

Littlebrook Nurseries



Providing the best start
for your little one's

Welcome to Littlebrook Nurseries



At Littlebrook we are committed to excellence in childcare, ensuring the highest of standards are delivered and met through a rich, structured and stimulating learning environment. We aim to provide a dedicated and caring childcare service, where we nurture your child's physical, intellectual and emotional development.

At both Nurseries we care for children aged from 3 months to five years of age. All children starting at Littlebrook will be offered free introductory sessions prior to their start date which will enable them to feel settled and become familiar with their Nursery environment.

Littlebrook has two locations, the first is situated on Bath Road in Longford Village and the second is on Sipson Lane in West Drayton. We are very close to Heathrow Airport and are easily accessed by train stations and main roads such as the A4 and M25. Both settings are large detached properties that offer a spacious indoor and outdoor environment, as well as additional areas such as ball pool, baking rooms and a computer room. Both Nurseries have gates leading in to a secure parking area for dropping off and collection times.

OPENING HOURS

Our opening times are as follows:
7.15am – 6.30pm Full time
7.15am – 1.00pm Morning Session
1.00pm – 6.30pm Afternoon Session

We are open throughout the year, with the exception of public and bank holidays and we are closed for one week over the Christmas period.

FEES

Nursery fees are payable one month in advance by standing order, childcare vouchers or a direct payment at the Nursery by the 10th of every month. Normal fees are payable during periods of absence such as sickness, holidays and during public and bank holidays.

REGISTRATION

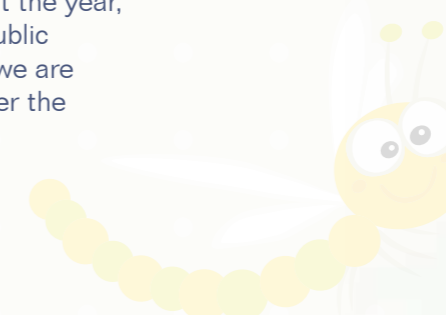
When you make the decision to start with us at Littlebrook we will require a complete registration form from you, along with a returnable deposit of £200.00 and a non-returnable administration fee of £50.00 to secure a Nursery place. We will also require your child's booking schedule and a confirmed start date.

Security

Security is a priority for us at Littlebrook. The Nursery has 24 hour CCTV surveillance. Camera's are located in the car park, garden, at all entrance points and in the children's playrooms. A large monitor is situated in the reception area along with a comfortable seating area for parents who wish to observe their child play. We also have a monitor in the office for safety and security. Our entrance has an intercom system and internal doors leading to the children's areas have coded access.

"Please pass on our good wishes and thanks to all the girls who have been involved with Anais's care since she was a baby. She has loved it there and now has a good foundation for her little life ahead!"

Mrs Britt Shipman



Indoor and Outdoor Provision

Babies 3 months – 12 months old

Littlebrook ensures the ratio of staff to babies within this age group is 1 staff member to 3 children and is high enough to allow staff the time to devote lots of love and attention to your baby.

A key feature of the babies' room is to focus on early stages of development through a sensory approach. Babies are encouraged to explore their new world through our sensory room which provides a safe and comfortable environment for children to learn through play, with a variety of experiences and materials available aimed at promoting their sensory skills.

Speech and language development is encouraged through singing, rhymes and story time sessions with their key worker

Our Baby rooms are bright, spacious and fully equipped to meet the needs of children aged three months - 12 months of age.

Activities are planned to help your toddler/baby to develop new skills through our planning system based on the birth to three matters framework. Our equipment is carefully selected to be both age and stage of development appropriate.

To make the transition from home to nursery easy for your baby, we will keep your baby's home routine with regard to feeding and sleeping. As your child becomes older, we will try to incorporate our routine.

Your baby/toddler will receive a daily diary that will be filled in by his/her key worker. In this, will be information regarding diet, bottles, sleep and nappy changes, details of any medication administered as well as a comment on each child's day.

Staff will always be very professional in their discussions with you. We are aware of your anxieties and will endeavour to do what we can to make the transition from home to nursery a pleasant one for you and your baby or toddler.

Toddlers 12 months – 2 years old

Our large toddler rooms are well equipped and resourced to care for children aged 12 months to two years of age.

Staff will strive to provide and maintain a safe, friendly and stimulating environment allowing your child to discover and develop their full potential in all developmental areas which include Physical, Intellectual, Linguistic, Emotional and Social.

All activities will be planned around the birth to three planning. The activities on offer allow your child to learn new skills as well as practise existing ones.

Not all activities will be adult led, as it is equally important for your child to learn through play. Activities on offer daily will include sand, water, painting, drawing, role-play and access to books. Through these activities and other learning experiences we aim to help your child acquire a knowledge and understanding of colours, shapes, numbers and letters, ready for their move into the pre-school rooms.

If your child is not already potty/toilet trained our staff will work in partnership with you and discuss a suitable method for introducing this, both at home and at nursery.

We have our own enclosed garden, which will be used daily weather permitting. Physical play activities will be provided indoors as an alternative.

The Nursery also has a large indoor soft play area with a ball pool and climbing equipment.

Nursery 2 years – 3 years old

This room accommodates children aged 2 – 3 years of age, with a ratio of one adult to every four children. The room is set up to clearly define areas of learning and offer a variety of activities to the children throughout the day. Our spacious rooms offer areas of learning that are fully accessible to the children throughout the day. The learning environment actively promotes free flow and enables the children to make choices through well structured resources and equipment.

This room is structured in a way that will prepare children for their next room transition. Staff will encourage the children to become independent learners and thinkers. Staff will plan a balance of adult led and child initiated play activities as well as adapting the environment to meet the children's interests.

Our philosophy is to offer a play based curriculum to the children which meets the requirements of the Early Years Foundation Stage Curriculum. Throughout the day children will be encouraged to take part in activities such as:

- 🐾 circle time, stories and rhymes, dance and movement, physical development and outdoor play, cooking activities, creative activities, construction and small world, imaginative play, mark making activities and many more.

Pre-school 3 years – 5 years old

The staff ratio for this age group is 1 adult to 8 children.

We guide children through new experiences and ultimately prepare them for their transition into school. Pre-school room follows a routine each day, with a variety of activities offered, structured in such a way that the children's individual needs and learning abilities are catered for. Activities such as music and movement, cooking, reading and sewing are also offered in this area.

Numeracy, understanding the alphabet, reading and writing skills are developed in the Pre-school Room. Littlebrook encourage IT literacy through our information technology zone and members of staff are always on hand to offer encouragement and support.

Independence is encouraged through offering children the opportunity to complete tasks on their own. We actively encourage an interest in nature, the environment and other cultures.

An interest in nature and the environment is achieved through children being involved in, growing vegetables on our allotment which is in our large garden.

Social events such as eating together and playing in larger groups encourage children to support each other and prepares them for when they move from Littlebrook to a larger school environment. We always invite parents to contribute to our social events and attend them.

Our aim is to provide an educational programme, which will encourage and assist your child to achieve the Early Learning Goals, which are set out in the Early Years Foundation Stage Curriculum as defined by the dcsf. Please visit www.education.gov.uk for more information.



Our staff team

Our team are passionate about their roles and are focused about providing the best future for your child whilst at Littlebrook. We have an excellent staff team who will work alongside you, sharing information about your child and how best we can support their needs whilst at Littlebrook. We will always endeavour to tailor our services to suit all needs.

Our experience and committed staff team comprises of a large amount of highly qualified practitioners. Most of our team hold a current level three qualification and those who do not, have a level two and are working towards a higher level. All our staff are trained in first aid and access continual training throughout the year to update and refresh their knowledge of key legislation and the EYFS standards.

"My daughter's Key Person is wonderful with her. She gives her all the cuddles and attention I would give her when I am at work. She is always happy and smiling."

Miss Megan Lister

Partnership with parents

At Littlebrook Nursery we believe that partnership with parents is the key to the success of any nursery. Parental involvement ensures that there is continuity of care between home and Nursery enabling your child to settle and gain the full benefit from the day care experience. As such parents are always welcome in the Nursery to meet with staff as well as to participate in activities throughout the day and year.

We actively encourage parents to participate in events throughout the year such as outings, Chinese New Year, Mothers/Fathers day, sports days, Summer Fete, Eid, Diwali and many more.

Regular meetings, newsletters and daily communication will keep you informed of our future plans and activities. Each child has an individual learning journal which is a learning record and includes photos of your child, examples of art work, observations and

Internal training is also ongoing to ensure the highest standards of care are met and that staff are provided with the best training opportunities. We believe that our staff are the best and many have been established at Littlebrook for years.

Your child's safety and well being is a priority for us at Littlebrook and we want you to feel confident when leaving your child, safe in the knowledge that they are in the best care. Our informed recruitment policy ensures all references, qualifications, ID and enhanced criminal record bureau checks are completed and returned to determine suitability.

planning documents. The learning journals are accessible to you at all times. We will always encourage you to input your child's journal with feedback about your child's home life, significant events and interests. This will then contribute to your child's learning opportunities whilst at Littlebrook

Every term your child's Key Person will complete an assessment report that will demonstrate your child's learning progress and achievements. This formative assessment will also link to the EYFS areas of learning, showing how we monitor their progress. We will also have a parents evening at convenient times to enable all parents to come along and spend time with their child's Key Person.

At Littlebrook we provide wholesome and nutritious meals that will cater for all tastes and diets. We are passionate about ensuring all of our menus are diverse to reflect all dietary preferences, whilst maintaining a healthy theme. Our experienced and dedicated kitchen staff use fresh ingredients daily to cook and prepare meals that the

children enjoy and will benefit from. Children will be encouraged to eat fresh fruit and vegetables throughout the day as snacks and part of their main meals. We offer the children a hot lunch time meal with a pudding and a lighter hot/cold tea. We also provide vegetarian options and cater for all individual dietary requirements.

Example menu

Monday

Breakfast Fresh Fruit or Cereal
 Snack Milk and Fruit
 Lunch Sausage (vegetarian sausage) casserole, Cauliflower with Mash Potato and Gravy Spotted Dick and Custard
 Tea Tuna melts (cheesy melts)
 Pudding Selection of fresh fruit

Tuesday

Breakfast Homemade Apple and Carrot Breakfast
 Snack Milk and Fruit
 Lunch Lasagne with carrots and broccoli (Homemade quorn lasagne) Yogurt
 Tea Homemade Leak and Potato Soup with Bread Roll
 Pudding Hummingbird cupcakes

Wednesday

Breakfast Fresh Fruit or Cereal
 Snack Milk and Fruit
 Lunch Vegetable stir fry with noddles Winter Fruits Pudding
 Tea Selection of cheese and ham sandwiches
 Pudding Flapjacks

Thursday

Breakfast Fruity Homemade Muesli
 Snack Milk and Fruit
 Lunch Salmon and cod pie with green beans (vegetable pie) Oatmeal Raisin Cookies Turkey bagels (marmite bagels) Peaches with natural yogurt

Friday

Breakfast Fresh Fruit or Cereal
 Snack Milk and Fruit
 Lunch Roast Chicken, (Quorn Fillets) Roast Potatoes, cabbage with Gravy Melon Slices
 Tea Caramelised onion and Gruyère tarts
 Pudding Homemade Apple Pie and Custard

Food and nutrition at Littlebrook



Policy on The Early Years Foundation Stage Curriculum



The Early Learning Goals are organised into six areas of learning:

1. Personal, Social and Emotional Development

Successful personal, social and emotional development is critical for very young children in all aspects of their lives and gives them the best opportunity for success in all other areas of learning. At Littlebrook Nursery we provide the experiences and support to enable children to develop a positive sense of themselves and others. Your child will be given opportunities to work, play and co-operate in groups. In turn they will develop relationships with other children and adults, enabling them to function independently and confidentiality in their "outside family unit". Your child's personal, social, moral and spiritual development will be encouraged as well as personal values and an understanding of self and others. Examples of this could be reward systems we use at the Nursery celebrating achievements such as displays, photos of family members, helping hand tree and much more. Other examples could be circle time, when we encourage the children to share experiences, show and tell where children are invited to bring in items from home that are significant to their family and engaging in activities about festivals and other cultures.

2. Communication, Language and Literacy

Communication, language and literacy depend on learning and being competent in a number of key skills, together with having the confidence, opportunity, encouragement and support to use them. This area of learning includes communication, speaking and listening in different situations and for different purposes, being read a wide range of books and reading simple texts and writing for a variety of purposes. Your child will be given opportunities in all aspects of language, providing the foundation for literacy. Activities will encourage pencil control and early writing skills, as well as recognition of letters and sounds

within the alphabet. Your child will be encouraged to develop and gain competence in talking and listening, role-play opportunities will also be provided.

3. Problem solving, Reasoning and Numeracy

Mathematics development depends on becoming confident and competent in learning and using key skills. This area of learning includes counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, shapes, space and measures. Mathematical understanding should be developed through stories, songs, games and imaginative play, so the children enjoy using and experimenting with numbers, including numbers larger than ten. Your child will be given opportunities to understand and use mathematical language. A range of practical activities offer throughout the day will provide the foundation for numeracy. The activities will cover the following areas of learning; number: colour and shape recognition; counting; simple addition and subtraction; problem solving; matching; sorting; pattern; sequencing; and weight.

4. Knowledge and Understanding of the World

In this area of learning children are developing the crucial knowledge, skills and understanding that helps them to make sense of the world. This forms the foundation for later work in science, design and technology, history, geography and information and communication technology (ICT). Your child will be able to develop an understanding of their environment, other people and features of the natural and man made world. Many activities, which cover historical, geographical, scientific and technological learning, will be provided. Children at Littlebrook are given the opportunity to learn about communities, including their own and other people's cultures through exploring the environment, celebrating festivals and accessing a wide range of resources.

5. Physical Development

Physical development in the foundation stage is about improving skills of coordination, manipulation and movement. Physical development has two other very important aspects; it helps children to gain confidence in what they can do and enables them to feel the positive benefits of being healthy and active. Effective physical development helps children develop a positive sense of well being. A range of opportunities to develop physical control, mobility, space, awareness and manipulative skills, both indoors and outdoors is offered. The nursery has a large secure and enclosed garden which the children can access throughout the day. We believe that outdoor play is vitally important to the children's well being and health and therefore ensure the children access the garden during all weather conditions. We will ask that parents provide appropriate weather clothing to enable their child to access the garden through all seasonal changes. Large apparatus and small equipment is available both in and outdoors, to enhance your child's physical development.

6. Creative Development

Creativity is fundamental to successful learning. Being creative enables children to make connections between one area of learning and another in order to extend their understanding. This area of learning includes art, music, dance, role-play and imagination play. Many opportunities will be available for your child to use their imagination and abilities to communicate and express ideas and feelings, using a wide range of materials and tools. This will be achieved through art and craft, messy play activities, music, and playing of instruments, dance stories and imaginary play.

Every six weeks the nursery will follow a topic theme or themes, which will broaden and enhance your child's learning, providing a focus for activities within the development areas each day.

Children's development and progress is assessed regularly. Adult led activities provide many opportunities for monitoring and recording your child's progress

Free Flow and Continuous Provision:

We have a very spacious and large outdoor area leading from the doors of most of our rooms. This enables the children to have continual access to the indoor and outdoor environment throughout the day. We recognise that being outdoors has a positive impact on children's sense of well-being and supports all aspects of their development as well as the indoor environment. Our continuous provision offers accessible and rich learning opportunities that facilitates play.

Key Person:

At Littlebrook we recognise each child's individuality, achievements and unique needs. We believe that the relationship between a Key Person and a child are fundamental to the child's happiness, security and overall progress.

When your child starts at Littlebrook, you will be appointed a main Key Person who will be responsible for meeting the daily needs and individual routine of your child. During the settling in period prior to your start date you will be asked to share information about your child's interests, likes and dislikes, daily routine and important people in your child's life. This will enable us to gain insightful knowledge of your child prior to their start date and help the Key Person to really get to know you child and understand their needs.

Your child will also have a second Key Person who will continue to care for your child in the absence of your child's main carer. This will ensure that there is a familiar and trusted person who knows your child and will offer them reassurance and continuity of care.



What our parents have to say about Littlebrook



"We looked at quite a few nurseries before selecting Littlebrook. Childminding was originally our first option but I am so glad that we decided to change to a nursery as the level of care, in our opinion, is far greater and offers a wider wealth of experience. As a first time mum I think that I may be a little bit more over protective than a more experienced mum but the staff at the nursery were able to put my mind at rest and reassure me. We were/are able to go to work with a confidence and peace of mind knowing that Caitlyn is getting the best possible care we can offer. I would also like to mention the kitchen staff are brilliant and consistently provide well balanced and nutritious meals and snacks, which she loves and probably prefers to my cooking!"

"The nursery provides a safe and stable environment that she is blossoming in. The girls in the baby room are amazing and I couldn't have asked for better people to look after my little one. I was nervous that the staff in the next room would not be to the same high standard but that was not the case and I am pleased to say that they are. You can see a genuine love of the job and the children and I am 100% happy that she is getting the encouragement and care to develop into an incredible little person. If you are in any doubt come and see for yourself, I know you will not be disappointed."

Miss Debbie MacDonald

"Initially, I was very nervous about leaving my 11 month old son Monday-Thursday at nursery. However, my son had no problems adjusting to nursery life. He loved the settling in days and really seemed to be quite at home in the environment taking very much to the staff in the baby room. I cannot rate the staff enough and they have been so supportive and as for my son, he loves the nursery and it is very much a home away from home. It is really difficult to leave your child in someone else's care but I have felt confident in leaving my son at Littlebrook Nursery as the staff treat him as if he is their own! It has been two months since my son joined the nursery and I can't recommend the nursery enough. A pregnant friend is looking to send her little one to the nursery because of my recommendation!"

"I can honestly say that the nursery is everything I hoped for - a nursery with a family feel, warm-hearted friendly staff who love children. They offer a great environment for learning and playing with key workers who show a keen interest in the children's development. It just leaves me to say thank you so much for everything you have done for my little boy!"

Mrs Rachel Dimmock



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