

Under 2's and Pre-School



The Community Centre, Caldene Avenue,
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Opening Hours 7.30am – 6pm Monday – Friday
Open 51 weeks per year (closed Christmas week) except statutory Bank Holidays
and two Staff Training Days (*notifiable in advance*)

Registered Charity No: 1195394
Ofsted: EY2673474

About us

Formerly known as Mytholmroyd Playgroup & Pre-School, established in 1977, Little Village Learners is a friendly, lively setting situated in the local Community Centre. We offer a safe, stimulating and fun environment for children aged 14 weeks to 11 years old. We are Ofsted approved and have funded places available for children from 9 months - for eligible families. Our aim is to help your child to socialise with other children and to learn skills through free-play and focused activities. We follow the Early Years Foundation Stage – which is an EY Curriculum, and within this there are seven areas of learning:

- ✓ **Personal, Social and Emotional Development (PSED)**
- ✓ **Communication & Language (C&L)**
- ✓ **Literacy (LIT)**
- ✓ **Mathematical Development (MA)**
- ✓ **Understanding the World (KUW)**
- ✓ **Physical Development (PD)**
- ✓ **Expressive Art and Design (EAD)**

At Little Village Learners we follow the **British Values** which are Democracy, The Rule of Law, Individual Liberty and Mutual Respect and Tolerance of those with different faiths and beliefs and for those without faith.

We know that leaving your child in the trust of another is a very emotional decision. We always endeavour to provide as much help as a parent needs to feel that their child is in safe, nurturing, hands. We know that your child needs to be in a warm, colourful, engaging environment and be surrounded by a nurturing group of qualified staff who are children led, developmentally aware, perceptive and fun. This enables each child to develop their capabilities in stimulating enjoyable and non-pressured way. We want you to feel that when you are not with your child, you have done all you can to know that they are in the best possible place for their future development while you are apart.

Every Child is an Individual who will grow and develop at their own pace. Quality childhood care and education will develop self-esteem, confidence, and later learning. We hope your child will be happy during their time with us and leave with the skills necessary to continue to thrive at school.

Meet the staff

All staff at Little Village Learners have been carefully selected, not only for their qualifications and experience but also, for their personality and dedication to the care and wellbeing of each child.

We are staffed with full/part time childcare professionals who are qualified to NVQ level 2 or 3. Some of our long-term members of staff are NVQ level 4, 5, Early Years Education (BA) and Early Years Teacher (EYP). We invest in our staff to help them reach their full potential. All staff are first aid qualified, to ensure health and safety at all times and have undergone a DBS security check.

We take on apprentices or individuals willing to undertake training where these vacancies become required. We will also use established 'bank staff' who are DBS checked and known to us, for short-term cover. We follow all safe recruitment procedures and adhere to staff ratios ensuring safety at all times. Only qualified/long term staff lead sessions/rooms.

Our wonderful staff

Lyndsey Kata	Manager; Safeguarding Lead; Early Years Teacher; SENCO – Level 6
Pippa Daniels	Deputy Manager; Pre-School Room Leader – Level 6
Penny Daniels	Office & Finance Manager
Claire Hansford	Under 2's Room Leader; Deputy Safeguarding Lead – Level 3
Melanie McClement	Senior Nursery Practitioner; Health and Safety Officer – Level 5
Diane Moralee	SEN Nursery Practitioner – Level 7
Holly Leyson-Allan	Nursery Practitioner – Level 3
Jenny Carroll	Nursery Practitioner – Level 3
Louise Burton	Nursery Practitioner – Level 3
Nikita Dennis	Nursery Practitioner – Level 3
Jojo Scorr	Nursery Practitioner - Level 3
Beth Heald	Nursery Practitioner – Level 2 - Training Level 3
Emma Kaye	Nursery Assistant - Training Level 3
Kayleigh Ashley	Apprentice - Training Level 2
Dawn Stanton	Housekeeper
Imogen Lilley	Cook
Dawn Jennings	Administrator – Level 7

Staff ratios

Ratios are constantly checked and kept throughout the day to ensure your child receives the most attention and care. We ensure, at all times, that we never fall below the required ratios. There is a contingency plan in place for staff sickness and holidays.

0-1yrs 1 adult: 3 children

2-3yrs 1 adult: 5 children

1-2yrs 1 adult: 3 children

3-8yrs 1 adult: 8 children

For our Early Years Teacher/ Graduate Leader with the support of another member of staff, the ratio is 2: 26 children (3/4 years olds) or, on their own 1: 13 children (3/4-year-olds) Staffing ratios are kept to fully in accordance with national standards of highly qualified staff to children.

Admissions

To admit your child to Little Village Learners please complete and return the contract in this pack. The contract includes information about your child, the family, medical conditions, etc.

Your child must be registered with us to attend. A one-off registration fee of £25.00 is charged per family to secure a place. This is non-refundable and goes towards Insurance and administrative costs. This charge does not apply to funded children.

We would ask you to adhere to your start and pick up times, ensuring that you do not arrive earlier or later than your agreed session, to ensure we comply with our child/staff ratios and it does not disrupt the sessions in progress.

We actively promote equality of opportunity and anti-discriminatory practice for all children. Our nursery is accessible to children from all sections of the local community. We will monitor the gender and ethnic background of children joining the nursery to ensure no accidental discrimination is taking place. The equal opportunity policy will be made widely known.

We only offer *limited Term Time Only* places in the Under 2's. Please make enquiries in advance.

Opening hours, session times and fees

Open 7.30am – 6pm Monday to Friday. Unlike private day nurseries, our setting is a charity and not-for-profit organisation which is why we can keep our fees affordable and extremely competitive.

Fees

Under 3's – (includes all meals & snacks, except funded sessions)		
Full day care (inc all meals)	7.30am – 6pm	£62.00
Half day care (am) (inc Breakfast and dinner)	7.30am – 1pm	£38.25
Half day care (pm) (inc Tea)	1pm – 6pm	£38.00
Extended school hours (inc dinner)	8.30am – 4pm	£52.50
School hours (inc dinner)	9am – 3pm	£44.50
Wraparound funding – Breakfast (inc)	7.30am – 9am	£12.00
Wraparound funding – Breakfast (inc)	8am – 9am	£8.00
Wraparound funding – Breakfast (inc)	7.30am – 8.30am	£8.00
Wraparound funding – Tea (inc)	4.00pm – 6pm	£16.00
Wrap around funding -Tea (inc)	3:00pm-6pm	£22.50
Additional ad hoc half hour £6. Additional ad hoc hours are charged at £8.50 per hour. Hot lunch (funded session) £2.50. Nappies and wipes - £1 per change and bedding £1 per day if Nursery provide either.		
Pre-School – age 3 & 4 year olds (Includes breakfast, snacks and tea. Lunch optional £2.50)		
Full day care (inc Breakfast and Tea)	7.30am – 6pm	£59.00
Half day care (am) (inc Breakfast)	7.30am – 1pm	£35.75
Half day care (pm) (inc Tea)	1pm – 6pm	£37.00
Extended School hours	8.30am – 4pm	£50.00
School hours	9am – 3pm	£41.75
Sessional care (am)	9am – 12.00 noon	£21.00
Sessional care (pm)	12 noon – 3pm	£21.00
Wraparound funding – Breakfast (inc)	7.30am – 9am	£12.00
Wraparound funding – Breakfast (inc)	8am – 9am	£8.00
Wraparound funding – Breakfast (inc)	7.30am – 8.30am	£8.00
Wraparound funding – Tea (inc)	4.00pm – 6pm	£16.00
Wrap around funding -Tea (inc)	3:00pm-6pm	£22.50
Additional ad hoc half hour £6. Additional ad hoc hours are charged at £8.50 per hour. Hot Lunch £2.50 per day or bring a packed lunch Nappies and wipes - £1 per change and bedding £1 per day if Nursery provide either.		
Late Fees		
Late pick up after 6pm	First 15 mins	£5.00
Late pick up after 6pm	Per 15 mins after 6.15pm	£7.00
Late payment of fees	Plus possible place suspension	£50.00pcm
Otherwise late pick up is charged at £8.50 per hour or the cost of the next session up, whichever is cheaper.		

Voluntary Consumables charge

Calderdale Council only cover the BASIC costs of childcare and as children age, funding for their place decreases. Below is a breakdown of the small 20p per hour we ask to supplement our 3 & 4 year old **funded** sessions: - 20p per hour consumables charge – examples of weekly costs below;

- 30 hours funding = £6 per wk
- 22.5 hours funding = £4.50 per wk
- 18 hours funding = £3.60 per wk
- 15 hours funding = £3 per wk
- 12 hours funding = £2.40 per wk

These charges will appear on your invoices monthly along with the hot lunch fees if you have requested them. The Consumable Charge covers snacks and non-food extras.

Additional costs for experiences such as Music Teachers, Forest School, Parties and Trips will be communicated in advance and will have an opt-out clause. Where a child is in receipt of Pupil Premium, parents may speak with the nursery for a reduced or free place.

Alternatively, if you cannot support the consumables charges, please bring any healthy snack donations e.g bananas, breadsticks, apples, crackers, rice cakes, etc weekly. These can be placed in our snack donation basket in the corridor. You could also choose to provide some other donations towards food or resources for the Pre-School Classroom. There is a monetary donation box too for loose change.

Fees are payable, in advance and in full – you will receive your first invoice as soon as you start.

Invoices are issued via email every 4 weeks (approximately). Please pay by BACS transfer (Account number 32211473, sort code 010399) and/or childcare vouchers, cash, cheque or card payment. ***Please use your child(ren)'s name as a reference against any payment through the bank or via vouchers.***

We accept full or part payment by childcare vouchers and are registered with most companies. Please see the Manager if you wish to partake in this scheme. Inflation of fees will be notified in advance. Any additional sessions, or fees incurred, will be invoiced in the following month. Payment should be made by BACS transfer within 7 days of receipt of your invoice.

If fees arrive late, we will enforce a charge of £44 per calendar month until the fees are paid in full. If payment is more than 7 days late, we reserve the right to suspend attendance of the child until payment is brought up to date. If you are struggling to pay any arrears, please speak to the Manager, Penny Daniels, to agree a payment plan.

Please note that no refunds or alternative sessions will be given for sessions missed due to holidays, sickness, or any other absence since the child's place is kept open. The only exception to this is for funded children who, subject to availability, will be offered this service.

We accept full or part payment by childcare vouchers and are registered with most companies. Please see the setting Manager or Finance Manager if you wish to partake in this scheme. We are also registered for Tax Free Childcare (20% Government contribution), and families in receipt of Universal Credit *may* be able to claim up to 85% of their childcare costs back.

Funded sessions

Government funding may only be taken between the hours of 8:30am-4:00pm. Please see the following page for funding options.

Please discuss individual requirements for flexible funded places with the Manager
Hot Lunches are available at £2.50 per day for 2 courses or you may send a healthy packed lunch.
Breakfast and Tea are not provided during funded sessions. Morning and afternoon snack is provided to all children, donations welcome. Please see Consumables Charge above.

Extra-curricular activities such as Trips, Music, Phonics and Forest School may be offered termly. Where possible Nursery will endeavour to provide these using Pupil Premium or other fundraising. If an activity incurs additional fees there will be the opportunity to opt out.

Working Parents Entitlement from September 2025

From the term after they turn 9 months - 2 years

Option 1	15 hours per week over 38 weeks (term time only)	8:30am-4:00pm x 2 days
Option 2	30 hours per week over 38 weeks (term time only)	8:30am-4:00pm x 4 days
Option 3	30 hours per week over 38 weeks (term time only)	9:00am-3:00pm x 5 days
Option 4	30 hr Stretched Offer 22.5hours per week (51 weeks)	8:30am-4:00pm x 3 days <i>These options can be combined with wrap around fees to make a full day (7:30-8:30 and 4-6pm)</i>

Working parents 2yrs + and Universal 3/4yr offer

Option 1	15 hours per week over 38 weeks (term time only)	8:30am-4:00pm x 2 days
Option 2	30 hours per week over 38 weeks (term time only)	8:30am-4:00pm x 4 days
Option 3	30 hours per week over 38 weeks (term time only)	9:00am-3:00pm x 5 days
Option 4	Stretched Offer 22.5hours per week (51 weeks)	8:30am-4:00pm x 3 days <i>These options can be combined with wrap around fees to make a full day</i>
Option 5	15 hours per week over 38 weeks (term time only)	9:00am-3:00pm x 2days 1 x 9:00am-12noon or 12noon-3:00pm <i>These hours can be topped up to create longer sessions</i>
Option 6	15 hours per week over 38 weeks (term time only)	5 x 9:00am-12 noon

For parents of 2-year-olds receiving some additional forms of government support (see eligibility criteria)

Option 1	15 hours per week over 38 weeks (term time only)	9:00am-3:00pm x 2days 1 x 9:00am-12noon or 12noon-3:00pm
Option 2	15 hours per week over 38 weeks (term time only)	5 x 9:00am-12 noon

30 hours funding for eligible 3- & 4-year-olds (see eligibility criteria)

Option 1	30 hours per week over 38 weeks (term time only)	8:30am-4:00pm x 4 days This can be combined with wrap around fees to make a full day
Option 2	30 hours per week over 38 weeks (term time only)	9:00am-3:00pm x 5 days
Option 3	22.5 hours per week stretched over 51 weeks	8:30am-4:00pm x 3 days These options can be combined with wrap around fees to make a full day (7:30-8:30 and 4-6pm)

Additional Sessions

We are unable to 'occasionally swap' sessions around as we are very busy and near full capacity, however you can book additional sessions (subject to availability of space), if you need additional care. Please contact the setting during working hours or use any of our social media to contact us with your request. Please do not contact individual staff directly as they will not have access to the diaries outside of working hours or be able to answer your query via their personal phone during working hours.

Late collection

Please give us a courtesy call if you are going to be late collecting your child. Late collection charges after 6pm will be applied to invoices at the rate of £5.00 for the first 15 minutes and £7 per 15 minutes thereafter. Late collection for other sessions ending before 6pm will be charged for the full additional hour(s) regardless of how early or late into that hour you collect.

Notice period

One month's written notice is required should you wish to terminate your child's attendance at the setting or decrease the number of sessions your child attends. Please note that full fees will continue to be liable during the period of one month's notice.

Suspension/Termination

We reserve the right to suspend attendance, with immediate effect, if any fees are not paid, or if a parent or child displays abusive, aggressive, threatening or otherwise inappropriate behaviour. In all other circumstances, should we wish to terminate a setting place for any reason, we will give one month's notice in writing.

Holidays

If you are going on holiday, you will still be required to pay your normal fees for the period of absence. Fees will still be payable for any holidays taken during the year unless you have signed a Term Time only contract. Term Time only children may book in for holiday club, please book this with a member of staff in good time to secure a place. Calderdale term dates are published in advance.

We close for Bank holidays, Christmas Eve and for the period between Christmas and New Year. These periods are not charged. Staff training Days will be published in advance and *are chargeable*.

Settling in

Visits will be scheduled with your child's room leader, ensuring you and your child feel comfortable. For older children, It is a good idea to talk with your child at home about starting Little Village Learners as this helps to prepare them. We suggest that you visit us once or twice before your child is due to start and stay and play with your child. All children settle in different ways, with some there are no tears at all. You can leave a comforter with your child, and we would always ring you if we thought your child was too distressed.

We are fully aware that the setting environment will be a new and different environment from home; however, we aim to make the setting as homely and welcoming as possible. You will be encouraged to attend the setting with your child for however long you or your child needs to feel confident and happy. However, staff with knowledge and experience will help and advise you, where necessary, to step back and leave your child in our care to settle into the setting. If you feel anxious about your child, we are more than happy for you to telephone us to see how your child is doing.

We give feedback to you after the settling in session, detailing how your child has settled into his/her group socially and emotionally. This helps with peace of mind during the settling-in period.

Key Person

Each child is assigned a key member of staff when joining the group. This staff member will take responsibility for getting to know your child and help them to settle in. The key person list is on display in the cloakroom area. You can speak to your child's key person about any issues you may need resolving or if you have questions regarding your child's development. An opportunity to discuss your child's progress more formally arises at our parents evening which is held around Easter.

Online Learning Journeys

Children in our Under 2's and Pre-school rooms are observed whilst in the setting, we keep a note of their individual development. We record Learning Journeys online through a portal called **Tapestry**. Each parent will be given log-in credentials when they join and can see your child's Learning Journey at any time, and you can contribute to it and it is yours to download when you choose. Each parent will *only be able to see their child's profile* on Tapestry. Please make sure you tick the box in the consent page if you are ok to have your child's photos uploaded to the site. We ask that you do not share photos that include other children, on your social media.

Home observations – help us to celebrate your child's achievements!

Here at Little Village Learners we get as excited as you do, watching your child grow and develop and we would like to celebrate their achievements, whether at home or in the setting. Your child is unique and will grow and develop at their own pace.

Home observations help us to build a 'well rounded' picture of your child's interests and ability. We can use them in our planning to enhance learning and can put them into your child's learning journey. Home observations can tell us many things, for example, your child's favourite bedtime story, or what they built with Lego. You can also note down things that they do or say:

Home observation	Home observation
Sophie picked up her toy phone and said "Hello Nanna"	Jack counted five cars on the way home today

Home observations -You can add your own observations to Tapestry.

What does my child need to bring?

A named bag should be placed on your child's hook and should contain:

- > spare clothes appropriate for the season
- > nappies
- > sun cream
- > nappy cream
- > bedding in a labelled pump bag (top and bottom sheets)
- > sun hat/winter hat
- > wipes
- > Wellies

Please send your child with a coat and suitable outdoor footwear. Please hand any medicines to a member of staff, including teething gel and paracetamol-based medicines. If your child brings a packed lunch, this should be placed on our blue trolley in the corridor. **Please put your child's name in EVERYTHING** that could get misplaced or mistaken as another child's.

Please note, that should you forget to bring Nappies, wipes or bedding with your child, a charge will be applied as per below. You will be reminded before the charges are applied.

Item	Charge
Nappies (with or without wipes)	£1 per nappy change
Wipes only	20p per nappy change
Bedding	£1 per day

Meal times

Breakfast will be served on arrival until 8.30am (cereals, porridge, toast and milk or water).

Snacks are provided during the morning and afternoon sessions. This will normally be milk/water and fruit/breadsticks. Any contributions for snack time would be greatly appreciated (fruit/breadsticks etc) and can be put in the receptacle in the corridor (sealed packs ideally please). There is also a pot for monetary donations.

Hot Food - We take great pride and care in the high standard and quality of the food we offer. We have a 4-week rolling menu for Lunch and Tea and use fresh produce. We change our menus to make them seasonal. Homecooked meals are made daily. Lunch costs £2.50 per day. Alternatively, you may send a packed Lunch. In the event of a child forgetting their packed lunch we can make one, which is also chargeable at £2.50

Special diets and vegetarian options can be catered for daily. All children have access to milk and drinking water and our menus are focused on a balanced diet, but also caters for what the children like. A child that eats a well-balanced diet makes a healthy, happy, energetic little person!

Please let us know on your child's contract if they have any allergies or dislikes.

Breakfast	8.15am – 8.30pm
Lunch	11.20am (11.15am in Under 2's room)
Tea	4.30pm (4.15pm in the Under 2's room)

Sleep times

Daytime sleeps are between 12 and 1pm. This is to ensure we meet the needs of all the children in the setting and that each room is operating within their staff ratios. A permanent rest area is available for your child, if needed. This does not apply to children in the under 2's room, where the child's home routine is followed as closely as possible.

Funded hours for working families – from the term after your child turns 9 months

We are delighted to be able to offer 30 hours childcare for families who meet the eligibility criteria. At Little Village Learners, we offer this between the hours of 8:30am and 4:00pm. Wrap around breakfast and tea can also be provided - please see the fee structure on page 5.

Funding for 3- & 4-Year-Olds

From the term following your Childs' 3rd birthday, all children become entitled to attend an early years setting for 15 hours per week. At Little Village Learners we can offer the 15 hours flexibly to suit your needs. Please discuss your requirements with us shortly before your Childs' 3rd birthday. Some eligible families could be entitled to 30 hours funding per week.

Funding for 2-Year-Olds – parents in receipt of qualifying benefits

Some 2-year-olds are entitled to up to 15 hours childcare a week. The following website outlines the criteria for this provision. Some families will receive a letter notifying them of this or you can contact your local council family's information service to check your eligibility. A home visit is required before your child starts and a leaflet is available at the setting that explains what will happen. [Best Start in Life - Best Start in Life](#)

Special Educational Needs and Disabilities

If your child has a disability or you are concerned about a delay or difficulty, you can speak to their key person in the first instance. The Special Educational Needs Co-ordinator is Lyndsey Kata. You may wish to meet with them to discuss your concerns. We are able to make referrals for external services and in some cases additional funding can be sought to help meet the additional needs of your child.

Policies and procedures

A copy of the policies listed below can be emailed to you on request. If you would like more details, please do not hesitate to ask a member of staff.

- *Safeguarding* – Little Village Learners & Fun Track aims to work with children, parents, and the community to ensure the safety of children in our care and give them the best possible start in life. All staff have attended safeguarding training.
- *Health & Safety* – Little Village Learners & Fun Track will take all reasonable steps to ensure that a healthy and safe environment is provided.
- *Inclusion and equal opportunities* – we value the individuality of all our children and families, irrespective of ethnicity, attainment, age, disability, gender, or background. We aim to be an inclusive setting and actively seek to remove any barriers to learning or participation. Within our setting we have a special needs co-ordinator (SENCO) who monitors individual educational plans, assessment and recording and advises and supports the staff in regular room meetings.
- *Behaviour management policy* – we believe in promoting positive behaviour, we aim to encourage self-discipline, consideration for each other, and for our surroundings and property. We are very much aware of children's individual needs and that any policy must be age appropriate. We recognise that children develop at different rates and that they have varied temperaments. However, children need to acquire basic social skills to enable them to get on with others, particularly in a group situation. Children will be positively motivated through an environment that offers constant praise and encouragement.

Illness

If your child becomes ill please could you inform Little Village Learners as soon as possible and pass on any details regarding contagious illnesses. **Please note fees are still payable if your child is ill.**

The following table is designed to allow you to see at a glance our policy on enforced time needed away from nursery in relation to specific illnesses. This list is not exhaustive; any illnesses not listed are at the discretion of the manager.

Illness	24 hrs	48 hrs	72 hrs	Symptom free	Completely recovered	Manager's discretion
Gastroenteritis					X	
Sickness/Diarrhoea		X		X		
Ear infection						X
Eye infection (see notes)						X
Measles					X	
Mumps					X	
Rubella					X	
Scarlet fever					X	
Whooping cough					X	
Ringworm					X	
Temperature						X
Thrush		X				
Chest infection		X				
Common cold						X
Impetigo					X	
Chicken pox					X	
Meningitis					X	
Scabies					X	
Herpes simplex					X	
Tonsillitis		X				
Slapped Cheek Syndrome					X	
Hand, foot and mouth		X				

If your child has been prescribed antibiotics, we require them to have been taking their medication for 24 hours before returning to pre-school. This is to ensure that an allergic reaction does not occur. In severe cases of conjunctivitis, we would expect eye drops to have been administered for a minimum of 24 hours to prevent the spread of infection to other children and staff. Staff can administer prescription medicines only if a consent form has been signed by a parent/carer at the beginning of the session.

Bumps and bruises

If your child has sustained any injuries at home, could you please inform a member of staff when you drop your child off. We can then make a note of it to avoid confusion that the injury was sustained at Little Village Learners. Likewise, any minor injuries sustained at Little Village Learners will be recorded and you will be notified at the end of the session.

The Committee and Trustees

Little Village Learners & Fun Track is a charitable organisation which means that it is managed by Trustees, who are the voluntary managers of this charity. The Trustees have a constitution, which is a set of rules that are followed, and are member of the Pre-school Learning Alliance (PLA).

What they do? The Management Committee manage the setting and are answerable to Ofsted. The committee are responsible for managing funds, deciding on outings, organising events, fundraising and making decisions about future planning.

Voluntary providers do not receive any financial help from the Government or local councils and, as such, largely rely on fundraising events organised by the Committee. These fundraising events provide resources for the children and keep fees low.

Who they are?

Trustees:- Mike Halstead, Claire Wardley, Cheryl Ambler, Natalie Kata & Lyndsey Kata.

How often are meetings? Meetings are held, on average, once a half term, plus the AGM. Additional meetings for emergency situations and fundraising events are held when needed.

What happens if no officers volunteer? Without office bearers there cannot be a viable committee and Little Village Learners could be closed following the AGM.

Why have Trustees? Little Village Learners & Fun Track is a charity and, like all other charities, is directed by a board of trustees. By remaining a charity, we can ensure the setting is run for the benefit of the children and fees are kept low.

Who are the trustees and what do they do? Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do.

Want to get involved? We are always on the look-out for enthusiastic new members. Anyone with an interest in the setting, such as Parents, Guardians, Grandparents or Local Councillors may join (subject to DBS clearance). Please let a member of staff know if you are interested in joining the committee.

Fundraising events include:

- Autumn or Spring Fair
- Bags 2 School
- Halloween Disco
- Easter Disco
- Egg and Spoon Races
- Dock Pudding

Liability

We will not accept responsibility for loss or damage of any personal toys or items brought to Little Village Learners. Every reasonable effort will be made by staff to ensure this does not happen.

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason, this applies to absence due to sickness, holidays and Bank holidays.

We accept no responsibility for children whilst in their parents care on Little Village Learners premises.

Complaints

At Little Village Learners & Fun Track we aim to provide an excellent standard of care for the children attending. We welcome any suggestions, at any time, on how we might improve our service.

If you have a complaint or concern relating to any aspect of your child's care, please speak initially to your child's key person about this who will try to resolve the matter. You can request to do this privately if necessary. If this does not produce a satisfactory outcome you may wish to put the concern in writing. This should be addressed to the setting Manager. All correspondence will be kept confidential and only shared with those persons who need to be involved.

If the nature of your complaint relates to concerns about the leadership and management of the setting, please contact our Trustees via trusteeslittlevillagelearners@gmail.com who will take appropriate action.

All complaints/concerns are taken seriously and will be brought to the attention of our committee at a formal meeting. A complaints record will be completed, and a decision will be reached on how to take the matter forward. You will be notified of the outcome and will receive details of this within 21 days.

If you continue to have concerns and an agreement cannot be reached through the methods stated above, you may wish to request a mediation session where a non-biased representative can be sought to attend a meeting. This will be a professional person from The Pre-School Learning Alliance or Family Services. This person will listen to both sides of the dilemma and offer their advice.

If a complaint arises which involves the direct safety and/or welfare of a child using our services, this will be reported to OFSTED immediately by the Little Village Learners Manager. OFSTED registers and inspects childcare for children aged from birth to 17 years and, as a registered childcare provider, we must meet requirements that relate to safety, care and the organisation of the childcare.

If you wish to contact any professional body regarding our setting you can find their contact details below.

Pre-School Learning Alliance
Friends Meeting House
Clare Road
Halifax
HX1 2HX
Tel: 01422 321368

Family Services
Northgate House
Northgate
Halifax
HX1 1UN
Tel: 01422 392510

OFSTED
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231

Stay in contact

We like to stay in communication with our parents on a very regular basis and we don't want you to miss any of our notifications. Please link to all of our communication media below to stay informed.



Little Village Learners



@RoydPlaygroup



www.LittleVillageLearners.com



LittleVillageLearners2018

Please make sure that we have an up-to-date email address for you – we send our invoices and our correspondence to you via email – this helps our costs and is also more environmentally friendly. 😊

Office use only:- Birth Cert QB DB OL Tr Reg Kit File Fee

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Little Village Learners & Fun Track - REGISTRATION CONTRACT

Please detach this contract and return to Little Village Learners with the Registration Fee.

Child's full name: _____

Name known as: _____

Date of birth: _____ Current age: _____

Home language: _____ Religion: _____

Home address: _____

Home tel: _____ Email: _____

Named persons who have parental/legal responsibility for your child

1) _____ Relationship to child: _____

Address (if differs from one above): _____

Home tel: _____ Mobile tel: _____

2. _____ Relationship to child _____

Address (if differs from one above): _____

Home tel: _____ Mobile tel: _____

Who is responsible for paying the fees

Please give details below of the person responsible for paying your child's fees.

Name: _____ Relationship to child: _____

Address: _____

Place of work: _____

Home tel: _____ Work tel: _____

Mobile tel: _____ NI Number: _____

Email: *(invoices will be emailed)* _____

Collectors Details

Children may only be collected by the people named below [any exceptions must be notified in writing]. These people may also need to be contacted in case of emergency. **Please show at least one parent/carer.**

1st collector: _____ Relationship to child: _____

Address: _____

Place of work: _____

Mobile: _____ Other tel: _____

2nd collector: _____ Relationship to child: _____

Address: _____

Place of work: _____

Mobile: _____ Other tel: _____

3rd collector: _____ Relationship to child: _____

Address: _____

Place of work: _____

Mobile: _____ Other tel: _____

Any details concerning collection or additional information regarding the care of your child:

Policies and Procedures – Acknowledgement

Child(ren)'s name: _____

I confirm that I have read, understood and accept Little Village Learners & Fun Track's Welcome pack and accept the policies and procedures, including the use of your data in line with GDPR regulations.

Signed: _____

Printed: _____ Date: _____

Sessions Required [please fill in all the boxes that are relevant]

Fee paying []

Funded only []

Both – fees and funded []

Funding eligibility code

UNDER 3's (all meals are included in the fee-paying sessions)

	AM Session 7.30am – 1pm	Sch hrs 9-3	Pm Session 1pm – 6pm	Ex Full Day 7.30am – 6pm	Ex School Hours 8:30-4
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Additional requirements regarding sessions:

Required start date: Term Time only place [] All year place []

PRE-SCHOOL

	Full day care	Half day care (am)	Half day care (pm)	School hours	Ex Sch hrs	Session (am)	Session (pm)
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Additional requirements regarding sessions:

Required start date: Term Time only place [] All year place []

Lunch Arrangements? Cooked Meal £2.50 [] Packed lunch []

HOLIDAY CLUB ONLY [] Forms to be filled in for each holiday period

Please note: We do not permit Session swaps however you may book extra ad hoc sessions subject to availability. If you need to change your child's weekly sessions for any reason, please speak to the Room Leader or Manager. A period of **4 weeks' notice** is required for termination of your child's place or a permanent change of any session.

EMERGENCY CONTACTS

Please provide 3 contactable persons, whom we can telephone in case of emergencies or when your main contacts are not reachable. Our **First Day Calling Procedure** is followed when there is an 'unexplained' absence.

Name Relation to child

Tel No Tel No

Name Relation to child

Tel No Tel No

Name Relation to child

Tel No Tel No

Childs Health Details [Confidential]

Doctor: _____ Tel: _____

Health visitor: _____ Tel: _____

Are your child's immunisations up to date: Yes [] No []

Please list any medical problems: _____

Please list any food allergies/requirements or dislikes e.g. vegetarian, allergy to egg, materials, plasters etc:

Dental Practice: _____ or not yet registered. ☐

Does your child have SEN (please give known details) _____

Are any Agencies involved with your child (please give details) _____

I consent to: *(please tick)*

- ☐ sun cream being applied in hot weather;
- ☐ my child being taken off the premises on accompanied trips (local walks, park, library for example);
- ☐ the application of plasters;
- ☐ the administration of Calpol (if applicable and provided by parent/carer);
- ☐ the administration of nappy cream (if applicable and provided by parent/carer);
- ☐ the administration of my child's own medication, as prescribed by the doctor;
- ☐ emergency first aid or medical treatment necessary whilst in the settings care, administered by trained staff;
- ☐ a staff member contacting the NHS to discuss my child's symptoms;
- ☐ a staff member in an emergency, calling an ambulance to attend to your child;
- ☐ photographs taken of my child for use within the setting;
- ☐ photographs added to Tapestry (Online Learning Journey);
- ☐ photographs used in Social Media;
- ☐ photographs for use within press releases;

Signed (parent/carer): _____

Print name: _____

Child's ethnicity (please tick)

White

- ☐ English / Welsh / Scottish / Northern Irish / British
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other White background, please describe

Mixed / Multiple ethnic groups

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed / Multiple ethnic background, please describe

Asian / Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background, please describe

Black / African / Caribbean / Black British

- ☐ African
- ☐ Caribbean
- ☐ Any other Black / African / Caribbean background, please describe

Other ethnic group

- ☐ Arab
- ☐ Any other ethnic group, please describe
- ☐ I'd rather not say

Tapestry – Online Learning Journey

You will be given access to the Portal to view and interact with your child's Learning Journey. Please agree to the following guidelines:-

- Not publish any of my child's observations, photographs or videos on any social media sites.
- Understand that my child's image may be in another child's Learning Journey if they were engaged in the same activity. This image will not be shared by the other parent (see above).
- Keep the login details of any email account personal and private, in accordance with safe online behaviour.
- Speak to a member of staff if I experience any difficulties accessing my child's Learning Journey.

Please provide an email address you would like to use with Tapestry if different from the billing email address.

Please *initial and tick this box* if you agree to the above regarding Tapestry. ☐ _____

Please *initial and tick this box* if you **do not** wish to access your child's Learning Journey in this way.

☐ _____

Payment
(Setting Copy)

Fees are payable, in advance and in full, by BACS transfer and/or childcare vouchers. We are registered for Tax-free Childcare too.

Any additional sessions, or fees incurred including meals, will be invoiced in the following month. Payment should be made by BACS transfer within 7 days of receipt of your invoice.

Inflation of fees will be notified in advance.

If fees arrive late, we will enforce a charge of £50 per calendar month until the fees are paid in full. If payment is more than 7 days late, we reserve the right to suspend attendance of the child until payment is brought up to date. If you are struggling to pay any arrears, please speak to the setting Manager or Finance Co-ordinator to agree a payment plan. We use a Debt Recovery Agent to retrieve unpaid fees.

We accept full or part payment by childcare vouchers/Tax-free Childcare and are registered with most companies. Please tick here if you wish to partake in this scheme. []

Registration fees

A one-off registration fee of £25.00 is charged per family to secure a place. This is non-refundable and goes towards Insurance and administrative costs. This charge should be paid by BACS transfer (Account number 32211473, sort code 010399) and returned along with your signed contract. This charge does not apply to funded children.

Please tick how you intend to pay your fees (tick all that apply)

- ☐ BACs (standing Order/Direct Debit – details above. Regular payments are preferred).
- ☐ Cash (please make regular payments in a labelled sealed envelope or direct to the office).
- ☐ My child will access funding.
- ☐ Tax-free Childcare
- ☐ Childcare Vouchers (please name your provider below).

Childcare voucher provider _____

*Please note that when making a payment via the bank or childcare vouchers you **must use your child(ren)'s name** as a reference to identify your payment.*

I understand and accept all of the conditions as outlined in the Welcome Pack

Signed (parent/carer): _____

Print name: _____

Date: _____

Intentionally blank

Payment

(Parent/Carer Copy – please keep)

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