



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

Staffing

Lisa Butler	Manager and EYP	level 6 in children's care, learning and development
Rebecca Horseman	Deputy Manager EYT	level 6 in children's care, learning and development
Kim Allen	Practitioner	level 2 in children's care, learning and development
Louise Butt	Practitioner	level 3 NNEB
Maggie Flude	Practitioner & Senco	level 3 NNEB, level 4 SENCO
Debbie Green	Practitioner	level 3 in children's care, learning and development
Jill Richardson	Practitioner Assistant	
Mrs Laura Hardie	Administrator	

All staff have 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

All our staff have many years experience in 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.

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. The ratio of staff to children is 1:4 for two year olds, and 1:8 for three years and above. This ensures individual attention to the needs and development of each child. We are committed to providing a welcome, 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 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
Computer and other ICT equipment
Outdoor play which is available each session with appropriate outdoor toys and equipment
Our main playroom is on the top floor of the building which provides a lovely environment for your child to play and to feel safe.
If stairs are a problem to you we will do our best to find a solution.

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. However 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. We will also put letters and information in their bags and sometimes things they have made while they are with us, so please check their bags after they have been to a session to see if there is anything you need to be aware of. We ask for a small contribution of £3 towards the cost of this bag but it is theirs to keep and will be very useful for them in that it facilitates continuity between the setting and home.

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 tummy bugs please keep your child away for at least 48 hours.

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.

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. A variety of activities are on offer which will help your child to develop many skills, but particularly in the early days we are keen to help them develop in their personal, social and emotional skills and in their language skills which are the foundations for their learning. 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. However 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. We do however give priority to the older children for mornings and full days but if spaces are available they are offered to younger children. 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. This not only benefits the children but is essential in enabling us to complete observations, learning journeys, progress summaries and other documentation required by Ofsted.

The role of the parents

We recognise parents as the first and most important educators of their children and our pre-school aims to support parents in this, therefore all parents are welcome to help in the group on a regular basis should they wish to.

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.

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 2404276 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 main playroom – you may collect your child anytime between 2.50pm and 3.00pm, this will help parents who also have to collect other children from local schools.

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.

Fees

Fees are currently £4.00 per hour. Our preferred method for payment of fees is by bank transfer or cheque.

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 is now available for working parents of 3 and 4 year old children allowing eligible parents to claim up to 30 hours free funding . Parents can check their eligibility by visiting www.childcarechoices.gov.uk

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.

Fleckney Baptist Pre-school - The Early Years Foundation Stage

Now that your child is attending our setting they will be introduced to the Early Years Foundation Stage which is the first step in their formal education. We aim to do this in a very gentle and non-threatening way and always through play based experiences. Children will be provided with a variety of activities and opportunities to explore and investigate, and consequently to develop in the following areas -

Personal Social and Emotional Development

Children are individually supported in developing confidence, autonomy and self-esteem. They are encouraged to work and concentrate independently and also to take part with others in the group, sharing and co-operating with children and adults. Through activities, conversation and practical example they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for others in the group.

Physical Development

A range of equipment and opportunities allows children to develop confidence and enjoyment in the use and development of their bodily skills. They are able to create and meet physical challenges and develop skill and control in moving, climbing and balancing. Also they are helped in the development of their fine motor skills which are required to use tools, including pencils and pens, and to handle small objects with increasing control and precision.

Communication and Language

In both small and large groups, children are encouraged to develop their vocabulary and fluency by learning and listening, and by hearing and responding to stories, songs and rhymes. Staff are experienced in offering commentary, modelling good use of language and helping children to extend their sentences.

Literacy Development

Children are helped to understand that written symbols carry meaning, to be aware of the purpose of writing and, when they are ready, to use drawn and written symbols for themselves. A well stocked book corner gives every child the opportunity and encouragement to become familiar with books, able to handle them and be aware of their uses.

Mathematical Development

By means of practical experiences, children become familiar with the sorting, matching, ordering, sequencing and counting activities which form the basis for early mathematics. As they use their developing understanding to solve problems, children will learn to use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequences and when they are ready, to use simple mathematical operations such as adding.

Understanding the World

A safe and stimulating environment allows the children to explore and experiment with a range of natural and manufactured materials. They learn to observe the features of objects and substances, recognising differences, patterns and similarities, and to share and record their findings. Children are assisted to explore and understand their environment, both within the group and the wider community. A range of safe and well maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their

intentions and solve problems.

Expressive Arts and Design

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings, and to construct their individual response to experiences in two and three dimensions. Art equipment including paint, glue, crayons and pencils as well as natural and discarded resources provide for open ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children are able to join in with and respond to music and stories, and there are many opportunities for imaginative role play, both individually and as part of a group.

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..

In order to enable us to record and encourage the children's development they are allocated their own key person, one of our senior members of staff, who will work with your child and record and keep information which can then be used to lead them through the Early Years Foundation Stage at their own pace, and which can be discussed with you at a mutually convenient time.

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.

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

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

Pre-School Manager: Mrs Lisa Butler

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.