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Welcome

Thank you for showing an interest in Community Pre-Schools for your child's stepping-stone into full time education. We value your interest and want to help you to make the right decision for the best start for your child's education.

We offer the highest standard of quality care in a secure and happy environment, with qualified staff in childcare and education.

We pride ourselves in presenting a full, personal, social and educational programme which enables all our children to develop at their own pace, but allowing us to value each child and cater for their individual needs.

Our emphasis at Community Pre-Schools is on 'Learning through play' and by using a well-planned curriculum we ensure that all children attending our settings have the opportunity to reach their full learning potential.

We appreciate that parents are looking for the very best start in pre-school education and we positively encourage all parents to visit our settings. This offers the opportunity to see children at play and to talk to staff and managers. We operate an 'open door' policy so please feel free to call in at the pre-school or contact the managers at any time.

For clarity, in this booklet we refer to parents to include carers

Aims

Our aim is to offer high quality childcare and pre-school education in a safe and stimulating environment.

To support parents as their children's first educator and to involve them in the life of the pre-school and their children's education and to support parents in their own continuing education and personal development.

We aim to work within the national curriculum, using the Early Years Foundation Stage, placing our emphasis on learning through play.

Curriculum and Standards

The Early Years Foundation Stage or EYFS was launched in 2007 and recently updated in September 2021. It sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. This framework is mandatory for all early years providers, maintained schools, non-maintained schools, independent schools, and all providers on the Early Years Register. The standards are summarised below.

Communication and language development involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.

Physical development involves providing opportunities for young children to be active and interactive and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food.

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces, and measures.

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and

feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Admissions Policy & Funding Information

Community Pre-Schools is an Ofsted registered and validated business.

It is our intention to make pre-school accessible to children and families from all sections of the community. We are committed to being as inclusive as possible and describe our settings and practices in terms of how we treat individuals regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in spoken English.

Currently all 3- and 4-year-olds in Leicestershire are entitled to 15 or 30 hours of free early learning and childcare per week for 38 weeks of the year and two-year-olds are entitled to 15 hours free childcare (dependent on criteria – see page 5). Your 15 or 30 hours can be accessed from up to two different childcare providers. The early learning entitlement is often referred to as 'Nursery Funding' or 'FEEE'.

Hall Lane Pre-School is able to offer 5 hour sessions Monday to Fridays.

Ravenstone Pre-School is able to offer 5 hour sessions on Monday, Tuesday, Wednesday and Thursday and 3 hour sessions on Fridays.

The table below shows when your child will become eligible for funded Nursery Education places under the **current** arrangements for 2, 3 and 4 year olds.

A child born between	Will be eligible for a free place from:
1 st April and 31 st August	The start of the Autumn term following their 2 nd birthday until statutory school age
1 st September and 31 st December	The start of the Spring term following their 2 nd birthday until statutory school age
1 st January and 31 st March	The start of the Summer term following their 2 nd birthday until statutory school age

Our settings offer free places for all 3 and 4 year olds (dependent on date of birth) and eligible two year old's. Your child may also be eligible if you claim one of the following benefits listed on the Local Authority website.

- ✓ Income Support
- ✓ income-based Jobseeker's Allowance (JSA)
- ✓ income-related Employment and Support Allowance (ESA)

- ✓ Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- ✓ tax credits, and your household income is £16,190 a year or less before tax
- ✓ the guaranteed element of Pension Credit
- ✓ the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Forthcoming funding changes announced July 2023 by the Local Authority

- From September 2024 all eligible 9 months+ children of working parents are to receive 15 hours funding.
- From September 2025 all eligible 9 months+ children of working parents are to receive 30 hours funding.

To find out if you qualify, visit **www.childcarechoices.gov.uk** or contact the **Family Information Service on 0116 3056545** or ask us to apply on your behalf. You will need to provide your name, address, your date of birth and your National Insurance Number and the name and date of birth of your child.

If your two year old does not qualify for the funding, you are asked to pay for each session they attend. A fee of £5.50 (Sept 2024 price) per hour must be paid by the parent/carer for all allocated sessions. There is no discount for illness or term time holidays.

A termly invoice will be issued for non-funded hours which will also show any FEEE funded hours in the case where these are also being claimed.

We strongly believe that all children should have fair and equal access to snacks and activities, and we therefore do not charge any additional top-up fees.

30 hours free childcare - check if you're eligible

Some parents are also eligible to claim 30 hours funding per week (for up to 38 weeks per year, a total of 1140 hours) This is known as 'extended entitlement' and is dependent on certain criteria. The extended entitlement is intended to support working parents with the cost of childcare and enable them to return to work or to work additional hours.

To check for your eligibility, visit **www.childcarechoices.gov.uk** or if you have a query about the result, you should contact the **Local Authority on 0116 3056545 or 0300 1234097**

Statement of Undertaking Form (PSOU)

Parents who wish to claim the funding are required to complete a Parental Statement of Undertaking form. This is a contract between parents and the setting. Parents are required to complete this form at the beginning of each term and will be provided by us. This form will

make it clear to you what will be paid for, and what, you, the parent will pay for, such as hours over and above your funded entitlement.

Remember if there are any changes to your child's attendance at a provision you will be asked to update these details on the PSOU. We will apply for the funding from Local Authority on your behalf.

Parents not wishing to use the funding at this setting will be charged a fee of £5.50 per hour (Sept 2024 price) and are invoiced at the beginning of term.

Disability Access Fund (DAF)

If your child is eligible for Disability Living Allowance (DLA) we can access additional funding called Disability Access Fund (DAF) The DAF supports us in making reasonable adjustments to our setting and to enhance access and inclusion for all 3 and 4 year olds. If you think you may be eligible for DLA and would like to complete the form, please ask us to contact the local authority to arrange support.

Early Years Pupil Premium (EYPP)

This is an additional sum of money paid directly to childcare providers on behalf of children whose parents/carers are in receipt of certain benefits, to enable providers to enhance the quality of your child's early years' experience. If you are eligible, we will work with you to look at how best to develop your child's progress and learning. Please ask us for further information.

Further information on the above additional funding areas can be found at **the Local Authority www.leics.gov.uk** and choosing Education and Children and following the links to Early Years and Childcare or by contacting the Family Information Service on 0116 3056545 or by asking us at the setting.

Headcount Dates

In order to access Free Early Education Entitlement (FEEE) your child has to be registered and in attendance at a provision before the dates shown in the table on page 3. To do this we complete regular headcount returns.

How will my child's place free place be paid?

Hall Lane and Ravenstone Pre-Schools are validated nursery education providers which means we receive funding direct from the Local Authority. All paperwork relating to your child's funding will be provided by us and we will assist you in completing it.

It is important that you are aware that your child must be in attendance for all of the funded time claimed for by us. You may be liable to pay any losses incurred by Hall Lane or Ravenstone Pre-Schools if your child is consistently not in attendance for the funded time.

Can my child have sessions in different places?

Yes, you can spread your weekly free entitlement between a maximum of two settings. You can use a minimum of 2.5 hours and a maximum of 10 hours in any one day and must be taken between 6am and 8pm.

What if my child has special educational needs?

If your child has Special Educational Needs and attends an identified specialist provision you can access an extra 6 hours per week. This will automatically be added to the hours that you have claimed at Hall Lane or Ravenstone Pre-School and any other provision that your child attends.

Offering Places

There is no selection process with us and we offer places on first-come served basis. You will be contacted when the place is confirmed. In the event that we are oversubscribed waiting list children will be given a place before existing additional places

Policies and Procedures

Policies help us to ensure that we are complying with the requirements and regulations from Ofsted. Our policies regulate and control our actions and conduct. The procedures within the policy tell us as carers and you as parents, how to and who will implement the policy.

Our policies and procedures are subject to an annual review and changes are made accordingly to take account of advice and directives from the Department for Education, Ofsted and the Local Authority. You may ask to see these at any time.

We would encourage you to read through our Policies and Procedures folder with a member of staff who will clarify any points raised.

Absences from pre-school

All absences from pre-school need to be documented for the Local Authority. You will be asked by staff to provide reasons for your child's absence and asked to sign a non-attendance log. Alternatively, you can write and sign a short note giving the dates of absence and the reason.

Persistent non-attendance or non-payment of fees may result in the withdrawal of your child's place.

Smoking Policy

Community Pre-Schools operate a strict no smoking/vaping policy at each of our settings. We ask that all parents respect this and do not smoke or vape on the pre-school premises or grounds.

Sickness Policy

We ask that children do not attend pre-school if they have a contagious illness. Children should not attend if they are suffering from a raised temperature. It is the policy of Community Pre-Schools not to administer any non-prescribed medication. If a child has been suffering from diarrhea and vomiting we ask that they are free from symptoms for 48 hours before they return to pre-school. If a child has head lice then we ask that they be treated before returning to pre-school. If any child has the above and are at pre-school then parents will be notified and asked to collect them. We would appreciate parents informing staff of any cases of head lice and childhood illnesses so that we can advise other parents. Any discussions will be handled confidentially and sensitively. It is our duty at Community Pre-Schools to protect the children in our care and to reduce the risk of cross infection.

Partnership With Parents

Parents/carers are welcomed and encouraged to spend time at our setting. All parents/carers receive a copy of this prospectus, which gives information about our pre-schools and a number of documents to complete should they wish to take up a place with us. Please refer to the **yellow sheets** in the pack for completion.

A member of staff will spend time with parents explaining the Early Years Foundation Stage curriculum that we follow and the general day to day running of the pre-school.

We will endeavour to keep all parents and carers up to date with all the latest news and developments, which is via a newsletter, by email or by our parents WhatsApp group. We also have a secure Facebook page.

Parents are encouraged to talk to staff whenever it is felt necessary. Each child is allocated a Key Person who will discuss any information with the parent on request. All information is shared with the parents and is accessible at all times, when required. Termly appointments are offered to parents to give the opportunity for private and confidential discussions with the child's key person and/or the leader of the setting.

Children's records and information are held confidentially and are covered by data protection legislation.

To ensure that children settle into the pre-school parents are encouraged to stay and support their child, until both the child and the

parent feel confident about their new surroundings.

Community Pre-Schools provide the highest quality education and care for all children. We offer a welcoming, caring, environment in which all children are able to learn and develop as they play. We believe children and their parents/carers should be treated with courtesy and politeness and we will ensure prompt and careful attention to your needs and wishes. Our intention is to work in partnership with parents and the community, more widely, and we welcome suggestions on how to improve our pre-school at any time.

We are confident that you will be happy with the service that we provide, but we appreciate there may be times when you feel that we are not always meeting your expectations. We hope that you will feel able to discuss any concerns or issues that you may have with us directly. If you would rather not talk in front of your child, then we can arrange a more convenient time at the pre-school. Should you still not be satisfied, you can address the complaint formally by email or writing to the leader of the appropriate setting.

Complaints Procedure

We have a mandatory duty to investigate all complaints relating to the National Standards for Early Years Providers. Depending on the nature of the complaints, we will investigate it ourselves or it will be referred to Ofsted for investigation. We will notify the complainant in writing within 28 days using the provider complaints record.

It is a requirement by Ofsted that all complaints are logged along with the outcome and any action taken. These records must be available to show an Ofsted Childcare Inspector if required.

The provider complaints record which is available on the Ofsted website at **www.ofsted.gov.uk**. Records will be kept for 10 years. Ofsted can be contacted at:

Ofsted, Picadilly Gate,
Store Street
Manchester M1 2WD
Telephone Number: 0300 123 1231
enquiries@ofsted.gov.uk

Opening Times

Community Pre-Schools operate for a minimum of 38 weeks per year during school term time.

Hall Lane Pre-School opening times are as follows:

Monday	8.00am-1.00pm
Tuesday	8.00am-1.00pm
Wednesday	8.00am-1.00pm
Thursday	8.00am-1.00pm
Friday	8.00am-1.00pm

Ravenstone Pre-School opening times are as follows:

Monday	9.30am -2.45pm
Tuesday	9.30am -2.45pm
Wednesday	9.30am- 2.45pm
Thursday	9.30am- 2.45pm
Friday	9.30am-12.30pm

Please discuss your requirements when visiting or telephoning the setting.

Healthy Eating

During the morning we offer all children a small snack and up to one third of a pint of semi-skimmed milk or water. We do not charge extra for this provision. Children who stay until at least 1.00pm are asked to bring a small packed lunch each day.

As a setting, we promote healthy eating and ask that packed lunches contain a balanced choice. **PLEASE DO NOT SEND IN ANYTHING WITH NUTS (THIS INCLUDES CHOCOLATE SPREAD).** We also ask that children do not bring juice or fizzy pop. Lunch is eaten together with staff from 12.30pm until 1.00pm.

Sharing lunch together is good for the development of social and personal skills and we encourage children to exercise basic table manners. This is an important part of children's preparation for their transition to primary school. If you have any questions about this, please speak to staff at the setting.

Our Staff

Both settings have the minimum of 3 staff on duty each day. The child staff ratio is as follows: 1:4 for 2-3 year olds and 1:8 for 3-5 year olds. Our settings include staff who are qualified to NVQ Level 3 or above in Early Years. Staff qualifications and training needs are reviewed regularly to ensure compliance with directives from Ofsted, Department for Education and the Local Authority. This includes: safeguarding, food safety, paediatric first aid, curriculum planning, special education needs, and 'prevent'. We believe in the value of ongoing training as essential to

enhance the quality of childcare that we provide at Community Pre-Schools.

The members of staff at Hall Lane Pre-School are:

Rebecca Burton	Manager of Community Pre-Schools BA(Hons) in Childhood Studies and is an Early Years Professional
Sarah Jacklin	Manager of Community Pre-Schools HND in Childcare and Education
Melissa White	Pre-School Assistant

The members of staff at Ravenstone Pre-School are:

Gemma Newbold	Leader NVQ Level 3 in Childcare and Education
Anna Bloxam	Leader NVQ Level 3 in Childcare and Education
Samantha Knight	Pre-School Practitioner NVQ Level 3 in Childcare and Education

Arrangements For Your First Day

First Day

For all children on their first full day at each of our settings, we ask them to bring:

- ✓ A named bag to put their things into.
- ✓ Wellies for outdoor play - if wet.
- ✓ A spare change of clothes for wet play/accidents.
- ✓ An old outdoor coat for outdoor play.

If your child is still in nappies, please also provide spares and wipes.

As stated in our healthy eating section, each setting provides a small nutritional snack during the morning which caters for all children's individual dietary requirements. One third of a pint of free milk is provided for all children, however if your child does not drink milk, water is always available. If your child needs to bring their own bottle/beaker, please ensure this is named.

Local Authority Contact Details

If you require further information regarding about the following : Your child's funded places, Two Year Old Funding, Extended Hours Entitlement (30 hours), Tax Free Childcare, Disability Access Fund (DAF), Special Educational Needs, Early Years Pupil Premium (EYPP) Childcare Provision

or School Admissions, please visit www.childcarechoices.gov.uk or contact the **Family Information Service on 0116 3056545**.

Starting School

We know from experience that moving to school is an anxious time for both children and parents. Community Pre-Schools, as part of our service to you and your child, will assist you in any way we can in ensuring a smooth transition from pre-school setting to primary school.

Your child will be offered a place in a Nursery or Reception class at primary school when he or she is 4 years old. Legally, your child does not have to start school until he or she is of compulsory school age which is the term after your child turns 5. You can still receive the FEEE until this point. Once your child is attending school (even on a part time basis) your childcare provider will no longer be eligible to claim for the FEEE on your behalf. This also applies to out of county schools who may take children at different entry points. For information on admissions please visit: www.leicestershire.gov.uk/admissions

What to do next/Who To Contact

We hope that having read through all of this information, you wish to take up a place at one of our settings then you should contact the following:

Hall Lane Pre-School – Rebecca Burton 07794 905974 or email: communitypreschools@outlook.com

Ravenstone Pre-School – Gemma Newbold 07470 193651 or email: ravenstonepreschool@hotmail.com

What information do I need to provide?

Please complete **ALL OF THE YELLOW FORMS** at the back of this prospectus and return them to Rebecca or Gemma at your chosen pre-school setting. Please also remember that is important to provide a copy of your child's birth certificate or other approved documentation demonstrating proof of date of birth, e.g. medical card or a passport with your paperwork together with the completed forms detailed below:

- ✓ Registration Form
- ✓ Collection of Children and Permission Form
- ✓ Medical Information Form
- ✓ Data Protection Forms and Sharing Information Forms
- ✓ Parental Statement of Undertaking Form (PSOU) – if you are claiming FEEE funded hours