



Little Acorns at Glenthorne



Where little acorns are nurtured great oak trees will grow

Welcome to
Little
Acorns



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Welcome to Little Acorns the Pre-school unit that is home to 2 and 3 year old children who are not yet old enough to attend mainstream nursery. Little Acorns is part of Glenthorne Community Primary School.

We feel passionately about the providing the best start to our youngest learners. We provide a safe, caring and stimulating environment where children can develop their unique personalities and work confidently towards the Early Learning Goals.

Little Acorns was launched in September 2015, our aim is to work in partnership with families to provide the best experience and opportunities for your young child. This welcome pack aims to give you all the necessary information to begin the journey.



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What you need to provide

During their time at Little Acorns your child will need to bring with them a variety of things.

1 named bag containing changes of clothes/ underwear, nappies, wipes and cream if required.

1 drink bottle or beaker labelled with your child's name.

Please ensure all children have coats, hats and scarfs for colder weather. Please ensure your child has a sun hat and sun tan lotion on in the event of hot weather.

Clothing

Little Acorns are encouraged to wear green polo shirts. We recognise the change of clothes provided may not be a green polo shirt.

The school logo polo shirts are available from 'Crested Schoolwear' shop in Cannock.



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The Staff

Little Acorns is run by an experienced and committed team. The team work under the supervision of an outstanding early years leader. All staff carefully DBS checked. The number of adults within the facility allows us to provide plenty of attention for each child ensuring all our little learners progress at their own rate.

Meet Our Team:

Charlotte Jones



Michelle Liggins



Maxine Smith



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Opening Hours

Little Acorns is open every day during term time.

The morning session runs from 8:45am until 11:45am

The afternoon session runs from 12:30 until 3:30pm

Children can also take up day places running from 8:45am until 3:30pm.

Children taking up full day places will be required to provide a packed lunch for their child, unless they are eligible for the think2 funded place, where a lunch will be provided.

Fees

All payments are based on places booked not on days attended. If you book a session and do not attend for any reason you will still be charged.

Each Session is charged at £12.50

As we are moving towards a cashless system and offer parent pay please see the office manager, Lisa Bryan who will explain how and when to pay.

All payments are non-refundable, even if a child is absent through illness. In emergency cases, where numbers/ ratio permit, there may be an option for you to swap your child's session to another time. The administrators retain the right to refuse any such requests.

Failure to pay your child's fees will result in them losing their place at Little Acorns. If you are experiencing any problems with payment please speak to a member of staff at the earliest opportunity.

We also offer free places subject to terms and conditions, please ask for further details.



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Contact Details

In order to make a booking please contact Michelle Liggins on the number below or speak to a member of Little Acorns staff when visiting.

In order to make a payment please contact the office manager Lisa Bryan on 01922 857000 or visit the main school office.

For emergency contact or to inform us your child will not be in for the session please contact Michelle Liggins on 07983 076421

Postal Address

Little Acorns at Glenthorne Primary School

Glenthorne Community Primary School

Glenthorne Drive

Cheslyn Hay

WS6 7BZ



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Health and Safety

We pride ourselves on high standards of health and hygiene within our setting. Staff and children wash hands regularly especially after toileting and before eating. If you feel your child has an infection that could put others at risk you should contact the school office on 01922857000 who will advise you whether your child can be in school and when they can return. For example, if your child experiences vomiting or diarrhoea, please do not bring them to Nursery until at least 48 hours has passed since the last attack. This nursery is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Food and Snacks

The nursery provides snacks throughout the session. If you have any concerns regarding your child's diet including allergies please complete the form included in this pack and speak to a member of staff.

Collection

Children will not be allowed to leave the site, under any circumstances, with any adult other than those specified on the information sheet. If you require any other adult to collect your child you must provide this in writing. All adults other than the regular contact will be asked for a password.

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This form must be handed in to Little Acorns and payment made by Parent Pay 857000

Tel 01922

Name of child
/...../.....

Week commencing: Monday

Day	AM Session 08.45-11.45 £12.50	Lunch 11.45-12.30	PM Session 12.30-3.30 £12.50	Sandwiches
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Totals for Week				

Please use this booking form if you require extra sessions to your normal booked days.

* Please tick the boxes above with the sessions you require:

*** No credits or refunds will be given for cancellations other than in exceptional circumstances agreed by Little Acorns Manager**

* Please notify Little Acorns if your child is absent for any reason



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Emergency and Other Medical Treatment Permission

I give my permission for the staff to administer first aid where it is required including the use of plasters.

I recognise that staff may need to call an ambulance in an emergency should my child require this and give my permission for this.

I understand that the staff cannot administer medicines that are prescribed without an additional agreement. Staff cannot administer prescribed drugs that are not in the child's own name.

I give permission for staff to contact your emergency contact in the event that you are unavailable.

I agree that I have read and understand the statements above and provide my permission for these to be actioned

Child's name Date of birth.....

Legal parent nameDate.....

Signed.....(legal parental responsibility)



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Parent Partnership

In order to work in partnership with you we value your input to make your child's experience as comfortable as possible.

Does your child still wear nappies? _____

Does your child drink from a cup/ bottle or other? _____

Does your child have a nap in the day? What time? _____

Is there anything you want us to work on with your child?

Is there anything you do not want your child to do while at the setting?

What does your child like?

What does your child dislike?

Is there any other information you would like to share?



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Toileting and Nappy Changing

I give my permission for staff to change my child's nappy or support with toileting.

I understand this will include cleaning my child with wipes.

I agree to provide my own nappies and wipes in a labelled bag.

If I wish staff to apply nappy cream I will provide my own nappy cream and ensure it is clearly labelled with my child's name.

I agree to let school use nappies and wipes provided by school if my wipes or nappies were unavailable.

I understand that failure to provide nappies and wipes on a regular basis may incur an additional charge to the session fee.

I understand that when my child is potty training I am responsible for providing changes of clothes and underwear.

I understand soiled or wet clothes will be sent home in nappy bags to be cleaned.

Child's name Date of birth.....

Legal parent nameDate.....

Signed.....(legal parental responsibility)



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Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Staffordshire County Council who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Staffordshire County Council by informing Lisa Bryan. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <http://www.staffordshire.gov.uk/Homepage.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.staffordshire.gov.uk/Homepage.aspx> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:

Lisa Bryan Glenthorne Primary School

Signed _____ Parent/Guardian

Date _____