



Little Learners Day Care

"Educating little learners in Portsmouth"



A warm welcome to Little Learners and how we opened...

Hello and welcome to Little Learners Day Care.

Little Learners first opened its doors in September 2004 at Nuffield Health Club Hilsea providing a secure, fun, caring and nurturing environment for your child.

Three years later we moved to a beautiful house in a great location where we created Little Learners Day Care Park Lodge, we are situated in heart of Portsmouth in the beautiful grounds of St Mary's Park (known locally as the Rec)

Over the years Little Learners has grown from a 22-place setting to a 63-place setting, our setting is quite unique as it is all on one level, which is lovely as we see all our children and not just the children in our rooms.

I have raised both my children at Little Learners so for my family it is a home-from-home environment, and I am confident you will feel the same.

We would love to welcome you and your child for a look around so please call today to make an appointment or visit <https://littlelearnersdaycare.co.uk/>.

We really do look forward to meeting you and your child very soon.

Keep Smiling and Be Happy!!!

Elaine

Managing Director





Little Learners Day Care

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Our Ethos

At Little Learners Day care we strongly believe that every child matters and the curriculum can be adapted to suit the needs of all the children within our care.

We believe that all activities have a learning opportunity for the children to achieve and to learn. Children learn mainly through play and using their own imagination and experiences,

Little Learners follow the High/Scope approach to learning and the Early Years Foundation Stages (EYFS) where the children can make choices and learn through their own experiences.

Call today and join our Little Learners family, a home from home, friendly caring, nurturing environment, making wonderful memories.



Welcome to Our Team

Welcome to the Management Team



Elaine is our Managing Director and Founder of Little Learners Day Care.

Qualifications: GNVQ 2 Health and Social Care, NVQ 3 and 4 Childcare and Education, Level 5 in business admin, Level 5 in childcare and education Level 3 SENCO Accreditation (special needs) High scope, First Aid, Advanced safeguarding

Information About Elaine: Elaine has always had a passion for childcare since she left school and always dreamed of owning her own setting, Elaine has many year's experiences in working in the early years sector, before she opened Little Learners Day Care in 2004, she worked in many early years settings within the city, which gave her the inspiration and experience to follow her dream and to open Little Learners Day Care.

From working in one setting Elaine loved the High scope approach to children's learning, which she has now embedded into her setting. Elaine has raised both her children at Little Learners so for her family it is a home-from-home environment in which she is confident you will all feel the same too.

Mike is our managing director alongside Elaine



Vicky: Setting Manager, Safeguarding Lead. Start Date: April 2004

Qualifications: Level 2,3,4 and 5 in childcare and education, Level 5 in management and business High scope, Advanced safeguarding, Level 3 Accredited Special Needs, First Aid, Food Hygiene, behavior management and is currently studying towards her Level 5 in childcare (foundation degree.)

Information About Vicky: Vicky has had a passion to work with children since she left school, Vicky gained her qualifications level 2 and 3 in childcare and education as an apprenticeship within a local setting in Portsmouth where she worked her way up to room leader, Vicky worked at this setting for 5 years before joining Little Learners, Elaine and Vicky worked together for many years at this setting. When Elaine opened Little Learners, she offered Vicky the position of Deputy Manager. After gaining knowledge and skills from Elaine, Vicky became the setting manager at Little Learners.

Vicky quoted ***"I have gained more knowledge and training throughout my time with Little Learners: I have completed my NVQ 4 in childcare and education, Level 5 in management and business, and I am now an accredited Special Educational Needs and Disabilities Co-ordinator, I am high/scope trained."***

Vicky Said ***"I love working for Little Learners because it feels like a family, the team I work with are very nurturing towards the children and I like how much effort gets put back in the nursery such as the upkeep and resources. The children are very happy, which gives the nursery, pre-school and fun club a lovely, homely atmosphere."***

Vicky is supernumerary and is based in the office.



Gemma: Setting Deputy Manager. Start Date: September 2009

Qualifications: Level 3 in childcare and education, Behavior Management, First Aid, Safeguarding

Information About Gemma: Gemma started working at Little Learners in September 2009 as an assistant and has worked her way up the ladder first as our Bunnies room leader and then promoted to deputy manager.

Gemma said *"I enjoy looking after children watching them grow and learn, working at Little Learners is like one big family we're not just colleagues we are all friends, we have all worked together for many years"* Gemma loves all things sparkly and colorful.

Gemma is supernumerary and is based in the office



Name: Danielle-Millie - Early Years Educator. Director/Manager and Deputy DSL (designated safeguarding lead)

Qualifications: Level 3 childcare and education, Level 2 performing arts, Level 3 Musical theatre. First Aid, safeguarding. Danni is also working towards her Level 4 in childcare and education.

Information About Danni: Danni is the daughter of Elaine and Mike the managing directors of little learners, in 2025 Danni became one of little learners directors. Danni joined the team in June 2017 whilst studying at college where she gained her qualifications in musical theatre. Unfortunately, due to Covid, Danni was unable to continue her career in the performing arts industry and joined little learner's team as an apprentice and continued her studies and gained her level 3 in childcare and education. This is when Danni gained a passion for childcare, In July 2022 was offered a job on P and O cruise liners and became a youth worker, Danni is enjoyed traveling the world whilst working. In 2024 Danni became a mummy and has come back to Little Learners to work alongside Vicky as part of the management team.

Visit our website to see the rest of our fantastic team [here](#)

Little Learners Day Care Age Groups

Little Learners Day Care is all on one level with rooms for different age groups, we have our Bunnies three months to two years, Hedgehogs two to three years and our preschool room squirrels three to school age.



Bunnies

Three months to two years.

Welcome to the bunnies room. This is the baby unit; we care for children from the age of three months to two years. Within this area we have four rooms for the children to play and learn and they also have their own garden area, we can have twelve children in this area with the ratio of 1:3. In this area we have four staff, Charlie, Grace, Millie and Roxy.



Hedgehogs

Two years to three years.

Welcome to the hedgehog room, this is our toddler room, we care for children aged from two to three years. This area is open planned with large two rooms that are divided into areas of the curriculum, finding out area, make and do area, writing area, quiet area, building area and role play area. We can have eighteen children in this area with the ratio of 1:5, however we like to keep the ratio to 1:4. In this area we have four to five staff.





Squirrels Three years to School Age.

Welcome to the squirrel's room, this is our preschool room, we care for children aged from three years to school age, this area is a spacious open planned room, which is split into area of the curriculum finding out area, make and do area, writing area, quiet area, building area and role play area. We can have thirty children in this area with the ratio of 1:8, In this area we have four to five staff.



Settling your child into Little Learners.

To enable a smooth transition from home to Little Learners before your child starts, we do four hour settling in sessions split over the days your child will be attending, you can do these an hour at a time or two-hour blocks depending on how you want to use them, settling in sessions gives you and your child the opportunity to meet the team within your child's room and to meet with your child's keyworker, it is an opportunity for you as a parent/carer to ask questions and to inform us what your child's routines are etc. After settling in sessions, you feel that your child may need a couple more, this can be arranged with the settings manager.

How the settling in sessions work:

First session: Discuss with your child's keyworker/room leader your child's daily routine i.e., sleep patterns, if they have a comforter etc., you will also be given an all about me form to fill in for your child, this information is used in the first few weeks of your child attending as guide to your child's requirements.

Second session: Go through registration forms etc. with management team.

Third and fourth session: Leave your child in our care and have an hour or two to yourself.



Local Offer for Special Educational Needs and or Disabilities (SEND)

This local offer is addition to the Portsmouth City Councils local offer. For more information visit: <http://www.portsmouthlocaloffer.org>. On the local offer website is a variety of advice agencies, support, and contact numbers for a range of agencies. You can also speak with the setting manager should you like any help or advice and we will signpost you to the agency you need. For our children with special needs, we have a lovely cozy cabin within our garden, this is used for 1:1 activity, small group activities and any meetings with outside agencies.

- All staff employed by Little Learners are First Aid trained.
- We have completed an EHCP (education and health care plan process including a follow up review).
- We have a named trained inclusion (INCO)/ Special Educational Needs Co-Ordinator's
- Elaine, Vicky, Jazzmine has all completed a Level 3 SENCO accreditation.
- Jazzmine is our Senior SENCO
- We have removable ramps to make access for wheelchair users and have a disabled toilet.
- We can support parents with their children's behavior as we have two staff members who has attended the incredible years program.
- Little Learners works very closely with outside agencies i.e. Early Years advisory teachers, health visitors, social care, and attend training and meetings with all agencies.
- We make visits to the library to encourage children with their literacy skills.
- We make use of the local area and take children on walks/outings.
- This staff attend training to update their knowledge or to improve their knowledge, this is delivered in- house and externally.
- As a team we regularly look at our practice and make improvements to benefit the nursery and all families and children that attend Little Learners.
- We offer support where we can for parents and give advice when needed or guide parents to where they can find information that they need.
- We offer settling sessions prior to any child starting with us.
- We offer a home from home environment.
- When a child is moving up to the next room, we give them settling in sessions before the move and parents are given a moving up leaflet, so they know what to expect in the next age group.
- We have a keyworker system in place, the keyworkers will consider the individual needs, interests and stage of development of all their key children when planning activities, the activities are challenging and enjoyable and cover all areas of learning and development.

- Keyworkers work in partnership with parents to observe their children and should a child's progress give cause for concern in any of the areas of development, we will discuss with parents the best way to support their child together.
- Keyworkers will work in partnership with parents and will consider whether their child may have special educational needs or a disability which will require specialist support. We ensure parents are involved every step of the way, we will offer meetings in privacy and offer advice to the best of our knowledge.

Keyworker System.

All our children have a keyworker, your child's keyworker will do activities with your child and will observe their stages of development and track their progress and set next steps these are in line with the national curriculum Early Years Foundation Stages (EYFS), observations are recorded on our online learning journals Nursery in A Box (NIB) through parent admin.

As your child gets older, they will move onto a new room, each room they move on to, they will have a new keyworker, before your child moves to the new room, your child will have settling in sessions in their new room. At Little Learners we are privileged as the setting is on one level your children see all the team, this makes the transition from room to room smoother,

The role of a keyworker is particularly important as they get to know and support your child's individual needs, which enables them to plan for each child.



Our Garden Outside Play



We have two garden areas, one for the under Twos and one for our Overs Two's, both areas have different areas to play in line with the early years foundation stages (EYFS) this includes a slide and climbing frame, mud kitchen, construction area, writing area. The equipment is open ended this enables the children to use their imagination when playing and learning.

Parent/carer partnership.

At little learner's day care, we believe it's key to have a great parent/carer partnership. If you have any concerns or worries, we are a phone call away or if you want to pop in for a chat you are always welcome. Leaving your children who are your pride and joy, to setting full of strangers can be very daunting to you as well as your child. We want you to feel happy and secure that your child is being left in a warm, welcoming environment which I hope you feel our setting is.

We believe strongly that Parent/carers partnership is key to success within our setting, parent/carers are the primary educators of their children, we believe that strong communication between both setting, and parent/carers will give the children the best days at little learners. We have various ways to communicate with our parents/carers.

To enable an amazing partnership, we have parent's evenings twice per year for all the children, this is where you can discuss your child's progress and agree on your child's next steps/stages of development jointly with their *Keyworker*.

At the click of a button, you have access to our online system Parent Admin (NIB) where you can view your child's daily records. This includes food, nappies etc. and any observations that have been added to their online learning journals.

Parent Admin is also used for all financial matters such as invoices and for sending messages when we need to contact you, we also have a section on our website that is for parents/carers to long into, to get up to date policies etc., and any files that are too large to send via Parent admin.



Little Learners Uniform.

We do a lot of messy play at Little Learners, to prevent your everyday children's clothes from getting dirty we have a uniform which is optional and can be purchased termly, each term we send out an order form and we place the order with our supplier.

Funclub@littlelearners

Little learners also cater for school aged children, the fun club is for school age children up to the age of nine. During term time we operate a breakfast and after school club exclusive to Penbridge infants' school and during the school holidays we open it up to all school-aged children.

Breakfast and afterschool Term Time

The breakfast and after-school club are exclusive to Penbridge Infants School and operates for term time only, we take the children to school each morning and pick them up at 3.00pm.

FunClub@littlelearners School Holidays

During the school holidays we have a fun club for school-aged children, we cater for children up to the age of nine years old, all food and snacks are provided in your fees.

Deposit Information

We require a two-week deposit upon registration. This is to retain your child's place, this is refundable when your child leaves little learners day care, to have your deposit refunded you must have attended Little Learners for a minimum of one month.

If you cancel your place before starting at Little Learners or choose not to bring your child to Little Learners, the deposit is nonrefundable as we use it as a retainer of your childcare place.

All fees are payable for 51 weeks of the year with the exception of bank holidays, we also close over the Christmas period we do not charge for this closure, fees must be paid by the 6th of the month payable via bacs, non-payment of fees will incur a 15% surcharge and your child's space will be terminated. You will be invoiced monthly via Nursery in a box (parent admin) please see our terms and conditions for more information.



The Early Years Foundation Stages (EYFS)

What are The Early Years Foundation Stages (EYFS)?

The **EYFS** is made up of 7 areas of learning and the **Early Learning Goals** which are the skills, knowledge and understanding that all young children should gain by the end of year R.

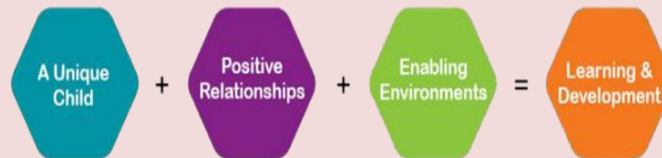
Prime Areas:

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

Specific Areas:

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

This makes up the seven **EYFS Areas of Learning**



Early Education Funding (EEF)

What is Early Education Funding (EEF)?

- The Early Education Funding (EEF) is funding for children aged 2,3- and 4-year-olds.

What is 2-Year-Old Funding?

- Once your child reaches the age of 2 you may be eligible for funding towards your childcare costs, the funding is 15 hours per week, the funding is for 38 weeks of the year, it is not all year round. If you are entitled to 2- year funding, you will be given a code which you give to a little learner's day care. As we are an all-year-round provider during the holidays full fees apply or you can stretch the funding over the year. The funding does not cover food, snacks or additional hours over the funded hours. We have an additional charge for all extra hours and consumables.

We have a limit of funded only places; these sessions are subject to availability and may not be available.

Once you are entitled to the 2-year funding you will be given an eligibility code, which you pass on to us, we require a copy of the confirmation email or letter.

Once your child qualifies for 2-year funding you will need to fill in a Parental declaration form and provide us with your child's birth certificate and headed letter to prove your address.

The criteria for 2-year funding can be found by following this link: <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

To apply for 2 year funding follow this link: <https://www.portsmouth.gov.uk/ext/early-years-and-childcare/help-with-childcare-costs/early-education-funding-for-2-year-olds>

You can obtain more information regarding EEF by visiting <https://www.childcarechoices.gov.uk>.

Who Can Apply for two-year-old funding?

- You can apply if you receive at least one of the following:
- Income Support
- Income based Jobseeker's Allowance.
- Income related Employment and Support Allowance
- Child Tax Credits and an income of less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Looked after children by the local authority may also be eligible.

When Could My two-year-old child start?

- If you receive 2-year funding your child can start their funded childcare the term after their 2nd Birthday.
- The terms are split into three terms **Autumn** September, **Spring** January, **Summer** April.

What are the 15 Hours Universal Funding three-and four-year-olds?

- Once your child reaches the age of three, they are entitled to universal funding. This is for all children aged three and four years of age.
- All families are entitled to the Early Education funding (EEF) once your child reaches the age of three, this is available the term after your child's 3rd birthday, the funding is 15 hours per week for 38 weeks per year term time, the funded hours are not all year round and during the holidays full fees apply.
- The funding does not cover food or additional hours. This is paid as a consumable which is charged daily and extra hours are paid by the hour.
- We offer a limited number of funded only spaces; these sessions are subject to availability. Once your child is entitled to the universal funding you will need to fill in a parental declaration

What is the 30 hours funding for 9months, two years three- and four-year-olds?

Depending on your financial income you may be entitled to an additional 15 hours funded childcare, this is on top of the 15 universal hours, the criteria can be found on the childcare choice's website. <https://www.childcarechoices.gov.uk/>

- You will be entitled to 30 hours of funded childcare per week for 38 weeks of the year, this is term time only and not all year-round additional fees apply.
- Little learners offer this funding stretched only and you will be entitled to 22 hours per week for 51 weeks of the year depending on the term your child starts.
- The sessions we offer are over three days. Two days from 8.30am-4.00pm and one day 9.00am-4.00pm any additional hours will be charged at our hourly rate.
- The funding does not cover food, this is paid as a consumable which is charged daily and any hours over the 22 will be charged hourly.
- Once you are entitled to the additional 15 hours, we require your national insurance number, proof of your address and your eleven-digit funded code.

To apply for your 30-hour funding click this link: https://www.gov.uk/30-hours-free-childcare?utm_source=childcarechoices&utm_medium=microsite

What are the additional costs for all EEF?

- Once your child is receipt of EEF we have a consumable charge this for Snacks, Breakfast, lunch and tea, consumable charges will be charged monthly via invoice from nursery in a box (parent admin)
- Any additional hours over the funded hours will be charged at our hourly/day and session rates which can be viewed on our website. <https://www.littlelearnersdaycare.co.uk/>

What is Pupil Premium?

From April 2015 all early year's providers who deliver Government funded early education will be able to claim the early years pupil premium for three- and four-year-old children whose parents are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and has an annual gross income of no more than £16,190)

Registering could result in extra funding for your child's early years provider.

Registering could provide up to an extra £300 for your child's nursery, pre-school or childminder to fund valuable support like extra training or resources to help raise the quality of your child's early education.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to the early year's pupil premium. The information we ask for is:

- Parents dates of birth
- Parents full names
- Parents national insurance numbers
- National Asylum support service number

Frequent Questions that are asked at Little Learners Day Care?

What is the minimum Session/Days?

We require you to book a minimum of two sessions or two days per week.

What is included in your fees?

- **Full day 8.00am-6.00pm:** your fees are all inclusive, this includes breakfast, lunch, tea and snacks, nappies, wipes and suncream.
- **School Day 8.30am-4.00pm:** your fees include Lunch, snacks, nappies, wipes and suncream.
- **Morning session 9.00am-1.00pm:** your fees include snacks, lunch, nappies, wipes and suncream.
- **Afternoon session 1.00pm-5.00pm:** your fees include snacks, nappies, wipes and suncream.
- **Extra Activities:** Throughout the year we have educational visitors come to the setting, this maybe a visit from the zoo lab these activities are included within your fees.

What food is provided?

- If your child does a full day, they will have breakfast, this is cereal, toast, crumpets, lunchtime a two-course hot lunch, teatime a two-course hot tea and snacks include fruit, cheese and crackers.
- If your child has a school day, they will have a two-course hot lunch and snacks.
- If your child does a morning session, they will have a two-course hot lunch and snacks.
- If your child does an afternoon session, they will have a mid-afternoon snack.

To view the menu please visit <https://littlelearnersdaycare.co.uk/parent/meals>

Can we bring a packed lunch?

- As an all-inclusive setting we provide your child with everything you need, this includes food, due to the number of children we have within little learners we do not have the space to enable all the children to bring a packed lunch or tea.

Can we bring a packed lunch once my child is funded?

- Once your child is in receipt of the government funding, we have an additional fee price list to pay for your child's food as the government funding does not cover this cost. These can be found on our website <https://littlelearnersdaycare.co.uk/images/pdfs/Fees.pdf>. Due to the number of children with different allergies/intolerances once your child is in receipt of funding and you wanted to opt out of our consumables charge (food) we have a strict packed lunch policy which you would need to adhere to, we also do not have the facilities to reheat food and we do not have the space to store pack lunches in the fridge. All information can be found on our website <https://www.littlelearnersdaycare.co.uk/parents/documents>

What are Child Care Vouchers/Tax Free childcare?

- Little Learners accepts all recognised childcare vouchers as way of part payment of fees. If your employer operates a childcare voucher scheme, you can save National Insurance and Income Tax. Please ask the management team for further information. If you have signed up to the Government tax free scheme, please inform us with your code so we can match payments to your code. There are various schemes parent/carers can use by visiting childcare choices website <https://www.childcarechoices.gov.uk/>

What online Systems do you use?

- For all our online information we use Nursery in A Box (NIB) this is used for all learning journals, invoicing and text messaging. (Parent admin)
- Once your child is registered at Little Learners you will be sent an email with a link to register your details, all the information is password protected and you as a parent/carer you decide what these are as a setting we do not have access to your passwords. Parent/carers can download an app from apple or google play store.
- Parent/carers are encouraged to upload photos of their children to contribute to their child's observations and assessments and we will link them to the EYFS.

What is Nursery in a box (Parent Admin)?

- Nursery in a box is a system that we use for invoicing, registers etc., by using parent admin.com this system allows parents to view and download invoice history, payment history, outstanding balance, voucher payments, booking patterns, holiday, when your child comes into the setting you are able to sign your child in and out, in addition to this you will be able to view and confirm collection passwords, emergency contacts, medical records, personal information, permissions and consent forms.
Please visit <https://www.nurseryinabox.com/> and this will give you all the information regarding how nurse.

What is the Websites parent portal?

- On our website we have a parent portal where you can register your details, this enables us to upload individual videos, photos of your child when we are not able to send documents via nursery in a box or larger attachments, you will be sent an email when we have uploaded any information. This is a password protected by the parent/carers on registration.

Do you use social media?

- For advertising and marketing, we have a public Facebook like page, Instagram page and Google page, all these sites are open to the public we use these sites to upload photos of what we do at little learners, we only upload photos with parental consent, which is done when you register your child at little learners on the consents form.



Thank you for looking at our prospectus.
We look forward to seeing you soon.
Keep smiling.
All the team at Little Learners Day Care.



<https://www.littlelearnersdaycare.co.uk/>