

Prospectus



Little Lizards Children's Centre
Landewednack CP School
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Introduction

Little Lizards plays a major part in the extended school's delivery at Landewednack School. It provides day care for two to five year-olds all year round, a breakfast club, an after-school club and a holiday club for 2—11 year old children.

The facilities, which are managed by the school, have their own team of qualified staff and bring a whole range of extra assets to the local community and provide a safe school environment for children's learning development.

Little Lizards is a self-contained building within Landewednack school grounds. It has a large main playroom which is well-equipped and a purposely designed quiet room which can be used for visiting professionals i.e. Physiotherapist or Speech therapist. Our outdoor play area provides opportunities for children to take part in physical, imaginative and co-operative play. Outside play is catered for in a secure fenced off area, with use of the school field and the sports hall when necessary.

Landewednack School is now part of The Southerly Point Co-operative Multi Academy Trust. More information about this can be found on the school website <http://www.landewednack.cornwall.sch.uk>. All policies and event dates can also be found on the website.



“Constructing
our own
houses using
stickle bricks”

Early Years Foundation Stage

At Little Lizards we believe that the key to young children's learning is well-planned play, which covers all the seven key areas of a child's learning and development. The first three areas are particularly crucial in building the children's capacity to learn, form relationships and thrive. These are called the prime areas and include communication and language, physical development and personal, social and emotional development. In addition to these are the four specific areas, which include, literacy, maths, understanding of the world and expressive arts and design.

Below is an overview on how we support these areas of development.

- Communication and language development – We give children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- Physical development- We provide opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activities, and to make healthy choices in relation to food.
- Personal, social and emotional development - We help children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.
- Literacy development - We encourage children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- Mathematical Development - involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measure.
- Understanding the world- We guide children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- Expressive arts and design- We provide opportunities for children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology

To help us achieve these areas we also incorporate the following four principles of the EYFS;

- 1) **A unique child**- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.

Little Lizards understand that children develop in individual ways and at varying rates. We provide opportunities for children to explore and learn in different ways where they can achieve their own goals while building upon their own confidence and self-esteem.

- 2) **Positive Relationships**-Children learn to be strong and independent through positive relationships

Little Lizards prides itself on its relationship with parents/carers. Children are

allocated a key person who will help settle them along with monitoring their progress. This is done through observing and planning for your children's next steps of development. We plan for and provide creative and innovative activities for your child to enjoy while learning.

- 3) **Enabling environment** - Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.

Little Lizards provide a rich and stimulating environment to support children's learning and development. We offer secure and safe indoor and outdoor areas.

- 4) **Learning and Development**-Children embrace learning and development in different ways and at different rates.

Little Lizards provide opportunities for children's play and exploration in both the indoor and outdoor environments. We observe the children to help plan for their next steps and responding to their individual interests and developmental needs.



Our Visit to Tregullas Farm

Our Aims

-To Provide

- 🌐 High quality care and learning for all children in our setting.
- 🌐 An environment that is safe and secure as well as stimulating, friendly and welcoming to all children, parents and staff.
- 🌐 A place to take learning forward and to provide opportunities for children to succeed in an atmosphere of care and feeling valued.
- 🌐 Well planned play, both indoors and outdoors which is a key way for children to learn with enjoyment and challenge through all areas of personal, social and educational development, taking into account the areas of learning suitable to age and ability.
- 🌐 Activities which are inspired by the interests of our children.

-Our Value

- 🌐 Regarding children as individuals
- 🌐 A partnership with parents/carers/school, outside agencies and the community.
- 🌐 Promoting Equal Opportunities for children and staff.
- 🌐 Providing opportunities for further training and development for staff
- 🌐 Ensuring a good relationship between all the people who use the setting
- 🌐 Learning through ongoing stimulating and structured play with a challenge
- 🌐 Providing opportunities for children to develop confidence and self esteem
- 🌐 Ensuring children and staff are praised
- 🌐 Providing high quality staff
- 🌐 Providing high quality care



“Exploring the World in which we live”

Our Day at Little Lizards

Our day starts at 8.00am for breakfast club; children will not be admitted before this time. During this time children aged 2 to 11 may attend. School aged children will be allowed into school at 8.50am.

Our morning nursery session starts at 9.00am. Tuck time is at 10.15am when a healthy snack will be provided. At 12 noon children have a choice of a cooked meal provided by the school for an additional charge of £2.30, or a packed lunch brought from home (see below for more details). Day care ends at 3.00pm but some parents use funding to leave their children until 3:15pm or later. Parents/carers are asked to wait outside main door of Little Lizards when picking up; a member of staff will bring your child out to you. If you need to pick up early please let a member of staff know when you drop off. During the afternoon a small snack is provided for the children.

After school club commences at 3.00pm for day care children and 3:15pm for the school children. A member of staff from Little Lizards will bring the children into Little Lizards for after school club. During after school club a variety of activities will be on offer as will a quiet area should any children wish to do homework. A snack will be provided during this time. Our day ends at 6.00pm.

During the school holidays Little Lizards offers a Holiday Club for 2-11 year olds that runs from 8.00am – 6.00pm. A Letter will be sent out to book your child in for holiday club (Your child will require a packed lunch as the school kitchen is closed during the holidays). Children who use stretched funding will automatically be booked into holiday club.

Little Lizards closes on School inset days for training and at 3:00pm on the last day of term.

Please Note: If you are late picking up, relevant charges will apply.



“Little Lizards
join with the
school for their
Teddy Bear’s
Picnic”

School Meals

A lunchtime meal is cooked on the premises and costs £2.30 at present. Children may have a hot lunch or bring a packed lunch. A menu is displayed on the notice board and on the school website. Dinner money should be paid at the beginning of the week or the morning of the day the meal is required. Please put the correct money in a sealed envelope, marked with your child's name, the amount enclosed and the dates the meals are to be taken, and put it in the letter box by the office door. Cheques for the whole week or a longer period should be made to 'Southerly Point Co-operative Multi-Academy Trust'. Please clearly write on the envelope or cheque what the money is for and post into the letter box outside Little Lizards office or the School office.

Key Worker System

A key worker has special responsibility for a group of children. Parents and children know the name of their key worker from the beginning of their involvement with the setting. A key worker will ensure that the needs of each child are recognised within the setting, so that the overall planning is devised to meet these needs. You can see who your child's key worker is on the parent's board above the pegs or ask a member of staff.

The main duties of a key worker are:

- To assist the child to settle into the setting
- To provide for the emotional needs of the child, e.g. to comfort and reassure the child at any time
- To care for the child, e.g. to assist with toileting as necessary
- To plan for that child ensuring that the child's race, culture, religion and language are taken into account
- Observing, keeping records and monitoring the child's progress using tapestry
- Liaising with parents/carers
- To develop a good rapport with parents/carers, informing them of their child's activities
- To contribute information about individual children's needs, whilst respecting confidentiality as necessary.

“Exploring
different root
vegetables”



Learning Journeys using Tapestry

Each child attending Little Lizards will have their own electronic learning Journal in line with the Early Years Foundation Stage, this is a record of their learning and achievements during their time with us. The program used is Tapestry where photographs, observations and progress reports of your child will be recorded. This is also a document that you can use by commenting and adding your own observation and achievements from home. You will be sent an activation link by email where you activate your account. If you have any queries please ask a member of staff. You can also find more information about Tapestry at <https://tapestry.info/>.

Two Year Old Progress Check

In 2012 the government introduced a Two Year Check within all child care settings, which will link into the Two Year Old Health Review, which is completed by a member of the Health Visitors team. This will provide information to go into your child's "Red Book" (Personal Child Health Record) and will act as a link between health and education settings. Your child's Key Worker will complete the progress check and you will be invited to meet up with them in order to discuss and add your views to the assessment.

2, 3 and 4 year old Funding

At Little Lizards we accepted 2, 3 to 4-year-old funding. The term after your child's 3rd Birthday they are entitled to 15 hours free government funding. Some 2 year olds are also entitled to this funding. Working parents can also apply to receive an extra 15 hours funding (total 30 hours). If you're eligible for the extra hours, you will sign up online and receive a code. You will need to bring this code with your declaration form to receive your funding to Little Lizards. Declaration forms are available from Little Lizards.

To apply for your 30 hours free funding please visit: <https://www.gov.uk/30-hours-free-childcare>

More information about childcare cost and different funding can be found at: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>.



“Outdoor Fun”

Insurance

Little Lizards has a comprehensive insurance policy in place. We are insured to deliver child care between the times of 8am and 6pm.

Parent and Toddlers Group

A Parent and Toddlers Group welcomes children from birth to 5 and runs from 10:00am to 11.30am on a Friday morning, in the Community Hall, in the school. They provide different activities for the children and have regular visits from the health visitor.

Complaints Procedure

Please refer to the Complaints Policy which, along with other documents, policies and information is available on request or on the school website. Please speak to a member of staff for more information.

Calendar of Events

During the year we have many activities taking place, and these include both setting and village events. There is a list of dates on the bottom of the newsletter, which is updated weekly. Information can also be found on the school website at www.landewednack.cornwall.sch.uk. Weekly newsletters will be emailed to you every Friday, newsletters are relevant to Little Lizards parents as well as Landewednack school parent.

Outdoor Visits & Journeys



Little Lizards has a policy for Outdoor Education activities. Under the terms of this policy parents will be asked to complete a consent form with regard to outdoor visits and trips.

Governors with Responsibility

Mrs Louise Jones	Head Teacher
Mrs Elaine Broscomb	Premises Governor
Mrs Alix Lord	Early Years' Governor

The Governors with responsibility for Little Lizards report back to the school's Board of Governors when they meet each half term.

Staff

Suzanne Willey	Nursery Manager
June Evans	Teaching and Learning Lead
Angela Haskell	Nursery Nurse
Millie Lake	Nursery Nurse

Pastoral Care

While they are at Little Lizards, the staff are in 'loco-parentis' with regard to the children in their care. In the event of an accident of a serious nature, every effort will be made to contact the child's parents as soon as possible. If a child is taken ill and it is considered wise to send the child home, the parents will be contacted. Please ensure we have a telephone number to contact you during the day.



If your child is asthmatic and needs an inhaler to be available at Little Lizards, please ensure it is clearly named. Currently these are kept in the office. The school and Little Lizards have an emergency asthma kit available. If your child has been prescribed medicine to be taken in the course of the day, such as an antibiotic and it needs to be administered by a member of staff, please see a member of staff to sign the permission forms.

If your child is not yet dry, we are happy to either change nappies, or, once you have begun to toilet training them, we are happy for them to come in pants and deal with any 'accidents'. We ask parents to send in a bag with a change of clothes, nappies, wipes and cream in.

We ask all parents to send their children with named spare clothes in case of accidents with water play. We also ask you bring appropriate clothing for the weather i.e. wellie boots, coats or sunhats and a named water bottle.

Your child will self-register each day they attend. We ask they find their name label when entering the setting (located on the door inside the entrance hall) and place it above their peg. Please place all bags coats etc... on their peg. Your child will also have their own drawer (located in entrance hall) where items of work your child has done along with important letters from Little Lizards can be found. We ask you check this drawer each day your child attends.

Please inform us of any home circumstances which may be having an adverse effect on your child. We are here to help support your children as well as yourselves.

Term Dates – Year 2018/2019

Little Lizards will be closed for In-service training on 4th September, 5th September, 18th & 19th October 2018, 25th July 2019 and our cultural day 8th May 2019 (Flora Day)

Autumn Term 2018

Tuesday 4th September 2018 – Thursday 20th December 2018
(Half term 22nd October-26th October 2018 Inc.)

Spring Term 2019

Monday 7th January – Friday 5th April.
(Half Term - Monday 18th February – Friday 22nd February Inc.)
(Easter – Monday 8th April – Monday 22nd April Inc.)

Summer Term 2019

Tuesday 23rd April – Thursday 25th July.
(Half Term - Monday 27th May - Friday 31st May Inc.)

Little Lizards are also closed for the following Bank Holidays;

Good Friday – 19th April 2019
Easter Monday 22nd April 2019
Early May Bank Holiday – 6th May 2019
Spring Bank Holiday – 27th May 2019
Summer Bank Holiday – 26th August 2019

Please note; Little Lizards closes at 3:00pm on the last day of each term. (20th December 2018, 5th April 2019 and 25th July 2019)



“Fine motor skill activities”

Charges & Remissions

All booked sessions must be paid for including sickness and holidays.

Term Time Prices:

<u>2 Year Olds</u>	<u>Cost:</u>	<u>3 and 4 Year Olds</u>	<u>Cost:</u>
Breakfast Club from 8am	£4.50	Breakfast Club from 8am	£4.00
AM session 9:00am-12noon	£14.50	AM session 9:00am-12noon	£13.00
Lunchtime session 12noon-1:00pm	£4.50	Lunchtime session 12noon-1:00pm	£4.00
PM session 1:00pm-3:00pm	£10.00	PM session 1:00pm-3:00pm	£9.00
Afterschool Club 3:15pm-4:30pm	£5.00	Afterschool Club 3:15pm-4:30pm	£4.00
Afterschool Club 4:30pm-6:00pm	£6.50	Afterschool Club 4:30pm-6:00pm	£5.00

Holiday Club Prices:

<u>2 Year Olds</u>	<u>Cost:</u>	<u>3 and 4 Year Olds</u>	<u>Cost:</u>
Whole day Session 8:00am-6:00pm	£36.00	Whole day Session 8:00am-6:00pm	£30.00
Half Day Session 8:00am-1:00pm or 1:00pm-6:00pm	£18.00	Half Day Session 8:00am-1:00pm or 1:00pm-6:00pm	£15.00
Short Day Session 8:45am-3:15pm	£22.00	Short Day Session 8:45am-3:15pm	£20.00
Bolt on hour (hours tagged onto any sessions)	£4.50	Bolt on hour (hours tagged onto any sessions)	£4.00

While we appreciate that most parents pay their invoices on time, unfortunately, due to the amount of time and money we are spending chasing late payments, we now invoice a month in advance for day care sessions and Holiday club sessions. Additional hours, including breakfast club and afterschool club will be invoiced in arrears at the end of each month.

Payment can be made by BAC's, cash or cheque made payable to 'Southerly Point Co-operative Multi Academy Trust'. If paying by cheque or cash please place in a sealed envelope marked with your child's name, the amount enclosed and what it is for and put in the letter box by the office. If paying directly to our bank account then our details are below. (Please make sure reference numbers are clearly stated on envelope so money can be allocated to the correct account).

Lloyds Bank – Name: Southerly Point Co-operative Multi Academy Trust' - Sort Code:30-80-48 -
Account No:54497360

Please see our Attendance and Payment policy at www.landewednack.cornwall.sch.uk