



Fleckney Baptist



Pre-school

Prospectus

REGISTERED ADDRESS: Fleckney Baptist Church, High Street, Fleckney. Leicester. LE8 8AJ

Telephone 01162404276

CHARITY REGISTRATION: 1154011

COMPANY REGISTRATION: 8684510



Welcome to Fleckney Baptist Pre-school **Ofsted registered and approved**

Aims of the pre-school

We aim to provide the highest quality care and education for all children from the day they enrol with us to the time they move on to school. We want the children to be happy and learning through play. We are committed to providing a welcoming environment, and appropriate learning opportunities for all children to ensure they are included regardless of family background, culture, disability or special educational needs.

We offer your child –

A fun environment where they can learn and play. They can be happy and grow in confidence

A sound and stimulating curriculum which is built on the Early Years Foundation Stage

Individual care and attention, made possible by a high ratio of staff to children

Fun and friendship with other children and adults

Healthy snacks

Outdoor play which is available each session with lots of toys and equipment as well as looking at nature

Staffing

Becky Horseman	Manager, EYP	level 6 in children's care, learning and development
Louise Tomas	Deputy Manager	level 3 NNEB
Debbie Green	Practitioner	level 3 in children's care, learning and development
Danielle Matchett	Practitioner	level 3 in children's care, learning and development
Jill Richardson	Practitioner	level 3 in children's care, learning and development
Katie Smith	Practitioner	level 3 in children's care, learning and development
Jules Mark	Sendco	level 3 in children's care and Sendco

Rachel Wright Financial Administrator

All staff have Enhanced DBS clearance (Disclosure and Barring Service)

Staff are also trained in many specialty areas, these include -

Special Educational Needs

Paediatric First Aid

Speech and Language Development

Safeguarding Children

Behaviour Management

Healthy Tots Accredited

Active Bean Physical Development Programme

Signs and symbols

Hannen training

Makaton

All our staff have many years' experience working with pre-school children, and we are constantly seeking to update our skills by taking regular in-service training. We also have regular help from volunteers and students.

Meet the team-

Becky Horseman

I have worked at this preschool for over 12 years. I came as a student over 13 years ago and loved it so much I never left. I used to volunteer on my days off and then was offered a job. I worked for the amazing Linda Lodge who supported me through my Degree. I then went on to complete my BA Hons and my Early Years Teacher Training. I have been privileged to be deputy to the brilliant Lisa Butler for the past 5 years. I love the pre-school and its ethos: learning through play. It is truly amazing to watch the children grow and develop and to be a part of their journey. I have 2 incredible girls of my own and feel the training I completed before I had my girls has helped me as a mum. Equally becoming a mum has given me a new perspective at work. I enjoy spending time with my family and lots of messy play.

Louise Tomas

I've had many roles in my childcare career over the years since qualifying, including nanny, room leader, assessor, manager and now deputy here at pre-school where I've worked since my daughter was here 15 years ago! I have also lived and worked in Spain which is where I met my husband and where we had our son. We have lived in this lovely village for almost 21 years and enjoy the friendly community and all the beautiful countryside on our doorstep which our dog enjoys too now!

Jill Richardson

I came to Leicestershire from the North East to study English and Psychology at Leicester University. Despite working in and managing many bookshops in East Anglia and the home counties after my degree, I never really left the area. I moved to Fleckney 11 years ago when I was expecting my second child. I came to know the pre-school and staff well as my both my children attended, and once they had gone to school I volunteered. The opportunity to become more involved came when I covered some maternity leave and then I decided to earn a qualification. I achieved my level 3 Early Years Educator Diploma. I am also the leader of the unit of our youngest members of girl guiding in the village which brings me the joy of seeing girls I have known from pre-school through their Primary years too. If I ever have free time, I love to go to the theatre, read books, walking, gardening and visiting historical places.

Danielle Matchett

I have an NVQ level 3 in childcare learning and development. I have lived in Fleckney for 13 years. Both my children attended the pre-school before going to school. I have worked at the pre-school for over 3 years. In my spare time I enjoy spending time with my family, going for walks, baking and trips to the seaside.

Debbie Green

I have lived in Fleckney all of my life and have been married to Johnny for over 42 years. I have two grown up sons, both attended this pre-school and now my eldest granddaughter is here. I have been part of the pre-school team for over 33 years, starting as a volunteer. My first qualification in childcare was with the Pre-school learning alliance, followed by a NVQ level 3 CACHE in childcare and education. In my spare time I enjoy walking my dog, knitting, crocheting and sewing.

Katie Smith

I have been at the pre-school over a year. I've worked in childcare since 2007 and have an NVQ level 3 in childcare, learning and development. In my spare time I can mostly be found at the park, soft play or farm park with my 2 young children and husband. On the rare occasion I am child free I enjoy going out for food, a cinema trip or getting stuck into a good book with a cup of tea and bar of chocolate.

Jules Mark

I am from Wigston and have 2 children. I began working in childcare when my own children were young, I began unqualified and loved the sector so gradually worked up to my level 3 and also training as a SENCO, all whilst at a lovely pre-school in Wigston. Being a SENCO means that I get to work closely with the children that require extra help and support for them to be able to flourish and also guiding their families through the tough world of having children with additional needs. I have Health and Safety responsibilities. I also work at De Montfort University as their Head Trampoline Coach, I began trampolining when I was 5 and began coaching as soon as I was able too at 18. I love holidays away with my family in our touring caravan, I also love crafts and run a free community craft club in the local pub.



General information

We realise that leaving your child with us for the first time can be quite a traumatic experience for you both, and we aim to make the transition from home to pre-school as smooth as possible and so here are a few tips which might help you and your child get the best out of their pre-school years, especially in the very early days.

Comforters

We understand that young children feel happier if they can bring a comforter or familiar toy with them, and this is absolutely fine. We recommend that you check that whatever your child brings to the setting goes home with them, as it is very easy for precious things to get lost and that would be terrible particularly if you don't realise until bedtime!

Personal belongings

Please write your child's name in their coats as it saves time and confusion for all of us. Once you have registered your child with us we will provide them with a small backpack which you can use to put their own change of clothes in and any comforters they might like to bring with them.

Illness

If your child has been unwell, please allow enough time for them to recover before bringing them back to pre-school as bugs and viruses are passed around very quickly. In the case of sickness and diarrhea please keep your child away for at least 48 hours.

Please phone the pre-school on 01162404276 if your child will not be attending.

Opening hours

Monday to Friday 9am – 3pm

We try to be as flexible as possible in order to ensure that you can have the childcare that you specifically want. You can therefore register your child for a three-hour session which is 9am until 12 noon, a full day session which is 9am until 3pm or an afternoon session which is 1pm until 3pm or 12 until 3pm.

Afternoon starter sessions

The afternoon sessions are where we begin - we take children from the age of two years, these sessions are particularly geared up to this age group as it is a shorter session. Children will be able to play freely either on their own or in small groups with experienced staff on hand to facilitate their learning.

Morning sessions and full days

These are better for the older children who have had their third birthday and who will be moving on to school at the end of the academic year. These sessions are more structured and the children are sometimes in small groups where there are specific intentions for their learning. We realise that some of you may want your two year old to come for a morning session or for a full day and that of course is your choice. For children who have had their third birthday and will be moving on to the school at the end of the academic year, we require them to attend the pre-school for a minimum of 9 hours per week. For a 2 year old a minimum of 4 hours is required. This will benefit the child and help us to build the relationship with them.

The role of the parents/ Carers

We recognise parents/cares as the first and most important educators of their children and our pre-school aims to support parents/carers in this. All parents/carers are welcome to help in the group on a regular basis should they wish to. Parents/carers or other family members are invited into the pre-school to talk to the children about their job or hobby they have.

Management and Administration

Fleckney Baptist Pre-school is a registered charity and is overseen by a board of trustees who are members of Fleckney Baptist Church, though day to day running is in the hands of an experienced staff team.

Policies

Our policy statements and procedures provide an essential framework for staff when taking decisions about the day to day management of the pre-school and they are reviewed on a regular basis. Our policies are available to view on our website www.fleckneybaptistpreschool.co.uk

Mobile phones and social media

The use of mobile phones by staff members and parents/carers is prohibited on pre-school premises unless permission has been sought from the manager. Staff members are not permitted to be in contact with parents or carers via social media or text. Please see our policy on mobile phones and social media for further details. **Our Facebook page 'Fleckney Baptist Preschool Group' is a closed group and only open to current parents/ carers, staff and trustees. Please join it as it gives information on what we have been doing.**

Collecting your children

It is vitally important that we know who is going to be collecting your child, therefore we will assume it is you (parent or main carer) unless you tell us otherwise. If you are not going to be collecting your own child you must let a member of staff know exactly who is, we may sometimes ask for a description or photograph or another means of identification. In the event of an emergency e.g. you are stuck in traffic or something has happened which is preventing you from collecting your child yourself, then please telephone us during the session on 01162404276 and tell us who will be collecting instead of you. **We will not let your child go unless we are absolutely sure that we are putting them into the safe care of either yourself or someone else you have nominated.**

3pm finish

Children can be collected from the foyer or outside— you may collect your child anytime between 2.40pm and 3.00pm, this will help parents who also have to collect other children from local schools. **Please let us know if you will be later than 3pm.**

12 noon finish

Children will be brought downstairs where they will sit in the foyer until they are called and handed over to their parent or nominated carer.

Please read our late collection policy.

Fees

Fees are currently £5 per hour. Our method for payment of fees is by bank transfer. We invoice at the beginning of the term for the whole term, however you can pay in installments.

Free Early Education Entitlement (FEEE)

Free Early Education Entitlement is available to all children from the term after their third birthday. The current government allocation is for up to 15 hours per week for a maximum of 38 weeks per year. The funding is available as follows -

Children whose third birthday falls before the 31st August will be funded from the Autumn term

Children whose third birthday falls before the 31st December will be funded from the Spring term

Children whose third birthday falls before the 31st March will be funded from the Summer term

Extended entitlement funding and tax free childcare is now available for working parents. Go to www.childcarechoices.co.uk to see if you are eligible for tax free childcare (all children) or if your child is 3 or 4 years old and you require them to attend for more than 15 hours you can see if you are eligible for up to 30 hours of free funding.

Free Early Education Entitlement is available for eligible 2 year old children whose family meet the criteria. Parents can check their eligibility by going to emsonline.leics.gov.uk

Leicestershire County Council reserve the right to withhold funding in cases of unexplained absence, so please let us know if your child is unwell and unable to come to pre-school, or if you are taking holiday during term time.

Our curriculum

We follow the EYFS. This curriculum was designed to ensure that the needs of each individual child from birth to the end of their reception year of school are met. The main philosophy of this is about the children 'learning through play'.

The EYFS is split into 2 areas which make up the 7 areas of learning, The prime area which focuses on children from birth - 3 years and the specific areas of learning which focuses alongside the prime areas from 3 upwards:

Prime areas

1. Personal Social and Emotional Development. This area includes making relationships, self confidence and self awareness and managing feelings and behaviors.
2. Physical Development. This area includes moving and handling and health and self care.
3. Communication and Language. This area includes Speaking, understanding and listening and attention.

Specific areas

4. Literacy. This area is about reading and writing
 5. Mathematics. This area includes numbers and shape space and measures
 6. Understanding the World. This area is about People and communities, understanding the world and technology
 7. Expressive arts and design. This area is about Being imaginative and Exploring media and materials.
- Each child's learning is supported by their interests which helps them to develop and stay focused on their learning.

Key person

Your child will receive a key person who will work with you and your child to help them reach their full potential. The key person will be someone who sees your child on a regular basis. Your child's key person will know where they are at developmentally and how best to support them next.

Parents meetings

You will receive two parent's meetings per academic year with your child's key person, however if you would like more than this please let us know and we can facilitate this. If you would like a meeting with the manager, you can arrange this at any time.

Reports

You will receive a two year check if your child attends pre-school before the age of three. You will also receive a transition report before your child goes to school.

Working together

To enable you and your child to get the very best out of these early years we communicate with you as much as possible, this will be done verbally and sometimes by way of a small diary which we will from time to time send home with your child. This diary will give you information about some of the things that your child has been doing whilst with us and will give you the opportunity to tell us about some of the things they do at home. From time to time we also encourage you to complete 'All about me' sheets with your child. We use these, where possible to help us plan activities using the current interests of your child. We also use the Facebook page 'Fleckney Baptist pre-school' to inform you of the activities we have been doing that week. The notice board in the window downstairs also gives information. We use parent mail to inform you of things that are happening, you will receive information of how to access this when your child starts.

Special educational needs

We work especially closely with parents when children are identified as having special educational needs, and with parental permission we will liaise regularly with outside agencies to ensure we are able to give them the very best support.

Please remember you can come and speak with your child's key person at any time or make an appointment with them to share information.



Our day:

9:00am- Children come into pre-school.

9:15am- Outdoor play

9:35am- Register

9:45am- Snack time

10:30am- Key worker group/ active bean or inside play

11:15am- Story/Singing

11:30am- Outside play

12:00am- Home time or lunch

12:40pm- Indoor play

1:00pm- Register

1:10pm- Indoor play

1:40pm- Snack

2:00pm- Outdoor play

3:00pm- Home time.

Fleckney Baptist Pre-School's Privacy Notice (Children & Parents)

Fleckney Baptist Pre-School, High Street, Fleckney, LE8 8AJ

Pre-School Manager: Mrs Becky Horseman

Telephone: 0116 240 4276

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and email address, phone numbers, emergency contact details, and family details

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare or Early Years Pupil Premium (EYPP), we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- the Local Authority (where you claim up to 30 hours free childcare or EYPP as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if:

- we are legally required to do so, for example, by law, by a court, the Charity Commission or Companies House;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our/or others rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- ensuring access is restricted on a “need to know” basis
- all electronic devices are passworded and, where possible, all information is encrypted
- all paper copies are kept in a secure cabinet / cupboard
- pre-school premises are secured at all times

How long do we retain your data?

We retain your child’s personal data for up to 6 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child’s learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child’s personal data
- request that we delete or stop processing your/your child’s personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child’s personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

TAX FREE CHILDCARE

You can get up to £500 every 3 months for each of your children aged up to 11 years to help with the costs of childcare - £2,000 a year (or £4,000 for children with SEND).

If you get tax-free childcare, the government will pay £2 for every £8 you pay your childcare provider via an online account.

ELIGIBILITY

You can usually get tax-free childcare if you (and your partner, if you have one) are:

-  In work – or getting parental leave, sick leave or annual leave
-  Each earning at least the National Minimum Wage or Living Wage for 16 hours a week – this is £125.28 if you're over 25 (April 2018).

If you're not working, you may still be eligible if your partner is working and you get incapacity benefit, severe disablement allowance, carer's allowance or employment and support allowance. You're not eligible if either you or your partner has a taxable income over £100,000.

For more information visit

gov.uk/help-with-childcare-costs/tax-free-childcare

