

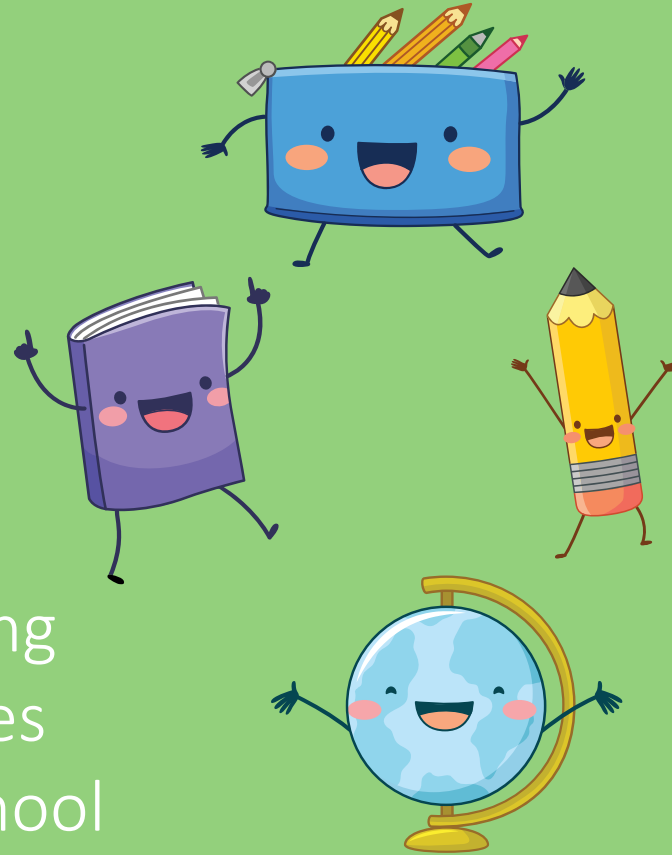


Little Acorns Pre-school

Welcome Parents!

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SHOLA ATTRIDE

Manager
DSL



RUTH SIER

Deputy Manager
DSL
SENCo



GEMMA LEGGATT

Nursery Practitioner



JESS HOARE

Nursery Practitioner



Angela Landvogt

Lunch cover/ Cleaner



SIMONE CANE

Nursery Practitioner



ANDREA MILLARD

Nursery Practitioner



CHARISSA YIANNI

Nursery Practitioner



CLARE MARTON

Nursery Practitioner



AMY HOARE

Nursery Practitioner



MELISSA CHARLTON

Nursery Practitioner

About us



At Little Acorns Pre-School, we are proud to have a highly skilled and dedicated team. All of our staff are either qualified to Level 3 or above in Early Years Education or are currently working towards their Level 3 qualification through an apprenticeship. This ensures that our team have the knowledge, understanding and practical skills needed to support children's learning, development and wellbeing effectively. Our qualified practitioners understand the importance of providing a safe, nurturing and stimulating environment where every child is encouraged to explore, learn and develop at their own pace. We are committed to investing in the professional development of our team so that they remain knowledgeable about current early years practice and can provide every child with the highest possible standard of care, education and learning opportunities.

First Aid

Our staff at Little Acorns Pre-school are all first aid trained to ensure the safety and wellbeing of your child is our top priority. With our training we are fully prepared to respond to any emergency with confidence and care.

Ongoing Professional Development (CPD)

We believe in the importance of continuous improvement and are committed to ensuring that our staff have the knowledge, skills and confidence needed to provide the highest quality care and education for every child. Our staff participate in regular Continuing Professional Development (CPD) throughout the year, enabling them to keep up to date with the latest research, best practices, guidance and approaches in early childhood education. This ongoing professional development supports our team in reflecting on their practice, developing new skills and continually improving the experiences and opportunities we provide for children. By investing in our staff, we ensure that our practice remains current, responsive and focused on achieving the best possible outcomes for every child in our care.

Key worker system

We operate a key worker system to ensure that every child and family has a familiar and trusted member of staff who knows their child well and supports them throughout their time with us. When your child joins our setting, they will be allocated a dedicated key worker who will be there to support their transition and build a strong, positive relationship from the very beginning. During your child's first settling-in session, their key worker will spend time with both you and your child, allowing relationships and trust to develop in a relaxed and supportive environment. During the second settling-in session, your child will spend an hour with their key worker without their parent or carer, helping them to gradually develop confidence and independence within the setting.

Throughout the year, your child's key worker will work closely with you to share information, celebrate achievements and discuss your child's development. We will arrange three scheduled parent meetings each year, providing an opportunity to talk about your child's progress across the Early Years Foundation Stage (EYFS), discuss their interests and strengths, and identify three achievable next steps to support their continued learning and development. We believe that strong partnerships between children, families and their key workers are essential in ensuring every child feels secure, valued and supported to reach their full potential.

FAQ's

What sessions do you offer?

We offer 9am-3pm, 9am-12pm, 9am-1pm or 12-3pm

Am I able to increase my child's sessions after they join?

We require you to complete a change of hours form and we will do our best to accommodate them. All of our sessions are in high demand, so please note that we may not be able to increase your child's sessions after they have registered.

Are you able to change my child's nappy?

We have nappy changing facilities in one of our play-rooms and all practitioners are competently trained to change nappies following hygiene procedures.

Can you support my child with toilet training?

We work with parents/carers to ensure continuity between home and Pre-School to support with toilet training. We provide toilet training packs which includes information and ideas/strategies to ensure this is a successful and positive experience for you and your child.

Is there a space for my child to have a nap?

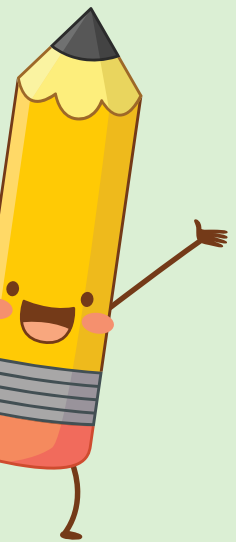
We provide a sleep mat in a quiet area of the setting and a practitioner will settle your child, the practitioner will then remain within that room until your child wakes up.

What do I need to provide in my child's bag?

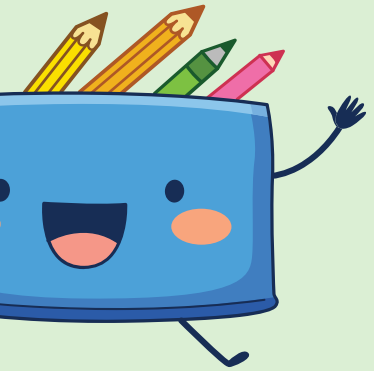
Please provide nappies, wipes, nappy cream, (NAMED) suncream, sunhat, water bottle, and a couple changes of clothes (NAMED) including pants and socks.

How will you settle my child into the setting?

Once your child is registered with the setting, we will book in a taster session for you and your child. This is a 1 hour stay and play session in the setting. Then we will book in at least one other session for your child to stay and play at the setting without the parent/carer. We will arrange additional settling in sessions for your child if required.



Snack/Lunch



As a Pre-School, we are committed to promoting healthy eating and helping children develop positive attitudes towards food from an early age. We follow the Department for Education's Early Years Foundation Stage (EYFS) nutrition guidance, which encourages children to be offered healthy, balanced and nutritious food. At snack time, we ask parents and carers to kindly donate a selection of fresh fruit and vegetables for the children to enjoy and share with their friends. This provides opportunities for children to try a variety of different fruits and vegetables, explore new tastes and textures, and learn about the importance of making healthy food choices. Snack time is also a lovely social experience where children can sit together, talk, take turns and enjoy food as part of their nursery routine.

We also encourage families to provide a healthy and balanced packed lunch for their child. Packed lunches should include a variety of nutritious foods, such as fruit and vegetables, a source of protein, carbohydrates and a suitable drink, while limiting foods that are high in sugar, salt and saturated fat. As we are a **strictly nut-free setting**, we ask that no nuts or products containing nuts are brought into Pre-School. This includes products such as **chocolate spreads** due to the risk of severe allergic reactions, please do not give your child this product, as we will call and ask for an alternative to be provided. We have children within our setting who are **anaphylactic**, so it is essential that all families follow this guidance to help keep every child safe. We also ask that foods which may present a choking risk are prepared appropriately. **Grapes, tomatoes and other small, round or firm foods must be cut into quarters or lengthways into smaller, manageable pieces** before being placed in your child's lunchbox..

Fee's + Funding

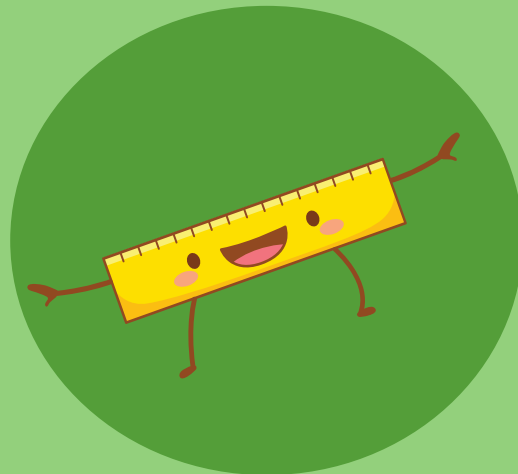
2 Year – 15/30 Hour Funding accepted

3+4 Year – 15/30 Hour Funding accepted

2 year old prices - £8 per hour

3+4 year old prices - £6.50 per hour

Tax-Free Childcare accepted



How to apply for funding?



1. Working Parent Entitlement (For ages 9 months up to 4 years)

Who it's for: Eligible working families wanting up to 30 hours (or 15 hours for 2-year-olds/younger).

Where to apply: Online via Apply for Free Childcare if you're Working. <https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working>

Key Action: Receive an 11-digit code and hand it to your chosen Ofsted-registered childcare provider along with a signed parent declaration form.

Deadline: Must apply the term before you want funding to start (e.g., by 31 August for Autumn term). Remember to reconfirm your code every 3 months.

2. Local Authority 2-Year-Old Funding

Who it's for: Families receiving support like Universal Credit (household income under £15,400 after tax) or Income Support.

Where to apply: Directly via <https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/childcare-options-and-funding/early-learning-for-2-year-olds-early-years-funded-entitlement/#early-learning-for-2-year-olds-la-issued-eyfe-income-based-benefits-eligibility-criteria>

Key Action: Complete the online eligibility check

Deadline: Unlike working codes, local authority-issued 2-year-old codes can be activated at any point during the term once approved.

3. Universal 3- and 4-Year-Old Funding

Who it's for: All families, regardless of work status or income, starting the term after the child's 3rd birthday.

Where to apply: Directly with an approved local nursery, pre-school, or childminder.

Key Action: Fill out a Provider Parent Declaration form directly at your setting; no central government digital code application is required for the universal 15 hours.

If you require any assistance please speak to the Arun West Family Hub (Bersted) located at Laburnum Grove, Bersted, Bognor Regis, PO22 9HT

Our Pre-School/Routines

9:05 – Phonics song

9:15-9:30 Group time

9:30-11:20 Free flow (group snack during this time)

11:20-11:30 Tidy up time

11:30-11:45 Group time

12:00- Home time for morning session/ afternoon arrivals

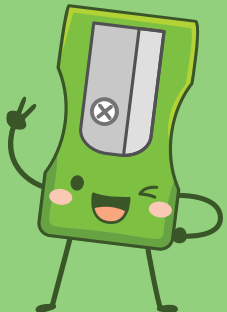
12:00-12:45 Lunch/ Focus activities

12:45-2:20 Free Flow

2:20-2:30 Tidy up time

2:30-2:45 Group time

2:50-3:00 Prepare for home time



Our Charity run Pre-School

We are proud to be a charity-run preschool, which means we operate as a not-for-profit organisation. Unlike private businesses, any income we receive is reinvested directly back into the preschool to benefit the children, families, and learning environment.

Being a charity means our focus is always on providing the best possible experiences for the children in our care. Funds are used to purchase new resources and equipment, enhance our learning spaces, support staff training and development, and create enriching opportunities for the children.

Our preschool is overseen by a committee of dedicated volunteers, often made up of parents and members of the local community, who work together to ensure the preschool remains a welcoming, nurturing, and high-quality setting for all families.

By choosing our preschool, you are supporting a community-focused organisation where every decision is made with the children's best interests at heart. We believe that being a charity allows us to invest in what matters most – helping every child learn, grow, and thrive.



Chair: Julia McCulloch

Treasurer: Natalie Hill

Secretary: Mel Dixon

Committee members: Toni, Leanne, Patricia,
Hannah

Contact us

Call us: 01243 869312

Email us: littleacorns@berstedgreen.school

Visit us: Little Acorns, Bersted Green Primary School, Laburnum Grove, Bognor Regis PO22 9HT

