly rate that is listed below. Booked sessions and extra sessions need to be agreed by the manager prior.

We try to be as flexible and accommodating as possible meaning as long as the sessions are booked on the hour, half hour, quarter to or quarter past and it suits the room, it will be ok'd.

We can't offer flexi hours meaning sessions that are booked will be regular sessions- these can't change weekly.

If a permanent change is needed, please email the manager with the proposed changes. If agreed we will let you know when the change can start from.

| <b>Rooms</b>       | <b>Age 0-2</b> | <b>2-3-year-old</b> | <b>3-4-year-old</b> |
|--------------------|----------------|---------------------|---------------------|
| <b>Hourly rate</b> | <b>£9</b>      | <b>£8.50</b>        | <b>£8</b>           |
| <b>Late fee</b>    | <b>£20</b>     | <b>£20</b>          | <b>£20</b>          |

Additionally, to this we offer a 10% discount for Twins

This fee increase will be implemented from **01/04/2026**



## **Payment Methods**

To assist you in paying your bills, we have listed below various ways in which you can make payments to Little Love Lane.

### **Childcare Vouchers**

This government Childcare Vouchers initiative allows parents to exchange up to £243 per month (£55 per week) of their gross salary for Childcare Vouchers. The exchanged part of the salary is exempt from Tax and National Insurance contributions. This allows parents to make savings of up to £1,196 per parent, per year on their childcare costs. We currently accept vouchers from Computer Share Voucher Services, Accor Services and You at Work. Their web sites are:

[www.computersharevoucherservices.com](http://www.computersharevoucherservices.com)

[www.childcarevouchers.co.uk](http://www.childcarevouchers.co.uk) and [www.youatwork.co.uk](http://www.youatwork.co.uk)

### **BACS/Standing Orders**

We accept payment via BACS/Standing orders from your bank account into ours. If you wish to make a payment this way, please use the following account details when setting up the payment with your bank:

Payee: **Little Love Lane CIC**

Bank: **NatWest**

Sort-Code: **52-30-04**

Account Number: **30663466**

Reference: **(Please use your child's full name as the reference)**

### **Fees paid via the Famly app**

If you have having trouble in making payments, then please arrange to have a chat with the manager. Remember, non-payment of bills could result in your child being no longer accepted at Little Love Lane.



## Session Booking Form

|                        |  |
|------------------------|--|
| Child's Full Name:     |  |
| Child's Date of Birth: |  |

|                         |               |
|-------------------------|---------------|
| Start Date              |               |
| End Date                |               |
| Term Only               | (please tick) |
| Full time<br>(50 weeks) | (please tick) |

|                             |                      |                    |                      |
|-----------------------------|----------------------|--------------------|----------------------|
|                             | <b>0-2 years old</b> | <b>2 years old</b> | <b>3-4 years old</b> |
| Child's age at registration |                      |                    |                      |

|                                 |  |
|---------------------------------|--|
| 3-4-year-old pupil premium no:  |  |
| 2-year-old funded reference no: |  |
| 30-hour code                    |  |

| Sessions                               | Times         | Mon | Tue | Wed | Thu | Fri |
|----------------------------------------|---------------|-----|-----|-----|-----|-----|
| Breakfast Club                         | 07.45 - 09:00 |     |     |     |     |     |
| Morning Session                        | 09:00 - 12:00 |     |     |     |     |     |
| Afternoon Session (includes Lunchtime) | 12:00 - 15:00 |     |     |     |     |     |
| After School Club                      | 15:00 - 18:00 |     |     |     |     |     |

Please write the agreed hours in the columns if the hours are different to the above.

Bookings are flexible- hours other than above sessions may be agreed by Manager. Please write hours in boxes that you would like.

I hereby agree to pay all fees and charges incurred for childcare provided by Little Love Lane for the child named above for whom I have Parental Responsibility under the Children Act 1989:

|                  |  |
|------------------|--|
| <b>Name</b>      |  |
| <b>Signature</b> |  |
| <b>Date</b>      |  |

Please Note: No bookings are definite until confirmed by the Manager

### **Information needed**

**We only need one parents contact details to set your child up on our app. The app we use is called Famly. You will be sent a link which allows you to create a profile for your child.**

**You will then need to add all the relevant information such as, other parent/ carer, immunisations, permissions, allergies, photos, collection contact list. Please only add the email to the parents/ carer- not for other family members.**

**The app will prompt you to fill this information in.**

**We will need this completed before the first settling session.**

Parent/carers name:.....

Mobile:.....

Address:

Email:.....

Childs name: .....

Childs DOB.....

Funded YES – NO (please circle)

If yes, please provide a copy of the child's birth certificate or passport,

From the parent that applied, we will need their DOB and national insurance number.

Requested sessions- please fill in separate sheet that is included in this pack.



## All about me

### Getting to know my family and me

- My age on starting Little Love Lane is .....
- I liked to be called.....
- My first language at home is.....
- Other languages in my family are.....
- Who lives in my house.....
- My experience of being away from my family.....
- My experience of playing with other children.....
- Special people in my life.....
- My family and I celebrate.....
- Important events in my life.....

## *Interests & Preferences*

- Things that excite me and make me happy.....
- My favourite books, rhymes, activities, toys and places to go.....
- Things I like doing outside.....
- My weekly routine is.....
- Things I can sometimes get angry or upset about.....
- Things that comfort me.....

## *Food and Drink*

- I usually eat.....
- My favourite foods are.....
- My favourite drinks are.....
- I do not like.....
- I am happy to try new foods?.....

## *Health and Development*

- Medical info.....
- I do/ do not have allergies.....
- Healthcare.....
- I am good at.....
- I need help with.....
- I communicate by.....
- I respond to new people and situations by.....
- Concerns about development.....
- I would handle new situations by.....

## *Sleeping and Toileting Routines*

- I like to sleep.....
- Nappy changing/toileting information.....

## *Goals*

- What would I like to achieve.....
- My family would like me to achieve.....

### Other Information

- Has your child had a hearing test?.....
- Has your child had a sight test?.....
- Has your child undergone a two-year check by the health visitor?.....
- Has your child had chicken pox?.....
- Your child's base temperature? (this is the temperature they have when well, it varies from child to child) .....
- Was your child premature? Y/N
- If yes, please state by how many weeks .....