



Little Hearts Pre-School Cranleigh  
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Thank you for your interest in Little Hearts Pre-School Cranleigh.

We hope the following information will help you make the right choice for your child's care.

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## **Mission Statement.**

Little Hearts Pre School will hope parents will consider us as the nursery school for children aged up to 5 years old. We want families to experience and appreciate our wonderful setting, the engaging and relaxed atmosphere and our fantastic staff.

We truly believe that a child's education should be a happy experience. From the day they take their 1<sup>st</sup> breath to their first steps towards independent life in our fabulous setting. Our children will develop the skills to grasp the many challenges they will encounter through life, the confidence to reach their full potential, and the independence which prepares them for their big and bright futures.

At Little Hearts Pre School we thoroughly prepare children for 'Big School', life challenges as well as help parents support their children throughout all of their development.

Nursery days should be one of the most rewarding and joyful days of your child's life and within our stimulating and secure environment we will provide a wonderful experience not only academically but most importantly culturally and spiritually. We make sure all our children receive Guidance, Compassion, Love and Balance. We do our best for every child in our care. We take great pride in our children's' achievements, both in the setting and in their home life.

## Introduction to Little Hearts Pre-School Cranleigh

Little Hearts Preschool opened in September 2019 by Natasha Dhall to provide childcare, with a mission to deliver high quality care for every child who walks through Little Hearts doors. The Pre-School will also have a charitable element to it, with 10% of its profits going towards the goal of setting up a charity in the Little Hearts name. The charity's aim will be to support children and adults who have suffered childhood trauma. Although this is a goal that is further in the future, it will be part of our vision.

Natasha has worked in the childcare sector since 2001 and has always been extremely passionate about children receiving the very best care. She has worked in various settings and leading a variety of teams with the shared goal of delivering excellence.

We value each child's mental well-being and our primary goal is to make sure each child is nurtured, stimulated and happy throughout their time with Little Hearts.

We have a generous size playroom, a bathroom and a fully equipped kitchen. There is an outdoor area which is freely accessible from our room. We are also very fortunate to be on the grounds of Snoxhall Playing Fields and Park, as well as having access to the allotments which brings endless learning opportunities and a great holistic approach to learning and adventure.

We go on outings on a regular basis and make the most out our central location by visiting our local library, shops, vets and park ect

We explore the fields, streams and wooded areas.

## Fees

Fees are payable monthly and we accept **some** Government Funded hours. Parents must complete declaration forms termly. We accept Childcare Vouchers.

## Opening Hours and Fees.

The pre-school is open from 8.30am – 4.30 pm Monday to Friday. Term time only. We also close for three staff training days, one per term.

We accept children from 2 years old the age 5 years old. We are a completely independent pre-school serving Cranleigh and the wider community.

We give discounts to

- i) Children of Teachers from Surrey Borough Schools. (Public and Independent) 10%
- ii) Children Attending Full Time 5%
- iii) Siblings of Children Attending 5%
- iv) NHS Workers 10% (15% if attending more than 20 hours a week)

Extra sessions can be booked and must be paid for in advance.

We offer a limited amount of fully funded spaces.

The full amount of 15 hour funding must be used, either wise normal fees apply.

Children under 3 must attend a minimum of 4 hours a day and at least 2 sessions a week.  
Children over 3 must attend at least 20 hours a week.

Fees are :

- reviewed every August
- charged for absences e.g. illness or family holiday
- calculated monthly

We understand that there are times that parents are running late for collection. But parents must ensure this is kept minimal.

For more information on fees please refer to your parental contract.

Fees are payable monthly in advance by bank transfer and will be reviewed for every September.

There is a reduction of up to 15% for parents eligible for any one of the discounts we have available. Fees which are paid for termly in advance are subject to a 5% discount.

No more than 15% will be applied to the fees.

Some extra-curricular activities may be charged separately and are to individual company's discretion, we do not profit from these bookings.

## Aims and Curriculum.

Fun, Adventure, Care and Education go hand in hand at Little Hearts Pre School. The children are cared for in small groups by high quality staff. The ratio is 1:3 for under 2's, 1:4 for 2 year old's, 1:5 for over 3 years which enables each child to be seen as an individual who can be encouraged to develop new skills at his/her own pace. It enables each child to build a relationship with their keyworker and also ensures that parents know whom to approach about their child.

Our curriculum is based around 'The Early Years Foundation Stage' laid down by the DfES. We use the children's interests and development to provide stimulating activities and cover the three prime areas:

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

and the four specific areas

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

Further information on the Statutory Framework for the EYFS and a parent's guide can be found at [Statutory Framework](#)

We include outings and visitors to complement the activities.

Records are kept on each child's achievements these are recorded on an online platform, currently called Tapestry. Each term parents meet with staff to discuss their child's progress.

## Meals and Snacks.

Nutrition is so important at Little Hearts Pre School; we truly believe that a healthy diet equals a happy child. A nutritional diet is pivotal in optimal development, enabling children to reach their full potential.

Breakfast (optional, let us know on the day), snacks and lunch, are included in the daily cost (unless you are in receipt of government funding, in which case there is a daily charge) and are delivered by Care Catering, fresh each day.

We provide a well-balanced and nutritious diet and make mealtimes a social and relaxed occasion. The children and staff sit together in small groups so that conversation and table manners can be encouraged.

The children enjoy all aspects of mealtimes including preparing dishes to share and laying the tables.

We cater for a variety of dietary needs including a vegetarian option.

We encourage children to make healthy choices:

- Morning snack (whole milk, fruit/vegetables and carbohydrate snack) - offered 9.45am to 10.15am and afternoon snack (milk/water, fruit/vegetables and carbohydrate snack) - offered 2.15 to 2.30pm giving the children the opportunity to help themselves to refreshments when they chose (individual bottles of drinking water are available at all times)
- Lunch time - children serve themselves (staff encourage everyone to try a variety of foods)

Staff are encouraged to eat with the children to provide good role models.

Birthdays are celebrated with a banner, hat and a pretend cake to blow out candles. Children are welcome to bring in some fruit or similar to share, birthday cakes are baked onsite to make sure that the sugar content is monitored and allergies and dietary requirement are catered for.

We have an external company who can help parents with party planning and come highly recommended; they cater for all types of budgets, more information can be found on [www.marykasmagicmoments.co.uk](http://www.marykasmagicmoments.co.uk)

*Daily Routine.  
(flexible allowing for spontaneity)*

9.00am	Welcome Children
9.15am	Registration
9.30 am	Snacks for children to help themselves to. Age appropriate activities. Free flow play between indoors and the garden. Activities reflect those indoors, covering all areas of the EYFS. Children help to tidy away equipment
10:30am	Small group time in key groups
11:20am	Phonic Games/Activities
11.35am	Hands and faces washed.
11.40am	Lunch time, staff sit and eat with the children, helping to make lunch an enjoyable social occasion
12.30pm	Teeth Brushed Rest time for those that need it. Free play and activities.
1.30pm	Numeracy Time
2.30pm	Snacks for children to help themselves to. Free flow play between indoors and the garden. Children help to tidy away.
2.45pm	Afternoon reflection Time
3.00pm	Home Time
3:00-16:30	Free Play



## Equal Opportunities

We are committed to offering equal opportunities in all aspects of the nursery to all children and families that attend.

It is essential that children can enjoy the full range of play activities without discrimination.

Language or behavior designed to be offensive to any individual is not accepted and will not be tolerated.

## Special Educational Needs

Children with identified additional educational needs will be accepted for places according to their individual need. Staff will work alongside any external agencies involved e.g. Speech and Language Therapists, Health Visitors, Physiotherapists.

All children's progress is continually monitored so any needs that may develop can be identified and if necessary referrals can be made for further assessment.

The aim is to intervene at the earliest possible moment in order to receive the right support and guidance.

## Safeguarding

If you chose to start your child's educational journey with Little Hearts Pre School Cranleigh, you agree to follow and accept our Safeguarding Policy.

I am sure you will agree that your child's safety and well-being is of the UPMOST importance.

As an early years setting, we are under increasingly amount of scrutiny and assessment on how we safeguard children in our care and what steps we have in place to keep them safe and supported.

This means we will have as much of an open and honest relationship with you as their parents or care givers.

Sometimes this will mean having difficult conversations to establish the support or intervention needed.

We are not here to pass judgment on parenting, but we do have our own statutory guidance and laws that we MUST comply with.

We will always communicate with you what we are doing, recording or observing. Unless we feel a child is in immediate danger in which case we will contact CSPA (Children's Single Point of Access).

The main aim is to work harmoniously with everyone involved in your child's care to provide everyone with the right support.

To help you understand what guidance we follow please refer to the Effective Family Resilience document

## How to Apply.

You are welcome to ring for an appointment. We feel it is important for you to visit the Pre-School so you can meet the staff and children, have a look round and make an informed decision before you apply.

If you wish to apply, please do not miss out any requested information as this could delay your application being processed.

Once you pay the **non-refundable** registration fee, your child's place will be confirmed and you will receive a starter pack. This booklet contains forms requiring more detailed information we need about your child as well as more information for you such as fees details, uniform order forms, pre-school term dates, settling in procedures and other policies.

Any data we collect on you and your children will be treated with the upmost respect and safety, any information will not be passed onto a third party without prior consent unless it is to safeguard your child.

As maximum occupancy is essential for a healthy financial situation, the nursery cannot always afford to hold places open. In cases where places cannot be taken up at the offered date e.g. if a place is available from September but you are not ready to start until November, a 50% retainer can be charged at the discretion of the owner.

We will also arrange a home visit by the manager and keyworker. This allows the introduction to take place in a familiar place where both staff and parent can gather information without interruption. Staff can gain a better insight into your child's individual needs and explain nursery policies and routines.

Please do not hesitate to contact us should you have any additional questions or queries. We look forward to welcoming you to the Little Hearts Pre School Cranleigh family.

Best wishes

