



Little Wagtails Prospectus

Hedgehog and Badger classes for children 3 months to 3 years old



Introduction

Little Wagtails was formed in September 2019 when Little Acorns, a charity run pre-school nursery located in the school grounds, amalgamated with Croftlands Infant and Nursery School to create governor led childcare for 3 years and under within the main school building. Our school is situated in the market town of Ulverston on the edge of the Lake District National Park. In our most recent inspections, our school was rated Good by Ofsted in 2024 and our Baby Room rated Good in 2022.

We understand that choosing a nursery for your child is one of the most important decisions you will ever make. Our ethos is to provide a safe and friendly environment for you and your child with the opportunity to learn through play, within OFSTED guidelines. At Croftlands Infant and Nursery School – Little Wagtails, every child counts!

Our Hedgehog class for children aged 3 months to 2 years can accommodate 12 children in any one session. Our Badger class for children aged 2-3 years can accommodate 20-24 children in any one session, numbers can vary due to the mixed child:adult ratio.

Breakfast, morning snack and afternoon snack are included in our session prices. Lunches are not provided, a child may bring a healthy packed lunch from home, or hot meals and sandwiches can be ordered from our school kitchen for a charge. Parents are required to provide nappies, wipes and any toiletries (nappy cream, sun cream etc) for their children.

There is no Parent parking at our school. The main car park is for staff only unless you have a blue disability badge. If the car park barrier is raised you may use the car park for early morning drop off before 8am, and late afternoon pick up after 4.30pm. There are parking restrictions directly outside the school, these are in place for the safety of children, parents and the general public and we ask these restrictions are respected. We have a lovely crossing patrol to help you cross the busy roads directly outside school.

We hope that you find the information in this prospectus useful. Please contact us to arrange a visit to enable you to see for yourself the high quality of care we provide. You are welcome to attend at any time of day to see the nursery classes fully operational but request you contact us in advance so that we can ensure a member of staff is available to show you around and answer any questions you may have.

Croftlands Infant and Nursery School
Oakwood Drive

Ulverston, LA12 9JU

Telephone 01229 586565

e-mail – admin@croftlandsinf.cumbria.sch.uk

all the team in Badgers!

...VERY MUCH

Thank you for looking after our little [REDACTED] she has settled so well in such a short time with you all, something that didn't happen at all in her previous setting. Being with you has given her structure and a distraction from some difficult + disruptive times at home.

Thanks again

An enormous thank you to all the Badgers staff who have looked after [REDACTED] during her time with you. She has loved nursery and me has always been so happy to go in. Thank you for making her feel safe and happy.

Thank you

Thankyou ALL for looking after me over this last year and helping me become the happy little boy I am now!!

To

ALL YOU LOVELY LADIES WHO CARED FOR, ENTERTAINED, EDUCATED, WIPED BUMS FOR AND PROVIDED AN AMAZING ENVIRONMENT FOR [REDACTED] TO THRIVE!

Thank you very much

WE ARE SO VERY GRATEFUL AND CANNOT THANK YOU ENOUGH!

Thank you so much for everything you have done for [REDACTED]. He has developed so much, especially recently. We think that coming to nursery has been the making of him - he loves it. You all work so hard and we really appreciate all your efforts and the way you clearly care about the children.

To

All the Badger staff.

Thank you for all your efforts with [REDACTED]

You're all so kind, caring, patient and compassionate towards [REDACTED] and he will without a doubt MISS you all!

Thank you so much for the care you have shown to [REDACTED] during her time in Badgers. She has loved it! She was so excited to go back when you reopened - it shows what a brilliant room you have. I am really emotional about her leaving your care!

I asked [REDACTED] what she liked about you; she said

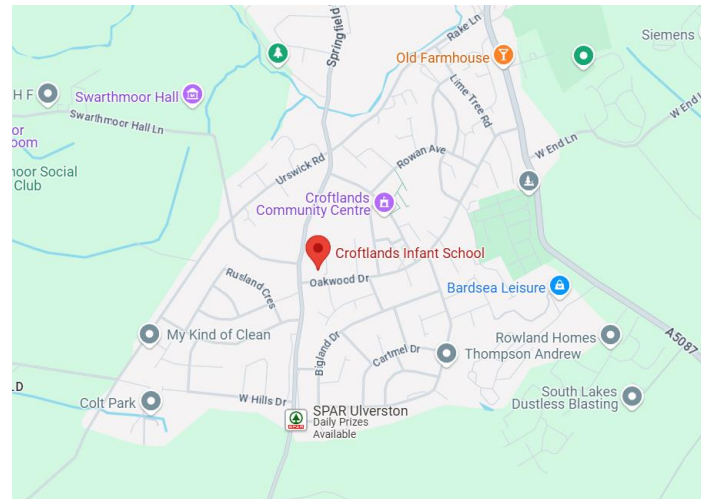
"Shona is really kind, Esther is funny, Jess is great! Jeannette is really nice and Steph is a superstar!"

She also wants to know if you will miss her when she's in Owls, and hopes she'll see you in the playground.

Ulverston

Ulverston is a small market town with a population of approximately 12'000. There is a selection of businesses from the local post office, doctors, dentists, cafes, public houses and a variety of retail shops. There are churches and community centres that hold regular community events for all ages. The town holds numerous festivals bringing the community together throughout the year celebrating arts and music amongst other things. These include a Lantern parade and a Dickensian Christmas festival.

Croftlands Infant and Nursery School is situated outside the town centre on the popular Croftlands housing estate with excellent bus links and the train station approximately 1 mile away.



Opening Hours

Monday to Thursday 7.30am - 5pm
Friday 7.30am - 3pm
50 weeks of the year

Closed bank holidays and for the period between Christmas and New Year (usually 2 full weeks).

Your child may attend at any time throughout their designated session; however, fees are based on the sessions stated above.

Please note:

Late collection fees may apply if collected after their session time has ended.

Our sessions are:

Breakfast session.....7.30am - 9am
Morning session.....9am - 12pm
Afternoon session.....12pm - 3pm
Late session.....3pm - 5pm

EYFS (Early Years Foundation Stage)

The Early Years Foundation stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted registered early years providers must follow the EYFS.

The EYFS framework supports an integrated approach to early learning and care. It gives professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children. As well as being the core document for all professionals working in the foundation years, the EYFS framework ensures you as their Parent/Carer have confidence that regardless of where you choose for your child's early education, you can be assured that the same statutory commitments and principals will underpin your child's learning and development experience.

At Little Wagtails, we understand the importance of giving your child the best start to their development and education and therefore promote parent/carers as partners at every step along the way. During the induction period, we will ask for you to complete an All About Me booklet providing relevant information about their development stage, this will give us a baseline to work from in the early stages.

We continuously work alongside Parents/Carers and request for up to date care plans to again ensure, as much as possible, each child is learning at the same rate both in nursery and their home life. We operate Family, an online secure platform with a development journal which continues to build up the link in sharing information with yourself and Little Wagtails.

The Early Years Foundation Stage

We use the EYFS in all aspects within the nursery from planning, room layouts and areas. The EYFS helps us build the foundations of children's learning. With the guidance set out by the government we ensure that we provide every child with an environment in which they can thrive both inside and out.

The EYFS has 4 themes which are:

- A unique child
- Positive relationships
- Enabling environments
- Learning and Development

The unique child reaches out to relate people and things through the Characteristics of Effective Learning.

- Playing and Exploring
- Active Learning
- Creating and Critical Thinking.

The Areas of Learning and Development are then divided into 7 areas, with 3 prime areas which are key to children's further development. These are:

- Personal, Social and Emotional development.
- Communication and Language.
- Physical development.

The 4 specific areas are introduced once a child has developed the skills needed within the prime areas, these are:

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

Children from birth to 2 years focus strongly on the prime areas, moving onto the specific areas once a firm understanding of these has been achieved.

We value your role as Parent/Carer and strive to ensure you feel involved whilst your child is here with us at nursery. We ask that you tell us about exciting things that you are doing or holidays that you are going on so that we can share the excitement with your child. You can do this via your Family account, email or bringing in pictures to share.



PLANNING

We use the aspects of each area of development in the EYFS to help us track each child's progress in addition to supporting us in planning and providing a variety of activities to enable children to learn, achieve goals, progress further and reach their full potential.

The aspects for each area are:

Personal, Social and Emotional – Making relationships / Self-confidence and self-awareness / Managing feelings and behaviour.

Communication and Language – Listening and attention / Understanding / Speaking.

Physical Development – Moving and Handling / Health and self-care.

Literacy – Reading / Writing.

Mathematics – Shape, space and measure / Numbers.

Understanding the World – Technology / The world / People and communities

Expressive arts and design – Media and materials / Being imaginative.

We use the EYFS to ensure that we can plan for your child's next steps and developmental goals. Each room displays their planning, Parents/Carers can request to see this at any time and we include such information via observations and assessments uploaded to development journals on Family.

Our long term planning is captured through continuous provision, how our staff, resources and the environment can meet the needs of each child. Our curriculum sets out what we want our children to learn whilst they are with us, and our continuous provision – those resources that are always available – is built from this.

Our short term planning is based on the child and their interests. This ensures that activities and play are introduced and enhanced to further develop each child's learning through what they enjoy doing.

HEDGEHOG CLASS CURRICULUM - <https://www.croftlandsinf.cumbria.sch.uk/Hedgehog%20Class%20Curriculum.pdf>

BADGER CLASS CURRICULUM - <https://www.croftlandsinf.cumbria.sch.uk/Badger%20Class%20Curriculum%202023%2024.pdf>



Our Rooms

Hedgehogs

Welcome to our Baby Hedgehogs room where we care for children aged from 3 months to 2 years old. The bright and spacious environment enables each individual child room to grow and develop freely.

All children have continuous access to exciting and age appropriate provision supporting each stage of development. From our ball pit to our small world , every child can explore, learn and thrive in our care.

Our Baby Hedgehogs room is self-contained with its own sleep room and changing facilities. This ensures that each child's routine is mirrored whilst in our care, which supports the transition from home into nursery. Each child's needs are carefully assessed and through working with parents/carers we ensure we always provide the best possible care for each individual child. Family is updated throughout the day with information about your child's day so you can access this whenever is convenient for you through your own app access.

We continuously review each child's needs and development, working with parents/carers through verbal hand overs, all about me documents and care plans which are reviewed regularly to ensure we can provide the best possible care.



Badgers

Welcome to our Badger room where we care for children aged from between 2 to 3 years old. This bright open plan space is perfect for children to play and explore freely with confidence. The room has its own bathroom and changing area. There is a cosy area where children can relax and enjoy exploring books in a calm corner. This area becomes the sleeping area in the afternoon for any children still needing an afternoon nap.

The children in Badgers partake in a variety of exciting activities every day linked to their interests and next steps: from growing sunflowers to role play building of airplanes and trains. Our Badger room ensures that all of the children have a stimulating and calm environment for them to learn, play and grow.

This room has free-flow access to the outdoors allowing the children to choose what and where they want to play throughout the day. We really are an outdoor nursery and enjoy observing the cause and effect of the natural environment.



Outdoors

Both the Hedgehogs and the Badgers have direct access to our secure outdoor area. The outdoor area is a natural haven for children of all ages to learn, play and explore the natural environment. Physical skills can be developed in our mud kitchen and with our large construction. Children learn to take measured risks when climbing and using steps. We grow our own flowers and vegetables. All areas of development can be embraced outdoors.

We have waterproof splash suits and spare welly boots so that we can play outdoors whatever the weather, observing the cause and effect different weather has on the environment. We have a sheltered area for our baby hedgehogs where our youngest children can play and explore safely, however they do of course have access to all of the nursery provision.

We believe that children should play outside in all weathers, therefore come rain, shine or snow you will always find us exploring outdoors.

We do, however, live in the wettest corner of our country and occasionally the conditions beat us and we may, rarely, opt not to use the whole outdoor area on a given day when we feel it is not safe to do so.



Meals

We do not provide lunches for your child, but we do have our own school kitchen where lunches are freshly prepared and cooked daily during term time. Menus are adapted to ensure that healthy and nutritional options are available to suit all dietary needs in line with government guidelines. Lunches can be ordered for your child in advance via the school hub app where you can also see the kitchen menus. If preferred children can bring in a packed lunch from home. This should be a healthy and nutritious lunch. If a Parent/Carer needs further information on ideas for a suitable packed lunch staff can provide advice and signpost you to some helpful websites. This NHS site has some lovely ideas <https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

We provide the following:

Breakfast – Variety of cereals, toast, muffins, crumpets.

Morning snack – Fresh fruit, vegetables or a healthy snack. Drink of milk or water.

Afternoon snack – Fresh fruit, vegetables or a healthy snack. Drink of water.

We ask that your child brings in a named drinks bottle to be filled with fresh water. We strongly discourage cordial and fruit squash/fruit juices. We have spare drink cups and water is always provided at snack/meal times.

We encourage all our children to sit together around the table at mealtimes. Staff model positive body language and communication during this period and encourage manners. In Badger class we use marker music – our hand washing song and our lunchtime song – to help children recognise our daily routines and learn to wash hands independently and find their own seat at the dinner table. We provide cutlery and cups depending on the age and stage of development of each child and provide opportunities for each child to meet their next steps with regards to self-help skills and feeding.



Nursery Fees

Hedgehog class

Breakfast session	7.30am - 9am	£7.50
Morning session	9am - 12pm	£15.00
Afternoon session	12pm – 3pm	£15.00
Late session	3pm – 5pm	£10.00

Badger class

Breakfast session	7.30am - 9am	£6.75
Morning session	9am – 12pm	£13.50
Afternoon session	12pm – 3pm	£13.50
Late session	3pm – 5pm	£9.00

We offer funded places to qualifying families dependent on availability. When your child enrolls in Hedgehog class a place for them is automatically reserved in Badger class for when they turn 2 years old, based on the sessions booked in Hedgehog class. There is no guarantee that we will be able to offer increased sessions or alternative sessions when they move up to the Badger class.

All fees are payable monthly, in advance. Accounts are payable by online bank transfer (account details can be found on the invoice). We accept payments via the government Tax Free Childcare scheme and Computershare childcare voucher scheme. Unless there is prior arrangement, a charge of £20 will be made to any Parent/Carer for fees outstanding for longer than 4 weeks. If fees remain unpaid after three reminder letters their child's place in Hedgehog/Badger class is at risk of being withdrawn. Any payments that are cancelled or returned from the bank will incur a £25 administration fee.

No refunds are given for sessions missed due to sickness, or where holiday allowance has been exceeded. If you expect to be late collecting your child, please notify the school as soon as possible. If notified the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at a rate of £10 per 15 minutes to cover emergency staffing and other arrangements.

In case of default on nursery payments, the school reserves the right to apply a £50 administration fee for preparation of documentation for the small claims court. The school reserves the right to change fees with one month's notice given.

TERMINATION, CANCELLATION AND CHANGES TO SESSIONS: One month's written notice will be given by us, and is required by you, for any change of sessions, termination of your agreement or known absence such as holidays. If Parents choose to leave prior to the end of their notice period, any fees paid are non-refundable. If the notified start date is changed by the Parent, we reserve the right to charge from the original start date as stated on the registration forms.

Children's clothing

At Croftlands Infant and Nursery School – Little Wagtails we promote learning and exploring through play. This can sometimes involve getting very messy or dirty. We will of course take precautionary measures to protect your child's clothing but advise against wearing anything 'special'. We provide waterproof dungarees and have spare wellies however if you would like your child to wear their own outdoor clothing you are more than welcome to bring them to nursery and we do advise this with wellies as our supply does tend to dwindle over the course of the year. Please name ALL of your child's belongings.

Come rain or shine we always enjoy our wonderful outdoor space. In the warm weather we ask that you provide your child with a named sun hat. We will ask that you provide a bottle of suncream to be kept at nursery, this will be labelled with your child's name and ensures they always have sun protection available. We ask that children arrive with suncream already applied, staff will top up during the day.

During the cold weather can you please ensure your child has a coat, hat and mittens.

Personal items

We understand that children have comforters and toys that they wish to bring into nursery. This can support your child during their transition; however, nursery is a very busy place and sometimes they may get lost or broken. Please ensure that any toys of value or very special are not brought into the setting as we cannot guarantee that they will not get lost or broken.

Your child will have a coat peg with their name and picture on to identify where they can hang their bag and coat etc. This is to teach children who want to bring in their personal items that they have a safe place to store their treasures. Where possible we try to store their special toys in their own bag and share them during circle times, however children can have their special toys at any time.

Booking your child into our nursery

When you enroll in Little Wagtails we need to know the sessions and days you wish your child to attend. If you wish to increase your child's sessions at any time, we will of course try to accommodate this as soon as possible. If the requested session is not available, your name will be put onto the waiting list. If you need to reduce or cancel any of your child's sessions, four weeks' notice is required in writing.

Settling in

At Little Wagtails we ensure each individual child has the smoothest transition into our nursery, therefore we will work with you to agree the best process for your child. The settling in period is free of charge to ensure all children are settled before their agreed start date. Children complete their settling in sessions within the month prior to their start date. In exceptional circumstances where a child is having a lot of difficulty settling, the settling period may be extended beyond the agreed start date. Before the first settling in session we must have received all completed registration forms, you will have been provided with links to our policies and procedures and we will expect you to have read and familiarised yourself with them, staff will be able to answer any questions/queries that may have arisen for you. On the first settling in session, we advise you to stay with your child and you will be asked to complete an 'All About Me' booklet for your child. From then onwards your child's key person will work with you to increase and plan the time your child spends at nursery until they are fully settled. This is a vital process in preparing your child for nursery which we feel should not be 'skipped'.

Child's personal details record

A registration form and relevant permission forms will be given to you at the very start of the booking process. A booking is not confirmed until we have received the completed and signed forms back from you. The information provided ensures that our staff know your child's individual needs and requirements, enabling us to provide the best possible care. We ask you to inform us as soon as possible of any change in your child's name, dietary details or personal contact information. This is vital for us provide the correct care for your child.

Medication

Little Wagtails has a strict policy on the administration of medication. We are happy to administer prescribed medication which is still contained inside the prescribed box and/or has the prescribed label on. It is a requirement that a medication form (paper or online Famly) is completed, acknowledged and signed by yourself and a staff member before we can administer medication. The online form on Famly may be more convenient as staff can complete this after drop off, but you must acknowledge the form before the required time of administering the medication. The medication will be given in line with our Medication Policy and the directions on the prescribed label.

Unfortunately we are unable to administer any medication that is non-prescribed with the exception of nappy creams etc.

Collection and drop off

For Safeguarding reasons, we do not invite Parents/Carers into nursery for drop off or collection. We encourage you to prepare your child on their way to nursery for a positive handover at the entrance door. Please ensure that the staff member greeting you is made aware of any messages or specific needs your child has for that day. You can also relay any messages/information to us using the Family app messaging. Your child's profile will be updated during the day with details of meals, toileting, naps etc but please be aware that nursery is a very busy environment, and updates may sometimes be added later than usual/after the event depending on staff availability.

Only Parents/Carers and named contacts on your child's personal details record will be allowed to collect your child. If for any reason the person collecting your child is not recognised by any staff member, they must provide the password recorded with your child's details. If they do not know the password your child will remain in our care until we are able to contact you to confirm the collection.

During session times the gate into the Hedgehog and Badger playground and where the main entrance is accessed will be padlocked. It is usually locked once all expected children have arrived or from 9.15am and unlocked prior to collection times at 11.45am and 2.45pm. If you arrive and the gate is padlocked, you can gain our attention through the Badger class window or use the alternative entrance to the Hedgehog class to request the gate be unlocked for you. If you arrive whilst children are using the playground you will need to get the attention of a member of staff in the playground.

Emergency contacts

We require a minimum of 2 emergency contacts to be provided on your child's personal details. The 2 named persons will be contacted if Parents/Carers are unreachable.

Late collection and insurance

Due to staffing ratios set by law and insurance, late collection fees apply. It is the law that if a child is not collected and you are not contactable after 5.15pm, the school/nursery are required to contact the local authority's children's social care team or emergency duty team. Un-notified late collection will be charged at a rate of £10 per 15 minutes to cover emergency staffing and other arrangements. If you are aware that you will be late collecting your child, please inform us as soon as possible.

Nursery/School closure

Croftlands Infant and Nursery School – Little Wagtails reserves the right to close the nursery at short notice in the event of extreme weather conditions or any other critical incidents that may affect the successful running of the nursery or put the health and safety of children at risk. We will notify all parents as soon as possible in these circumstances. There is no fee charged for nursery closure. In the event of fees having already been invoiced and paid they will be refunded via the following month's invoice.

My learning journey

At Little Wagtails we aim to capture those special moments that you love to see and treasure whilst your child is at nursery.

We use 'Famly' which enables you to see observations and videos of your child as they grow, learn, play and develop throughout the day in their own personal learning journal. The child's key person will also include any next steps and complete 2 year old checks and assessments. This supports your child's development both in and outside nursery. Importantly it creates a link between you, your child and the nursery. We also make weekly group posts on the Famly Newsfeed to keep you updated with what has been happening in the classroom that week or the week prior. Each class has a scrapbook which is filled in termly with similar information that is posted on Famly but is a lovely physical 'real' book which children enjoy sharing and looking through with their family during events where you are invited into nursery. The Famly software and scrapbooks create fantastic opportunities to develop learning, play and communication. However, we still feel it is so important to communicate verbally and/or face-to-face whenever possible. If you would like to have a chat, please give us a call or drop us a message/email at any time.

We understand the importance of early intervention and furthering learning opportunities for each and every child. To support this, we complete detailed progress checks for each child throughout their time here at Little Wagtails. A baseline assessment is completed 6 weeks on entry into the setting. A 2 year old check is completed by the child's key person in Hedgehog class prior to them moving into Badger class and 3 year olds during the Summer prior to their move into the main school nursery class/a new setting.

The progress checks highlight each area of development and where your child is in line with the age range set out in the framework. We use the framework Birth to Five Matters <https://birthto5matters.org.uk/download-or-buy-a-copy/>

Government funding entitlement

Your child may be eligible for funding. Working Parent entitlement is now available for children from 9 months old. Parents are responsible for applying for this funding and, if eligible, providing Little Wagtails with their National Insurance Number and the Eligibility Code. To find out if you might be eligible and how to apply please visit www.childcarechoices.gov.uk Funding eligibility starts the term which falls after a child reaching the qualifying age, for example a child who turns 9 months old in October will be able to claim hours from the following January providing the application is made and the eligibility code issued on or before 31/12. In addition to this we may not be able to claim funding for children starting with us midterm even if the application was made in time due to the deadline for our claim submission. For any queries about funding please speak to the nursery manager.

Funding is only issued for term time weeks (38 weeks/year), Little Wagtails only applies funding to term time weeks, those who attend all year round will be invoiced for their attendance during school holiday periods. We are unable to refund funded hours to Parents due to holidays or absence. Those who attend all year round please speak to the nursery manager for clarification on holiday allowance.

Existing injury and accidents

Any accident that occurs on the nursery premises will be recorded on Famly, Parents will be asked to acknowledge the accident form electronically. If the room lead and/or nursery manager feels it appropriate we may telephone you and inform you of the injury. In the case of a bumped head, however minor it may seem, we will telephone you.

If the accident requires medical attention, you will be contacted and requested to seek medical attention and/or meet the designated first aid trained senior staff member at Accident and Emergency.

If your child arrives at nursery with an existing injury, please ensure you inform the staff member greeting you of the nature and circumstances of the injury.

Positive behaviour

We encourage and promote positive behaviour in all children who attend Croftlands Infant and Nursery School – Little Wagtails. Staff encourage kindness, sharing and making relationships with their peers. In some cases, children may display challenging behaviour. If this is the case, we will of course discuss this with you and work together to promote positive behaviour. Our behaviour policy is available within the Little Wagtail Policies and procedures.

Reflective Practice

We welcome feedback from all our Parents/Carers at any time to ensure we are continuously improving our care and the service we provide to all of our families. We aim to send out nursery questionnaires twice a year. These are evaluated, strengths celebrated and maintained. Any concerns or further actions that need to be implemented are reflected upon and if necessary, changes will be made immediately or as soon as possible.

Staff meetings are held regularly. Room leads chair staff meetings monthly and whole staff meetings led by the nursery manager are held termly. Our aim through these meetings is to reflect on the nursery's practices and monitor the standards of the setting. In addition, policies and procedures, safeguarding, training and any issues deemed necessary will be discussed to enhance and protect the care we provide.

Special Educational Needs Co-Ordinator (SENCO)

To ensure that our provision meets the needs of each individual child, we take account of any special needs a child may have.

Our Special Educational Needs Co-Ordinator (SENCO) is Miss L Mahon.

Policies and Procedures

All policies and procedures can be accessed via the school website. A link to these can be found below. Paper copies can be accessed in school. Our EYFS provision is included in the majority of Croftlands Infant and Nursery School policies but we do have a section of policies specific to our EYFS which includes Hedgehog and Badger class.

All policies are working documents and are reviewed/updated annually or earlier if required.

[Link to policies](#)

Complaints procedure

If you are unhappy with any of the services or care provided by Little Wagtails we welcome you to come and see your room lead or the nursery manager, or alternatively you can discuss this with a staff member you feel most comfortable with. The nursery manager will ensure that all complaints are dealt with in line with the relevant procedures and in a timely fashion. If you are still unhappy you can contact the Head Teacher on 01229 586565 or if you would prefer to speak to OFSTED directly, we are more than happy to support you in this process. The details of OFSTED alongside our complaints procedure can be found via the main school office.