

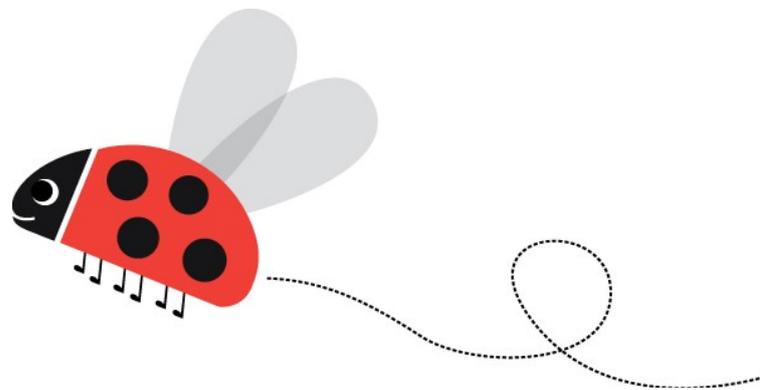


PROSPECTUS

Ladybirds Pre-school

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About Ladybirds Pre-school

The Pre-school aims to:

Ladybirds Pre-School offers places to children from the age of 2 years although we would encourage you to complete an application form early as there is a high demand for places within this age group. We also have a baby and toddler group 'Little Ladybirds' who meet on Tuesday mornings.

Ladybirds Pre-School (previously known as Leavenheath Playgroup) was started over 30 years ago with a handful of children and has now progressed to on average between 15 and 20 children at each session. We are a registered charity (Charity number 1036333) and are managed by an elected committee, which ensures that all major decision making is in the hands of the parents who use the group. The committee is responsible for managing the policy and practice of the pre-school and for the employment of our members of staff. We welcome any parents who wish to join the committee (meetings are publicised in advance). As we are a charity we try to keep our fees to a minimum, but therefore rely on fundraising to buy new educational equipment etc. when needed.

We are regularly inspected by OFSTED and were very pleased with the excellent results of our latest inspection in November 2018 (a copy of the report is available for parents to read). We are members of the Pre-School Learning Alliance.

- *To enhance the development and education of children under statutory school age in a community based group*
- *To provide a welcoming, caring, safe, secure and stimulating environment to help your child learn through play.*
- *provide high quality care and education for children primarily below statutory school age;*
- *work in partnership with parents to help children to learn and develop*
- *add to the life and well-being of its local community*
- *Offer children and their parents a service which promotes equality and values diversity.*

As a member Ladybirds Pre-school, your child:

- *is in a safe and stimulating environment;*
- *is given generous care and attention, because of our high ratio of adults to children;*
- *has the chance to join with other children and adults to live, play, work and learn together;*
- *is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;*
- *has a personal key person who makes sure your child makes satisfying progress;*
- *is in a pre-school which sees you as a partner in helping your child to learn and develop; and*
- *is in a pre-school in which parents help to shape the service it offers.*

Ladybirds Pre-school is open 39 weeks each year.

Monday, Thursday & Friday

9.15am–12.15pm (morning session)

12.15pm–3-15pm (afternoon session)

We offer a lunch club from 12.15pm– 1.15pm on each day. This can be pre-booked at a fee of £4.60

The curriculum provided by Ladybirds Pre-school

The Early Years Foundation Stage 2012 (EYFS) All providers are required to use the EYFS to ensure that whatever setting parents choose, they can be confident that their child will receive a quality experience that supports their development and learning.

There are four main themes to EYFS and each theme has its four principles listed below.

A Unique Child – Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured

Positive Relationships – Children learn to be strong and independent through positive relationships.

Enabling Environments – The environment plays a key role in supporting and extending children's development and learning

Learning and Development – Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

The Early Years Foundation Stage:

For children between the ages of 0 and the term after their 5th birthday, the pre-school provides an environment that lays a secure foundation for future learning through learning and development that is planned around the individual needs and interests of the child, and informed by the use of ongoing observational assessment.

There are seven areas of learning covered in the EYFS, three are called Prime Areas and four are called Specific Areas. Without the three Prime Areas you cannot have the four Specific Areas.

Prime Areas:

Personal, Social and Emotional Development –

- *Making relationships*
- *Self-confidence and self-awareness*
- *Managing feelings and behaviour*

Physical Development –

- *Moving and handling*
- *Health and self-care*

Communication and Language –

- *Listening and attention*
- *Understanding*
- *Speaking*

Specific Areas:

Literacy –

- *Reading*
- *Writing*

Mathematics –

- *Numbers*
- *Shape, space and measure*

Understanding the World –

- *People and communities*
- *The world*
- *Technology*

Expressive Arts and Design –

- *Exploring and using media and materials*
- *Being imaginative*

Characteristics of Effective Learning:

Playing and exploring – engagement

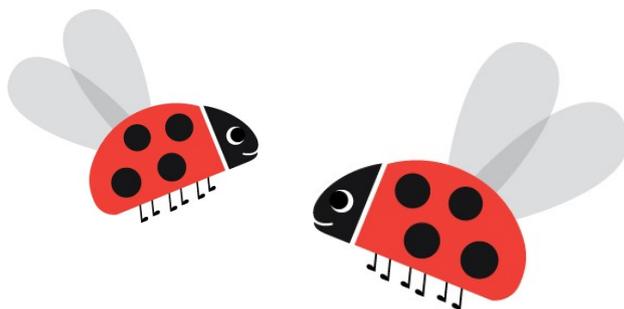
- *Finding out and exploring*
- *Playing with what they know*
- *Being willing to 'have a go'*

Active learning – motivation

- *Being involved and concentrating*
- *Keeping trying*
- *Enjoying achieving what they set out to do*

Creating and thinking critically – thinking

- *Having their own ideas*
- *Making links*
- *Choosing ways to do things.*



Working together for your children

Pre-school has a high ratio of adults to children in the setting.
This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

The staff who work at Ladybirds Pre-school are:

Nicola Weston Plumb – Pre-school Leader
Emma Appleby
Donna Hermon
Stella Grumann

Stella Grumann is our Special Educational Needs Co-ordinator. Please feel free to discuss any concerns you have over your child's development or physical need with either of these members of staff.

How parents take part in the pre-school

As a member of the Pre-school Learning Alliance, Ladybirds Pre-school recognises parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents take part in making the pre-school a welcoming and stimulating place for children and parents, such as:

- *exchanging knowledge about their children's needs, activities, interests and progress with the staff;*
- *helping at sessions of the pre-school;*
- *sharing their own special interests with the children;*
- *helping to provide, make and look after the equipment and materials used in the children's play activities;*
- *being part of the management of the pre-school;*
- *taking part in events and informal discussions about the activities and curriculum provided by the pre-school;*
- *joining in community activities in which the pre-school takes part; and*
- *building friendships with other parents in the pre-school.*

Parents/ Carers that would like to be involved in the pre-school

The pre-school has a policy that any parents/ carers or family member that would like to participate in any session at the pre-school are more than welcome to. Helping at the session enables you to see what the day-to-day life of the pre-school is like and to join in helping the children to get the best out of their activities.

Do feel free to arrange to drop into the pre-school, if you would like to see it at work or to speak with the staff.

Key person System

The pre-school has a key person system. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what the pre-school provides is right for your child's particular needs and interests. When your child first starts at the pre-school, she/he will help your child to settle and throughout your child's time at the pre-school, she/he will help your child to benefit from the pre-school's activities.

Records of achievement

The pre-school completes Learning Journeys for each child. Staff and parents work together to record children's achievements. Your child's achievements help us to celebrate together and plan and resource their next steps.

Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable help with the transition into School and ensure a coherence of learning and development across different settings.

Learning opportunities for adults

As well as gaining qualifications in early years care and education, the pre-school staff take part in further training to help them to keep up-to-date with thinking about early years care and education.

The pre-school also keeps itself up-to-date with best practice in early years care and education through the Pre-school Learning Alliance's magazine Under Five and publications produced by the Pre-school Learning Alliance.

From time to time the pre-school holds learning events for parents. These usually look at how adults can help children to learn and develop in their early years. Courses on similar topics are held locally by the Pre-school Learning Alliance: watch out for information about these.

The pre-school's timetable and routines

Ladybirds Pre-school believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the pre-school's session/day are provided in ways that:

- *help each child to feel that she/he is a valued member of the pre-school;*
- *ensure the safety of each child;*
- *help children to gain from the social experience of being part of a group; and*
- *provide children with opportunities to learn and help them to value learning.*

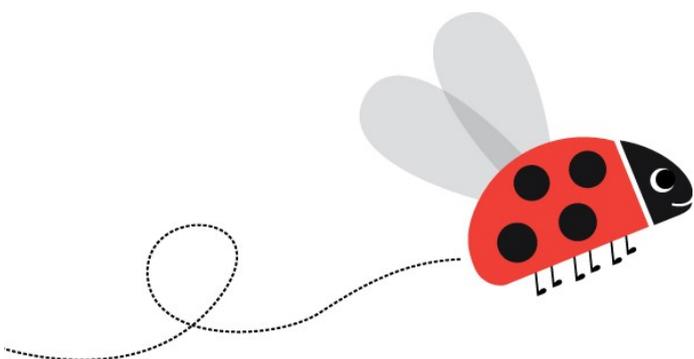
The session

The pre-school organises its sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom/s.

Snacks and meals

The pre-school makes snacks a social time at which children and adults eat together. We plan the snacks so that they provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.



Policies

Copies of the Pre-school's policies are available to see in the Operational plan at the setting and are listed below for reference.

The pre-school's policies help us to make sure that the service provided by the pre-school is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of the pre-school work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the pre-school to provide a quality service for its members and the local community.

Special needs

As part of the Pre-school's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs which a child may have.

The pre-school works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2015). The pre-school's Special Educational Needs Co-ordinator is Stella Grumann .

The management Committee of Ladybirds Pre-school

The committee consists of:

Jodie Marshall – Chairperson

Amy Johnson – Secretary

Tricia Bullock – Treasurer

Daniella Walker– Committee member

Emily Clarke – Committee member

Sarah Hutchings – Committee member

Their role is to manage the pre-school. The Committee is responsible for:

- *managing the pre-school's finances;*
- *employing and managing the staff;*
- *making sure that the pre-school has - and works to - policies which help it to provide a high quality service; and*
- *making sure that the pre-school works in partnership with the children's parents.*

Fees

The fees are £13.80 per 3 hour session. Lunch club is £4.60. Subject to availability we offer all eligible children a funded place. An additional services charge of £1.41 per 3 hour session for funded children will be made to cover the cost of our staff ratios, which are higher than the statutory requirement due to the layout of our setting, and for consumables such as snack time and other activities.

Payment is due at the beginning of each half-term in advance, however arrangements can be made to pay either monthly or weekly. You will receive an invoice at the beginning of each term detailing the amount due. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, talk to the manager. For your child to keep her/his place at the pre-school you must pay the fees or we must receive nursery education funding for your child.

Funding

Children over three years old are eligible to receive **Universal** government funding and will therefore have up to 5 funded sessions. Funding is available for some 2 year olds provided you meet certain criteria set out by the Education Department.

When your child is eligible for universal funding we will give you the necessary forms to complete and ask for evidence of your child's date of birth. We will do the rest for you.

Extended entitlement funding (30 hours) for working parents is offered subject to availability and evidence of eligibility should be provided to Pre-School Leader by the dates set out in the government guidelines. To check if you are eligible for the Extended entitlement go to

<https://www.childcarechoices.gov.uk>

Starting at Ladybirds Pre-school

The first days

We want your child to feel happy and safe at the pre-school. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the pre-school. The pre-school has a policy about helping children to settle into the pre-school. Children are welcome to bring in a favourite toy or comforter to help them settle in and parents are welcome to stay until the child is settled.

Clothing

The pre-school provides protective clothing for the children when they play with messy activities.

The pre-school encourages children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet (with adult supervision at all times) and taking off – and putting on – outdoor clothes. Clothing which is easy for them to manage will help them to do this.

Toileting/nappies

Children do not have to be toilet trained but we would ask that spare nappies and wipes are bought to each session. We are happy to continue toilet training whilst at pre-school but would ask you speak to your child's key person to ensure the routines at home are continued at pre-school.

Medical

Please advise us on the Medical Form of any illnesses/allergies/additional needs your child may have in order that staff are fully aware of these.

If your child is ill and will not be attending pre-school, please telephone the settings Manager on the morning.

Minor coughs and colds are to be expected but for anything more serious, please keep your child at home (especially in the case of sickness and diarrhoea where a clear 48 hour period should have passed before attending pre-school again).

Safety

All external doors are locked immediately after the children arrive and the garden gate securely padlocked before the children arrive. Only authorised persons named on the Consent Form will be allowed to collect your child unless notification has been given. In the case of an emergency please telephone Sam Edwards.

No unexpected or un-authorised persons are allowed onto the premises during pre-school sessions.

All members of Staff, Volunteers and the Committee are DBS checked.

Ladybirds Pre-school hopes that you and your child enjoy being members of the pre-school and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Contact Details

Pre-school Leader

Nicola Weston-Plumb

Tel: 07846 604177

Email: Manager@ladybirdsleavenheath.com

Treasurer

Tricia Bullock

Email: tricia.bull@googlemail.com

Ladybirds Committee Chairperson

Jodie Marshall

Tel: 07803035013

Email: jodiemarshall@hotmail.co.uk

Online www.ladybirdsleavenheath.com

www.facebook.com/ladybirdsleavenheath

Address

Ladybirds Pre-School
Leavenheath Village Hall
Wrights Way
Leavenheath
CO6 4NR

Ladybirds Pre-school Policies

We would encourage parents to read the policies adopted by Ladybirds Pre-school. These can be found in the Parents Information file in the foyer.

Absence Policy
Additional / Special Educational Needs Policy
Aims and Objectives
Admissions Policy
Arrivals & Departure Policy
Code of Conduct for Pre-school Staff
Complaints Procedure
Confidentiality Policy
Early Years Practice & Standards
Equal Diversity & Inclusion Policy
Fees Policy
Fire Drill Procedure
Grievance & Disciplinary Procedure
Health & Hygiene Policy & Procedure
Managing Behaviour Policy
Mobile Phone & Social Networking Policy
New Staff Appointments Policy
No Smoking Policy
Non-Collection/Lost Child
Nutrition Policy
Outdoor Policy Outings
Procedure Record
Keeping Policy
Recruitment Of Ex-Offenders
Risk Assessment
Safeguarding Children Policy & Procedure
Safe Recruitment Best Practice &
Staff Induction and Policy
Safety Policy and Practice
Selecting Toys & Equipment Policy & Practice
Settling in Pre-School Policy
Sick Children / Emergency /Administration of Medicines Policy
Sickness/Absence & Sick Pay Policy
Storage & Disposal of Disclosure Information
Student Placement Policy
Staff Management, Training & Committee
Toileting and Intimate Care
Transition Policy
Visitors
Whistleblowing

Ladybirds Pre-school

Registration Form

Details and History of Child			
<i>Surname</i>		<i>First Names</i>	
<i>Known as</i>		<i>Date of Birth</i>	
<i>Gender</i>		<i>Religion</i>	
<i>Nationality</i>		<i>First Language</i>	
<i>Doctor</i>	<i>Name:</i>		<i>Tel:</i>
	<i>Address:</i>		
<i>Special religious or cultural needs</i>			
<i>Other special needs</i>			

Details of Parent/Guardian/Carer		
Parent/Carer 1	<i>Name:</i>	<i>Tel No:</i>
	<i>Address:</i>	<i>Mobile No:</i>
	<i>Email:</i>	<i>Work Tel:</i>
	<i>Parental Responsibility (please tick)</i>	<i>Signature:</i>
Parent/Carer 2	<i>Name:</i>	<i>Tel No:</i>
	<i>Address:</i>	<i>Mobile No:</i>
	<i>Email:</i>	<i>Work Tel:</i>
	<i>Parental Responsibility (please tick)</i>	<i>Signature:</i>

Emergency Contact Details (other than Parent/Guardian/Carer)		
Contact 1	Name:	Relationship to child:
	Tel No:	Mobile No:
Contact 2	Name:	Relationship to child:
	Tel No:	Mobile No:

Child Care Sessions Required (please tick)					Start Date:	
Monday	Morning		Lunch Club		Afternoon	
Thursday	Morning		Lunch Club		Afternoon	
Friday	Morning		Lunch Club		Afternoon	

Ethnic Origin	
<ul style="list-style-type: none"> £ White – British £ White – Irish £ Any other White origin £ Mixed – White & Black Caribbean £ Mixed – White & Black African £ Mixed White & Asian £ Any other Mixed origin £ Chinese £ Gypsy/Traveller £ Asian or Asian British - Indian 	<ul style="list-style-type: none"> £ Asian or Asian British – Pakistani £ Asian or Asian British – Bangladeshi £ Any other Asian origin £ Black or Black British – Caribbean £ Black or Black British – African £ Any other Black origin £ Prefer not to disclose £ Other –please specify below:

Signature	Date

We will need to have sight of your child's Birth Certificate. Please bring this with you on the first day your child attends Pre-school.

For Pre-school use only:

Birth Certificate No:	Date:	Seen by:
Mother:	Father:	

Ladybirds Pre-school
Medical Information

Full Name	
Date of Birth	National Health No:

<i>Does your child have any allergies? Please state:</i>
<i>Does your child have any food intolerances/sensitivities:</i>
<i>Is your child forbidden foodstuffs because of religion or culture:</i>
<i>Please give full details of allergy and emergency medication. The Pre-school staff will speak to you before your child joins in order to ensure that they are trained to give this medication.</i>
<i>Does your child have any fears/anxieties?</i>
<i>Does your child have any additional needs?</i>
<i>Was your child born prematurely and at what gestation?</i>
<i>Has your child been referred to a clinic/specialist department because of hearing, speech, developmental delays? Please give full details:-</i>
<i>Please give details of any events which may have affected your child (new baby, moving house, death of relative).</i>

Has your child been immunized against the following:-					
Rubella	Yes/No	Whooping Cough	Yes/No	Polio	Yes/No
Measles	Yes/No	Diphtheria	Yes/No	Mumps	Yes/No
Meningitis	Yes/No	Tetanus	Yes/No		

Is your child allergic to plasters	Yes/No
Are you agreeable for plasters to be applied if necessary if there is no allergy?	Yes/No

Permission For Emergency Medical Treatment	
Medical Condition(s):	
Medication:	
I hereby give permission for Ladybirds Pre-school to contact the emergency services and administer any emergency medical treatment necessary in the event my child is taken ill. I understand that every effort will be made to contact parents/carers immediately.	
Signed:	Date:
Name:	

Ladybirds Pre-school
Declaration of Consent

Child:	Date of Birth:
Name of Parent/Guardian/Carer:	

To ensure that the well-being of the children in our care is safeguarded, we have strict policies covering certain aspects of child care. It would therefore be helpful if you would sign and date each section below in the spaces provided that will give us appropriate authorisations. This form will be kept in a prominent position in your child's file. Thank you for your co-operation.

Medication and Medical Help		
<i>1. In the event of my/our child requiring a course of prescribed medication, I/we undertake to authorise this through the use of the Pre-school's individual Medication Form as appropriate:</i>	<i>Signature:</i>	<i>Date:</i>
<i>2. I give permission for the staff at Ladybirds Pre-school to act in loco parentis in the case of a medical emergency where any delay in my signature is considered by a doctor to endanger my child's health and safety:</i>	<i>Signature:</i>	<i>Date:</i>
<i>3. In the event of my/our child suffering a high temperature, I/we give consent for Pre-school staff to administer Calpol. I/we confirm that the child does not have any allergy to Calpol:</i>	<i>Signature:</i>	<i>Date:</i>

Collection of Children	
The following people are authorised to collect my/our child at the end of the Pre-school session:	
<i>1. Name:</i>	<i>Signature:</i>
<i>Relationship to child:</i>	
<i>2. Name:</i>	<i>Signature:</i>
<i>Relationship to child:</i>	
<i>3. Name:</i>	<i>Signature:</i>
<i>Relationship to child:</i>	
<i>4. Name:</i>	<i>Signature:</i>
<i>Relationship to child:</i>	

Photographs

I do/do not give permission for photographs of my child to be taken during Ladybirds Pre-school sessions to be used on internal displays and within their 'Learning Journey' records.

Signature:

Date:

I do/do not give permission for photographs of my child to be used in local articles within the LSPN Community Magazine.

Signature:

Date:

I do/do not give permission for photographs of my child to be used on the Ladybirds website and Facebook page.

Signature:

Date:

Trips and Outings

I do/do not give consent to my child being taken out of the Pre-school on day trips and outings, after being informed and completing an Outings Consent Form.

Signature:

Date:

Suntan Cream

I do/do not agree to allow suntan cream to be applied to my child's skin. I understand that I must supply a cream that I know to be suitable to my child's skin.

Signature:

Date:

Ladybirds Social WhatsApp Group*

I do/do not give permission for my mobile number to be added to the Ladybirds Social WhatsApp Group.

*This is a group for Ladybirds parents and carers to allow sharing of social events, playdates, useful information and anything Ladybirds related. You can easily remove yourself from the group at any time.

Please confirm the mobile number(s) to be added to the group:

Signature:

Date: