

# Littleton EXPLORERS Nursery

Nurturing your child...



- 🔍 Empowering curiosity and creativity with play-based learning
- 🔍 Building self-confidence with skilled teaching support
- 🔍 Enriching exploration with exciting and stimulating provision
- 🔍 Nurturing self-esteem with affirming care



## **Welcome to Littleton Explorers Nursery.**

Our school and nursery are underpinned by our Christian ethos and our core values:

- **Care for Ourselves**
- **Care for Each Other**
- **Care for our World**
- **Through our love of God**

We are a nurturing nursery and school community, with high aspirations for all our children, both academically and pastorally. We place great emphasis on learning through play, inside and outside. We believe that this gives each child the best start, for successful life-long learning.

By providing learning through rich exploratory play, with the support of skilled and caring staff we develop our children's capacity to:

- **Be resilient**
- **Be thoughtful and caring**
- **Have a positive self-image**
- **Be critical thinkers and positive problem solvers**
- **Care for their world**
- **Understand that learning is a lifelong journey**
- **Be creative and reflective learners**
- **Make a positive difference in the world**
- **Enjoy learning!**

Littleton Explorers Nursery is a part of Littleton infant School; a small school with three classes and a nursery set in the heart of the Littleton Community. We provide education for children from rising three to seven years old.

As a small school and nursery we are able to nurture and develop each child as a unique individual and build strong relationships with parents and carers.

I hope you find this brochure helpful and informative. If you have any more questions, or would like to book a tour, please call the school office on 01932 563271 or email [info@littleton.surrey.sch.uk](mailto:info@littleton.surrey.sch.uk)

## OUR FACILITIES



**Spacious school facilities**

Our variety of inside and outside areas provide children with an exciting and stimulating nursery where they can be focused and determined, creative and explorative while being physically active.

While our children enjoy exploratory learning through play, inside and outside, that is supported by skilled and nurturing support, they are growing in their self-esteem, confidence, resilience, learning capacity, enthusiasm and emotional well-being.

The nursery children benefit from access to the schools' spacious facilities while feeling safe and secure in their own self-enclosed nursery areas. Our nursery staff benefit from having access to excellent professional development opportunities because they are part of our school community. This enables our provision and expertise to be continually improving, as we strive for excellence, in all that we do.



**Nursery Classroom**

The nursery has a separate and secure entrance. It is light and airy and set out for unrestricted explorative play. Many of our play and learning resources are made from natural materials to enhance the children's sensory play and exploration of nature, while stimulating their natural curiosity.



**The cloakroom**

The cloakroom is adjacent to the nursery room so that children can use the toilet, wash their hands and access their belongings easily. Children can use the facilities independently as soon as they are ready to and while they grow in this, they will be given all the support that they need.



**The outside classroom**

The secure outside classroom is accessible from the nursery room. The children can move freely between the inside and outside; the outside space an extension of the nursery room offering the same rich and stimulating play.



**The spacious school hall**

Our large spacious school hall is available for the children to use for music and movement; this is especially beneficial to the children on rainy days.



**The school playground**

As part of the session children get to enjoy the school playground for moving in bigger ways. In the playground the children will access our bikes, balls, trim trail and large play equipment, increasing their opportunity to develop their core balance and coordination. The children enjoy having exclusive time in the playground whilst the older children are in their classrooms.



**The mini woodland and Forest School**

**MINI WOODLAND** The children have the enriching benefit of connecting with nature through exploring trees, shrubs and bugs.

**FOREST SCHOOL** We also have a fully qualified Forest School Teacher who leads our Forest School sessions. There may be a small cost attached to this session in order to provide additional staff.

## MEET OUR TEAM

At Littleton Explorers Nursery, we immerse children in a rich and stimulating world of fun, nurturing care and quality learning through play. With cutting edge leadership, and a highly trained and committed team, we provide a safe and secure space for children to be in charge of their learning through exploration, questioning, taking risks, working through challenges and developing resilience.

Our passion is to resource and empower each child's growth to the highest professional standards. Ensuring that they flourish as resilient and enthusiastic life-long learners who are equipped for life in the 21<sup>st</sup> century.



### Mrs Barton (Head Teacher)

I am proud and privileged to be the Head Teacher of Littleton CE Infant School; my vision for Littleton is to create an Early Years Centre of Excellence for the community that we serve. I have been involved in education all my working life. My core business and passion is ensuring that all the children in our care are safe, happy and are the very best learners that they can be.

Prior to Headship here at Littleton, I was a Senior Leader in a Surrey primary school. In 2011 I was nominated by a parent for a national teaching award, and won Teacher of the Year, in a Primary School for London and the South East. I currently support several schools within the London Diocese, with the development of their teaching, learning and leadership.

### Miss Lunney

I have been teaching in Early Years for over seven years, teaching in both nursery and reception in management and senior roles. I am passionate about Early Years and the impact that a child's Early Years experiences has upon their life-long learning. I feel very privileged to have joined the team here at Littleton and I look forward to supporting the children to become empowered learners within the schools 'Learning to Learn' culture.



### Mrs Lissenden

I have many years' experience working with nursery aged children through both working in a nursery setting and childminding independently. I am excited to have joined the team here at Littleton, and am passionate about supporting the children, whilst encouraging their independence.

# OUR SESSION TIMES

## OPTION 1

Monday: Drop off from 8.45am – 8.55am – Pick up from 2.50pm – 3.00pm

Tuesday: Drop off from 8.45am – 8.55am – Pick up from 2.50pm – 3.00pm

Wednesday: Drop off from 8.45am – 8.55am – Pick up from 11.35am – 11.45am

## OPTION 2

Wednesday: 12.10pm – Pick up from 2.50pm – 3.00pm

Thursday: Drop off from 8.45am – 8.55am – Pick up from 2.50pm – 3.00pm

Friday: Drop off from 8.45am – 8.55am – Pick up from 2.50pm – 3.00pm

## **Funded Sessions – 15 hours and 30 hours childcare (38 weeks term time)**

We provide fifteen hours per week of fully funded sessions for children the term after they turn three. The fifteen hours are made available in two and a half day blocks as detailed above. When applying for your child's place you will be asked to indicate which sessions you prefer (see application form at the end of the pack) and every effort will be made to give you your preferred sessions. You do not need to apply for funding because the nursery will apply on your child's behalf.

We can also offer 30 hours funding for children that are eligible providing spaces are available. You can find out more information about the 30 hours funded childcare by visiting <http://www.surreycc.gov.uk/30hourschildcare>.

We also provide limited spaces for 2 year olds (FEET funded). Please follow the link for more information <https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/free-early-education-for-2-year-olds-feet>

## **Additional Sessions**

Whilst your child receives fifteen hours funded sessions you are also very welcome to pay for additional sessions. This can be on an ad-hoc basis or to increase your child's regular weekly attendance; we will always do our best to accommodate your requirements subject to session availability. Additional sessions will be chargeable, according to our session fees (please see below).

## **Fee Paying Sessions**

We accept children that are 'rising 3's'. (*The definition of a 'rising 3' is that they will have their third birthday within the first term of being at Littleton Explorers.*) Your child is very welcome to start with us in the term that they will turn three however these sessions will be chargeable according to our session fees and depending if spaces are available.

## **Nursery Fees**

Our fees are £6.50 per hour and payment information will be provided with your registration information. Payment must be made in advance.

Littleton Explorers accept Childcare Vouchers from providers who register with our nursery. It should be noted that each provider has a separate registration process.

## FREQUENTLY ASKED QUESTIONS

Questions to consider before registering your child

### Q. Do I have to live in the catchment area to place my child in Littleton Explorers Nursery?

A. We are very happy to welcome children from the wider community however, whenever the nursery is full, we will apply the stages of our admissions policy to allocating places from the waiting list. Please see the admissions policy on our school website <http://www.littleton.surrey.sch.uk/parentscarers/school-policies/>

### Q. Do I have to attend church to place my child in Littleton Explorers Nursery?

A. No. Our vision is to serve families in our community, regardless of church attendance or chosen faith.

### Q. Is the nursery a feeder into the school?

A. No. Attending Littleton Explorers Nursery does not require that you send your child to Littleton Infant School, nor does it guarantee a place at Littleton Infant School. However, if you are considering Littleton Infant School as one of your school choices, attending our nursery would give your child a seamless transition from nursery to school. As a learning community we are passionately investing in our children's emotional wellbeing as a foundation for life-long learning; we believe this will greatly benefit our nursery children whichever school they go on to attend.

### Q. Is the nursery formerly academic because it is part of a school?

A. No. We provide high quality learning through fun exploration that is play based. Our nursery team nurture and engage with the children in their play to enrich their learning potential.

### Q. Should my child be potty trained before starting nursery?

A. No. We fully appreciate that each child develops individually. We will work in partnership with you to help your child work towards independence with their toileting, at their own pace.

### Q. How do I arrange a tour?

A. We would love to welcome you to our nursery and we believe the best way for you to experience our excellent provision, and ask your questions, is to come and meet us. Call the office on 01932 563271 or email us at [info@littleton.surrey.sch.uk](mailto:info@littleton.surrey.sch.uk) to book your tour.

### Q. How do I register my child to attend Littleton Explorers Nursery?

A. In this brochure you will find an application form, simply fill it in and return it to the school office. Mrs Hewett, our Office Manager, will contact you to confirm your child's sessions and start date, or place your child on the waiting list. Confirmation of the place will be in writing; either by email or post; we do not charge any registration fees.

### Q. Can I place my child's name on your waiting list?

A. Yes. We do operate a waiting list and you may add your child's name however, the waiting list may be subject to our admissions criteria under the circumstances outlined below:

- If we are full
- If we cannot offer you the sessions that you require
- If you are applying well in advance of your child's start date.

### Q. Will my child be eligible for a funded nursery place?

A. Every child is eligible for fifteen hours funded sessions from the term after they turn three. The nursery will apply for funding on your child's behalf.

If spaces are available your child can be considered for a place if they are eligible for 30 hours funded childcare. You can find out more information on the 30 hours childcare funding by visiting <http://www.surreycc.gov.uk/30hourschildcare>

## Questions to Consider Before Your Child's First Day...

### Q. What is your settling in process?

A. Our settling in process is flexible and we work in partnership with you to understand the needs of your child. We are committed to working with you to ensure that your child has the happiest start possible at our nursery. To aid this process we follow these steps:

1. At about two weeks before your child's start date we invite you and your child to join one of our nursery sessions without any charge. We recommend that this first visit lasts no longer than an hour. **There may not be much opportunity for discussion as the staff will be focusing on the children in their care** however your child will benefit from spending time in the nursery, experiencing what a session is like, being with the other children and meeting the staff under your supervision. **We would ask that you do not bring siblings to this play session so that you can fully support your child in their first visit to their new nursery.**
2. Then, also within these 2 weeks, we will invite you to a meeting with our nursery teacher where you can ask any questions you may have. Together we will create an 'all about me' profile, gathering lots of information about your child, so that we can support them while settling into the nursery. A copy of this plan will be sent to you.

### Some of the questions that we will ask are:

- What is your child's prior experience of childcare or nursery?
  - How is your child soothed and calmed at home?
  - What are your child's favourite toys and play activities?
  - Does your child have any special key words or nicknames?
  - Does your child have any additional needs?
  - Does your child have any allergies or medical needs?
3. We will also send home with you a photo booklet of a typical nursery session that you can share with you child to prepare them for their first day. In the lead up to your child's first day, if you have any questions, additional comments or concerns please contact us without hesitation. We are here to work with you to give your child a smooth transition.

4. In preparation for child's first session the nursery team will put into place all that was discussed in your meeting for example; favourite play activities. We will be ready to greet you and your child with a warm smile and if your child is upset saying goodbye you are very welcome to stay to support them settling in; you can leave your child when you feel that they are ready. In your child's settling in period we will work closely with you to ensure that your child is happy and independent at our nursery.

### **Q. What will my child's first day be like?**

**A.** Each child receives a warm welcome. They settle into the session by hanging their photo and name on our Registration Tree and hanging up their coat and bag then it's straight into play-time, both inside and outside. Mid-session the children have a play time in our bigger playground or school hall (depending on the weather) and then they return for a snack followed by another session exploring through play; both inside and outside. Before lunch-time or home-time the session will end with group time for songs and stories.

Play-times are rich with exploratory learning through play, supported by skilled and nurturing learning support, with a strong focus on the development of social skills, language and communication.

### **Q. What will my child need to take to nursery?**

**A.** Outside wear, suitable for the day's weather.

A change of clothes, in a back pack.

A bottle of water in a clearly named and child friendly bottle (NO JUICE PLEASE).

A healthy packed lunch, if your child is staying for lunch.

**Please ensure all items are clearly labelled with your child's name.**

### **Q. What are the arrangements for food and drink?**

**A.** Your child's water bottle will be available for your child throughout the session and your child will have a healthy mid-morning snack (free fruit is provided by the government.) If your child is here for lunch they will sit down with the adults and share lunch together either in the nursery room or school hall. Your child can also receive free milk. You will need to register on [www.coolmilk.com](http://www.coolmilk.com) for your child to be provided with milk.

### **Q. What if my child has dietary requirements?**

**A.** We will cater for your child's dietary requirements.

If your child has a serious food allergy and is epi-pen reliant, **we must know this at the point at which you accept your child's place in the nursery.** you will be asked to attend an additional meeting with Mrs Hewett (our Office Manager) who is responsible for overseeing the Care Plans for children with medical conditions.

### **Q. What if my child has additional educational needs?**

**A.** Mrs Barton (the Head teacher) is our nursery and school SENDCO (Special Education Needs and Disability Coordinator). When registering your child for a place at our nursery please let us know that your child has additional educational needs and you will be invited to a meeting with Mrs Barton to discuss their needs and plan their support.

## Questions to consider after your child has started at Littleton Explorers Nursery

### Q. Can I come into the nursery with my child?

A. You are very welcome to support your child settling into the session. If your child is finding it hard to say good-bye, or you feel they need you to stay longer than normal, have a chat with the nursery teacher and agree the right way forward for your child. This may be particularly needed when the nursery is new to your child, or if they have been unsettled by a personal event.

### Q. What will happen if my child is upset saying good-bye to me?

A. As stated above we will work together to agree how long you stay with your child. When it is right to say good-bye to your child we will support your child by engaging with them in their favourite play activity as a distraction.

We will offer your child emotional and play support until they are happy and settled. If, after you have left your child cannot be settled or calmed, we will call you to discuss the best way forward for your child.

We will also work with you to identify any further support that can be offered to your child, for example, a comforter toy or blanket.

### Q. What happens if I am late collecting my child?

A. If you are going to be late collecting your child please call us. We will explain to your child what is happening and keep your child in the nursery for 10 minutes after which they will be escorted to our safe and secure school reception and continue waiting for you there. We will support your child to minimise any distress experienced while waiting to be collected (see our non-collection policy on the school website for further details.)

### Q. Can I bring medication for my child to the nursery?

A. Yes, if your child is well enough to attend nursery but requires on-going prescribed medication, we will administer the medication as per the prescription (see our medication policy.) You will need to complete a consent form for the administration of medicines which are held by Mrs Hewett in the school office.

### Q. What happens if my child is unwell?

A. If your child is too unwell to enjoy the session or is infectious please keep them home where they can rest and so that the infection is not spread, and please call the school office to let us know (see our Sickness, exclusion and attendance policy below.) If your child becomes unwell at nursery we will call you to collect your child. While your child is waiting to be collected they will be cared for in our comfortable medical room (adjacent to the school office) with toys and books.

### Q. How do I find out about my child's day at nursery?

A. On your child's first day they will come home with a photograph celebrating their first day. At the end of each day some key information about the session will be displayed for you to read and at the end of each week you will receive a Littleton Explorers Learning Letter sharing the weeks highlights along with photos.

### **Q. How do I ask questions as they arise?**

**A.** The nursery team are always happy to provide verbal feed-back and answer your questions however you may need to wait until all children have been welcomed or sent home as the nursery staff will need to focus on the children who are transitioning. If you have any questions or concerns that cannot be discussed in this way please speak to the teacher to arrange a meeting where you can take more time together.

We have an open-door policy that we are fully committed to. We are here to work with you to provide the very best care and learning for your child so please be assured that you can speak to us, raise any concerns and ask any questions that you have regarding your child.

If you have a complaint we are very happy to hear your complaint and will work with you to find the best solution (please see our Complaints Policy on the Littleton School website.)

# POLICIES

We are fully committed to all our children's well-being. Our policies guide our practice to ensure that every child's welfare is paramount at our school and nursery, in all that we do.

Below are introductions to our policies. To read the full versions of our policies visit <http://www.littleton.surrey.sch.uk/parentscarers/school-policies/>

## Child Protection and Safeguarding Policy

It is the duty of Littleton C of E Infant School to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm. We endeavor to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities. For further information, please see our safe guarding and child-protection policy and our safe guarding and DBS policy.

## Special Educational Needs

We believe in the power of Early Intervention and engage fully with parents to ensure that there is a joint partnership to improve the outcomes for all our children. We offer pastoral support and signposting to outside agencies. For further information, please see our SEN Policy and SEND Question response form on the school website.

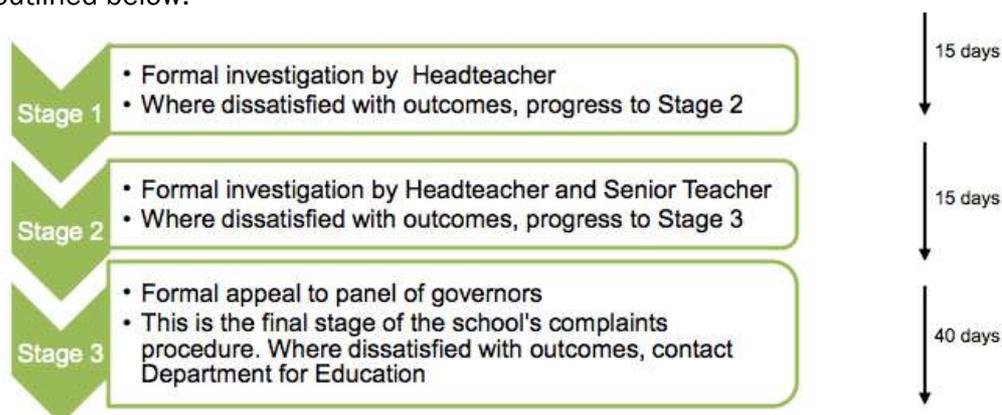
## Complaints, Comments and Suggestions

The majority of concerns can be resolved without needing to resort to the procedures. Where you have a concern about any aspect of the nursery or your child's education or wellbeing, raise this with your child's teacher via telephone, email or in person. He/she may be able to address your concerns straight away, or arrange a meeting with you to discuss the issue. All concerns will be dealt with confidentially, although the staff member may need to take notes, if they feel that the matter may need to be taken further or it may arise again in the future.

Littleton C of E Infant School is committed to providing the best education possible for all our pupils in an open and transparent environment. We welcome any feedback that we receive from parents, pupils and third parties, and accept that not all of this will be positive. Where concerns are raised, the school intends for these to be dealt with:

- Fairly
- Openly
- Promptly
- Without Prejudice

Littleton C of E Infant School operates a three stage formal complaints procedure, outlined below.



If you need to raise an issue, in the first instance, please do so with the relevant member of staff who will be happy to talk to you and seek to establish a solution. If you are not satisfied with this response and believe the issue has not been resolved, please For further information, please see our Complaints Policy.

### Sickness, Exclusion and Attendance

If your child is unwell or infectious, please keep them home and notify the school office. As a guide, if your child has the following, please keep them home...

- High temperature.
- Coloured mucus running from their nose, as this may be an infection, rather than just a runny nose.
- Conjunctivitis, as it is highly contagious (children may attend nursery once they have begun their course of antibiotic cream.)
- Diarrhoea or vomiting, please keep your child home until a full 48 hours have passed since the last episode.

If your child is unwell or infectious, please keep them at home until they are well enough to enjoy the session and are no longer contagious. If you are unsure, call the school office for further advice before sending your child into nursery.

For further information, please see our Administration of Medicines and First Aid/Supporting Children with a medical condition Policy on the school website.

### Administration of Medicines

We will administer medication for your child in the following circumstances:

- When it would be detrimental to a child's health or school attendance not to do so.
- If a child is well enough to attend school and they need prescribed medication during the school day, then this must be taken into the front office.
- Parents will be asked to fill out a Medication request form to give permission for a member of staff to administer.
- Littleton will only accept medicines that have been prescribed by an authorised prescriber and are labelled in the original container, as dispensed by a pharmacist.
- The medicine will be stored in the fridge or medical cupboard in the front office.
- The medicine will be administered by a member of staff at the time indicated and this will be recorded in the medical folder in the front office.
- Parents are responsible for medicines brought into school and are asked to collect at the end of the school day.
- Medicines that are prescribed three times a day can be given to the pupils at home, before school, after school and in the evening.

For further information, regarding this policy, including long term medication and medical care please see our Administration of Medicines and First Aid/Supporting Children with a medical condition Policy.

## Healthy Eating

We recognise the importance and impact of nutrition upon children's ability to engage and learn in nursery, along with the long-term implications on their health and well-being. We therefore have a policy of healthy eating and drinking at Littleton Nursery and Infant school. As part of this policy we ask parents and carers to provide children with a drinking bottle filled with water for every session.

We provide healthy snacks and ask parents and carers to provide healthy lunches, when children are having lunch with us.

Wherever packed lunches are provided, we ask for the inclusion of the following.

- Non-fizzy, low sugar drinks.
- Healthy varieties of foods from the individual food groups: carbohydrates, healthy proteins, fruits and vegetables. We also ask parents and carers to exclude sugary treats and chocolate.

Research has recently confirmed the health risks of consuming red and processed meats. The advice is to reduce the amount of red meat consumed to no more than 500g per week (adults, so less for children) and to avoid processed meats like ham, bacon and salami as much as possible.

As part of our healthy eating policy, we ask you to bear this in mind when packing your child's lunch box.

## Non-collection Policy

If you are late collecting your child and we have not heard from the main contact person. We will contact all additional persons identified on the contact list. We will care for the child in the nursery for 10 minutes, then the child will be escorted to our safe and secure the school reception.

If the child has not been collected within one hour and we have not had any contact regarding collection and the school has phoned all the contacts on your contact list provided and not received a reply, then we will contact children's services for further guidance.

For further information, please see our Non-Collection of Pupils Policy.

We hope you have found our nursery brochure helpful. If you would like to know more, please call the school office on **01932 563271** or email us at **info@littleton.surrey.sch.uk** to ask your questions, or to book a tour.

# ADMISSIONS

## Admission Policy and registration form

Please find enclosed our application form (you can also download the form from our website). <http://www.littleton.surrey.sch.uk/littleton-nursery/>

We will always do our best to give you your desired sessions, but when we are full, we will apply the following application criteria.

1. Looked after (children in Public Care), and previously looked after children will have first priority for admission. Looked after and previously looked after children will be considered to be: - Children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989 (a), e.g. fostered or living in a children's home, at the time an application for a school is made, and - Children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
2. Second priority will be given to children who at the time of entry will have siblings at the school. By siblings we mean a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living at the same address.
3. Third priority will be given to children of families who live in the Parish of Littleton and who have worshipped together at St Mary Magdalene Church at least once a month for the past year (as vouched for by the Priest-in-Charge).
4. Fourth priority will be given to children who live in the Parish of Littleton, Charlton and Ashford Common (South of the A308, but are not covered by 1. to 3. above. A map is available in the School Office.
5. Fifth priority will be given to children of families who are members of St Mary Magdalene Church but who do not live in the Parish of Littleton, Charlton and Ashford Common. Parents and children must have worshipped at St Mary Magdalene Church at least once a month for the past year (as vouched for by the Priest-in-Charge).
6. Sixth priority will be given to children of families who attend another Christian denomination Church (as defined by the Council of Churches for Britain and Ireland and the Evangelical Alliance. Parents and children must have worshipped at this church at least once a month for the past year (as vouched for by the Priest-in-Charge).
7. Seventh priority will be given to any other children. It must be noted that children with an EHCP (Education and Health Care Plan) which names the school have automatic right of entry to the school, without regard to the above criteria. In the case of multiple births, governors will admit the second twin where the first one is 30th on the admission list and the third triplet where one is outside of the admission figure.



**APPLICATION FORM**

Child's Details		
Child's Forename:		Child's Surname :
Date of Birth:		Male/Female
Parent/Carer Details		
Title:	Forename:	Surname:
Address:		
Relationship to child:		Parental Responsibility: Yes/No
Email:		Contact number:

Preferences - Every child is entitled to 15 hours funding on the term after their third birthday	
We have two options available below, please tick which Option you would prefer	
<b>Option 1: 15 hours</b> <input type="checkbox"/>	<b>Option 2: 15 hours</b> <input type="checkbox"/>
Monday: 8.55am – 3.00pm (6 hrs & 5 mins)	Wednesday: 12.10pm – 3.00pm (2 hrs & 50 mins)
Tuesday: 8.55am – 3.00pm (6 hrs & 5 mins)	Thursday: 8.55am – 3.00pm (6 hrs & 5 mins)
Wednesday: 8.55am – 11.45 am (2 hrs & 50 mins)	Friday: 8.55am – 3.00pm (6 hrs & 5 mins)
Would you like to be considered for a +15 hour place (30 hours funded childcare)?  To find out more about eligibility visit <a href="http://www.surreycc.gov.uk/30hourschildcare">http://www.surreycc.gov.uk/30hourschildcare</a>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please note if you would like to be considered for a +15 hour full time place you will need to confirm eligibility with us every 3 months or you place will be withdrawn or charged (£6.50 per hour) after the grace period. Please sign to confirm that you have read and understood these terms.	
<b>Parent signed</b> .....	

Additional Information	
<p>Does your child have sibling/siblings attending Littleton Infant school or Explorers nursery?</p> <p>If yes then please provide name of child:</p>	Yes/No
<p>Does your child receive Disability Allowance or have a current Education and Health Care Plan (EHCP)?</p> <p>If yes then please provide further details:</p>	Yes/No
<p>Does your child qualify for Free Early Education for Two Year Olds (FEET)?</p> <p>If yes then please provide evidence from the Local Authority</p>	Yes/No
<p>Is the child applying looked after or previously looked after or have been adopted or made subject to a child arrangement order or special guardianship order?</p> <p>If yes then please provide further details:</p>	Yes/No
<p>Does your child qualify for +15 hours childcare?</p> <p>If yes then please provide below your eligibility code and the applying parents National Insurance number (we need this information to verify the code with the local authority). Please note without verification we will not be able to secure a place for extended hours.</p> <p><b>Eligibility Code:</b>.....<b>Name of parent applied:</b>.....</p> <p><b>National Insurance number of parent</b>.....</p> <p><i>I understand that the information I give will be held electronically. I agree that Surrey County Council can use this information and that it will be checked with the appropriate government departments (HMRC, DWP and Home Office) as allowed by law, to confirm my eligibility for 30 Hours Free Childcare. I accept that my childcare provider will be informed of the result of my check, details contained within my Childcare Choices application for 30 Hours Free Childcare and any change in entitlement status. It will not be used for any other purpose.</i></p> <p><b>Signature of Parent/legal guardian</b>.....</p>	Yes/No
<p><b>Data Protection Act 1998.</b> Surrey County Council (the 'Council') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information available to the Council ('your information'). In accordance with the Data Protection Act 1998, the Council will use your information, for the purpose of providing support to children, to (a) deal with your requests and administer its departmental functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with appropriate departments and agencies in accordance with Multi Agency Information Sharing Protocol (MAISP). Further details including a copy of the MAISP can be found at <a href="http://www.surreycc.gov.uk">www.surreycc.gov.uk</a>. If you would like to apply for access to the information we hold about you please send a written request to: Finance &amp; Practice Team, Family Support Service, Surrey County Council, Fairmount House, Bull Hill, Leatherhead, Surrey KT22 7AH.</p>	
<p>Are you applying under criteria 3, 5 or 6 of our Admissions Policy (worship at a church)?</p> <p>If yes then please complete the Supplementary Form in this application pack</p>	Yes/No
<p>Does your child attend another nursery setting at the moment?</p> <p>If yes please provide..... the name of setting:</p>	Yes/No

**Please tell us how you heard about Explorers Nursery?**

Word of mouth / Child attending Littleton / Banner / School website / Google search / Facebook / other.....

**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and if any information I have given proves to be inaccurate that the governors may withdraw any offer of a place even if the child has already started nursery.**

**This application form does not guarantee a nursery place.**

Signed.....

Date.....

**Checklist:**

**Please make sure you enclose:**

- 1. Nursery Application Form (NAF)**
- 2. Nursery Supplementary Admission Form (criteria 3, 5 or 6)**
- 3. Proof of Residence: A current utility bill AND one of the following:**
  - Council tax demand notice for the current year
  - Tenancy agreement from a private letting agency for a minimum period of 12 months
  - Letter from Social Services or Housing Department confirming placement at your address
  - Child benefit notification letter
  - Letter from National Asylum Support Services
- 4. Copy of your child's birth certificate**
- 5. Any Evidence of any Educational Health Care Plan (EHCP) where applicable**
- 6. Any confirmation of FEET funding if necessary**



**SUPPLEMENTARY ADMISSIONS FORM**

<b>Please complete this form in addition to the Nursery Admission Form (NAF) if you are applying under criteria 3, 5, 6 of our admissions policy</b>	
Childs Forename(s):	Childs Surname(s):
Date of Birth:	Male/Female:

<b>Parent/Carer Information</b>		
Title:	Forename(s):	Surname(s):
Address:		
Relationship to child:		Parental Responsibility : Yes/No
Daytime Contact No:		Email:

<b>Please tick the box to indicate which applies to you if you are applying under criteria 3, 5 or 6 of our admissions policy</b>	
3. Third priority will be given to children of families who live in the Parish of Littleton and who have worshipped together at St Mary Magdalene Church at least once a month for the past year (as vouched for by the Priest-in-Charge).	<input type="checkbox"/>
5. Fifth priority will be given to children of families who are members of St Mary Magdalene Church but who do not live in the Parish of Littleton, Charlton and Ashford Common. Parents and children must have worshipped at St Mary Magdalene Church at least once a month for the past year (as vouched for by the Priest-in-Charge).	<input type="checkbox"/>
6. Sixth priority will be given to children of families who attend another Christian denomination Church (as defined by the Council of Churches for Britain and Ireland and the Evangelical Alliance. Parents and children must have worshipped at this church at least once a month for the past year (as vouched for by the Priest-in-Charge).	<input type="checkbox"/>

Name of Church/Place of Worship:
Address of Church/Place of Worship:
Name of Priest/Minister:

<b>The section below is to be completed by the Parish Priest/Minister of your place of worship.</b>	
Name of Priest/Minister (block capitals):	
<i>I can confirm that the family of the child above has worshipped together at the Church/Place of Worship stated above at least once a month for the past 12 months.</i>	
Signature of Priest/Minister in charge:	Date:

<b>Parent Declaration</b>	
<i>I have read the Littleton C of E Nursery Admission Policy and wish to apply under the criteria stated. I can confirm that all information provided is true.</i>	
Parent Signature:	Date:



**Please return to:  
Littleton C of E Infant School, Rectory Close, Shepperton, Middlesex, TW17 OQE**