





# **Bright Sparks Little Stoke**

**Academic year 2016/2017**

**Little Stoke Primary School,  
Little Stoke Lane  
Little Stoke, Bristol BS34 6HY  
Tel:- 01179 038047**

**[www.brightsparkspreschool.me.uk](http://www.brightsparkspreschool.me.uk)**

## **Welcome to Bright Sparks**

- 8.30am to 9am breakfast club
- 9am to 12 noon, 12noon to 3pm preschool sessions
- 3pm to 6pm afterschool club

This is an introduction to our setting with all the information we feel you will need while your child is with us. If there is anything else you would like to ask us, please feel free to phone and ask at anytime. We have an open door policy to all parents and carers.

### **Home visits, settling in and collection**

To help your child settle quickly into Bright Sparks routine, we will visit at home so you child sees us in their home environment. We will also ask you to follow our simple settling in policy. If your child has problems being left, we will discuss this with you and make a plan to help your child.

### **Pre School**

During your child's registration you will be given a date and time for your child to start with us. Please arrive at this time. You will be informed which class your child will be in so that you know where to drop your child. The staff will collect your child at the door. Please note that the school gate will be locked by the staff to ensure the safety of children at 9am sharp. No one is allowed into the school grounds during the school day, unless authorized. If you arrive after 9am please ring the bell outside the main entrance and we will collect your child. You will be asked to sign your child into our care by the staff.

At 11.55 am the gates allowing access to the playrooms will be opened and you may pick up or drop off your child. The gates will be locked again 12.10 to ensure your child is safe. You will then be asked to sign your child into and out of Bright Sparks.

Please collect your child from your child's room at 3pm. Parents will be asked to sign their children out of Bright Sparks. If you are going to be late please ring to let us know. Thank you. A fee will be charged for late collection of your child.

If your child is attending the afterschool club please ring the bell at reception and we will bring your child to you.

**Lunch** -You will only need to provide a lunch box if your child is attending the setting for the whole day. We encourage healthy eating in the children's lunch boxes but we would rather your child ate so please put in what they would normally eat at home rather than have them hungry throughout the afternoon. Please do not put sweets, chocolates or fizzy drinks in their lunch

boxes. Children are NOT allowed to share food from their lunchboxes as we do have children with allergies. You can request a feeding plan if your child has feeding difficulties prior to your child starting at Bright Sparks.

Please remember we can only give your child to someone who is named on your named person to collect form. Please let us know in advance using your communications book if you wish to add anyone to this list. Thank you.

Anyone arriving at the gate and it is locked should ring the bell at the main entrance and a member of staff will come to you.

Please be aware that we may not always be able to come straight away as staff members may not be free, but we will come as soon as we can.

If you need to collect your child during the session please notify us using your child's communication book, or by ringing us or ring bell to collect them. Thank you.

**PARENTS AND CARER'S SHOULD NOT USE THE SCHOOL CAR PARK TO DROP OFF OR PICK UP YOUR CHILD. PLEASE DO NOT WALK THROUGH THE CAR PARK AS THIS IS DANGEROUS.**

**Groups** –We have 2 rooms, one for our Ladybirds (for our younger children) and one for our Bumblebees (older preschool children). We, also, run small groups to encourage further learning and development in all children.

**Key persons for children aged 2 to 5 years of age**

Your child will be assigned a key person. This person will be responsible for collecting observations and assessments on your child. They will work closely with your child ensuring they are settling into the setting and encourage all areas of your child's development. We will always keep in close contact with you and if you have any concerns regarding your child please phone or make an appointment to see us. You will also have been issued with a communications book to use to talk to us. Please use this to ask questions or tell us of any news your child may have.

We have parents mornings twice a year for you to come in to discuss your child's progress and general welfare. We will also send you a written report at Easter time. We are, also, available after 3pm if you would like to stay and discuss your child's progress (please note we may sometimes have to make appointments if we cannot be available straightaway).

The routine of each session changes depending on the season, weather and topic. However we loosely structure the session so your child has equal opportunity to do craft, free play and outside play.

### Topics

Each week we cover different subjects at preschool and you will be informed of these at the beginning of each term in our termly newsletter. They are also posted on the notice board.

Your child is encouraged to bring in something on this topic for show and tell. Please ensure all items brought into preschool are named. All areas of learning will be organized surrounding this theme.

Children are discouraged from bringing in anything NOT related to the topic as precious toys can get lost amongst all our toys or another child may play with it which can lead to disputes. We can take no responsibility for any toys brought into the setting.

### Sharing Information

We have a Bright Sparks notice board at the front of the building. Please check here regularly for up-to-date notices and details of ongoing topics. You will also find a copy of our Ofsted Registration Certificate and our phone number. We will send you a termly newsletter. You can also find information on our website [www.brightsparkspreschool.me.uk](http://www.brightsparkspreschool.me.uk). We have a safe and secure online system called 'Tapestry' where we post observations of your child with your consent. This is an interactive site where you can also post observations and comments about your child's development. We also encourage you to speak with our practitioners on a regular basis.

### Areas of learning and curriculum

The Early Years Foundation Stage (EYFS) of the curriculum applies from birth to 5 years old. We follow this curriculum to help children reach their early learning goals by the time they start primary school.

There are 7 areas of learning. They are:-

- Communication and language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World; and
- Expressive Arts and Design.

### **Parent help**

If you feel you want to regularly help in sessions please notify Kim and Vicky that you would like to do this but please note that we may need to obtain a police check before you start. There may be a small charge for this police check.

Parents are also asked from time to time to help on small group outings at short notice e.g. trip to the local shops or post box. This is required to ensure the safety of your child whilst out of the school premises.

If you feel that you, or someone you know, could contribute to the topic of the week please let us know by telephoning us or using your communications book. We love to see you in pre school.

### **Clothing**

Please ensure that all clothing brought and worn to Bright Sparks is clearly labelled with the child's full name. This includes, coats, cardigans, jumpers, hats, gloves, scarves, lunch boxes, bags, drinks bottles etc. We also recommend that children do not wear their best clothes as there will be lots of messy play and despite precautions being taken accidents do happen.

You can purchase a Bright Sparks Pre School t-shirt and/or sweatshirt that can be worn to avoid spoiling your child's home clothes.

Please provide a named pair of indoor shoes or slippers to be kept at the setting during the winter months. This is so that should it be wet walking to school or during outside play your child will not be left in wet footwear during the session.

### **School bags for Pre School**

You will be given a Bright Sparks book bag when you register and pay the administration fee for your child's place (private fee paying parents only). Your child can customize their bag so it is easier for them to recognize as well as reading their own name. The children will be encouraged to put their own work away so it is essential they have these bags. It also gives them a sense of belonging and avoids lost work. Your communication book should be kept in this bag as the staff will check it each time your child is in session to see if you have any messages for us. We will also write messages to you. We discourage back packs as we do not have the storage space, especially in winter when we have so many thick coats and wellies!

### **Children in nappies**

If your child still wears nappies or pull-ups, please ensure your child comes to the setting with a supply of these as well as wet wipes and nappy sacks. A change of clothes is also a good idea. Please label the bags they are kept in if not using your book bag. When your child starts potty training please let us know by writing it in your communication book and we will ensure all staff are aware of and follow

the routine you are using at home. We will need to know what your child is using and words they use to tell us they need to go.

### Snack times

We encourage healthy living and eating at all times. We have a snack bar that is open from 10am to 10.30am: 2pm to 2.30pm where the children can choose from the healthy snacks available. Our snack times will include a choice of milk and water. The milk will be cold so it may help if you introduce your child to this before they start with us. We also have a choice of fruit/vegetables/cereal/crackers at each snack time.

### Photos and videos

If you do not wish your child to be photographed please tell us in writing as soon as they start at the setting. Thank you.

### Accidents

We always have at least two first aid trained staff on duty during each session. If an accident does happen, it will be recorded and you will be asked to sign the accident book when collecting your child. If a serious accident occurs we shall telephone for an ambulance and attempt to contact you as soon as possible. This is why we ask you to sign the consent form for us to call the emergency services.

If there is an incident which we feel should be recorded, such as bullying, fighting, swearing or any aggressive behaviour, we shall advise you of this at the end of the session.

### Allergies and medical conditions

If your child has any allergies to ANYTHING or medical conditions please let us know all the details verbally and in writing either in your communications book or in writing in a letter.

### Head Lice

Each year we seem to have a period when children become infected with head lice. Once they start to spread, it is very difficult to eliminate them. If your child has head lice we ask you to keep them at home until they are clear. If we notice them at the setting, we will ask you to collect your child. It is very frustrating to treat your child, for them to become re-infected a week later. We have to break this cycle as soon as possible. Thank you for your co-operation in this.

### Sickness, holidays and absences

We record on the register each day whether your child is with us each day or where they are if they are absent. This is a legal obligation. We have to monitor absences and let your child's new school know of these absences. We need to know in advance if you plan to go on holiday in term time please let us know by using your communications book. If your child is sick please ring us and you can

leave a message informing us of the reason why your child is off. We would also like to know if your child has an infectious disease so we can alert other parents. Fees will only be returned in extreme circumstances such as hospitalization.

### Funding and Fees

We accept children who have been granted 2 year old funding. You may use some or all of your entitlement at Bright Sparks.

If your child is entitled to the Nursery Education Grant for 3 and 4 year olds you may use some or all of your entitlement at Bright Sparks. You are entitled to 15 hours free nursery education per week from the term after their 3<sup>rd</sup> birthday. (September, January or April). The grant is payable for 38 weeks per academic year.

Our Pre School sessions are as follows:-

- Monday to Friday 9am to 12pm 3 hour session. The private charge for this session is £5.50 per hour for 2 year olds and £5 per hour for 3 and 4 year olds (However, if your child is entitled to the Nursery Education Grant you may use this grant for the session up to a maximum hour of the grant then a private charge will be payable)
- Monday to Friday 12 to 3pm 3 hour session. The private charge for this session is £5.50 per hour for 2 year olds and £5 per hour for 3 and 4 year olds (However, if your child is entitled to the Nursery Education Grant you may use this grant for the session upto a maximum hour of the grant then a private charge will be payable)

Breakfast and Afterschool Pre School

- £5.50 per hour for 2 year olds
- £5 per hour for 3 and 4 year olds
- £8 per session from 3.30pm to 6pm

**Holiday Club (School Holidays held at the Stoke Lodge Setting)**

- Pre School children £5.50 for 2 year olds and £5 for 3 and 4 year olds per hour
- Primary School children 8am to 6pm during school holidays. Daily charge of £21 for a full day and £11.50 for half day (8am to 1pm or 1pm to 6pm)

The Pre School is open for 38 weeks a year so you can access the Nursery Education Grant funding for the full 38 weeks entitlement.

**Additional charges:-**

- **Registration Fee - £35 for Nursery/Pre School or £10 for Afterschool/Holiday Club for primary school children**
- **Cleaning – A charge of £1 per term is required for essential cleaning of the preschool and equipment.**
- **Snack for Pre School Sessions – A charge of 25p per session is required so that we can provide varied healthy snacks for your child.**
- **Late collection charge – We reserve the right to charge £5 for every 10 minutes you are late to collect your child.**
- **Sun cream charge - £1 per year**
- **Wet wipes and nappies – a charge will be made for the use of Bright Sparks wet wipes and nappies should we run out of your supply from home. We will advise you when your supply is running low so you can send in some more.**

You will be issued a bill at the beginning of each term. This must be paid by 7 days after the date of the invoice. If not, a reminder will be issued. If it is not paid within 7 days of the reminder you will be given a warning letter informing you that if you outstanding fees are not paid within 7 days your child's place will be offered to another child on our waiting list. If you have any problems concerning financial matters please contact Kim or Vicky.

#### **Notice to end your preschool place**

You must give 4 week's written notice if you intend to reduce or end your sessions during the year.

**Pre School Outing** - During term 5 we ask all parents to accompany their child on a pre school outing. If you pay fees for this day you will be charged as the trip is an educational visit and staff are required to attend. Fees will, also, be charged for holidays taken by parents/carers, and closures due to acts of god (e.g. snow, heating breakdowns) as overheads will still have to be paid by the preschool.

#### **Equal Opportunities Policy**

All staff will actively promote equality of opportunity and anti-discriminatory practice for all children and their co-workers.

We will ensure that all activities do not lead to any individual receiving less favourable treatment on the grounds of :

**Gender (Sex Discrimination Act 1975 and 1986);  
Disability (Education Reform Act 1988);  
Ethnic or National Origin (The Children Act 1989);  
Religious belief, skin colour, Race (The Race Relations Act 1976);  
Age and Marital Status.**

**These will provide our framework for good practice. To ensure we follow these guidelines we will :-**

- **Encourage all staff to recognize positively the different racial and ethnic variations within the setting;**
- **Promote awareness of any discriminatory practices (e.g. name calling, teasing or aggressive behaviour) - and developing strategies to deal with them.**
- **Avoid the use of labels**
- **Ensure that all children have equal access to equipment and resources**
- **Treat all parents, children, staff, visitors and carers with respect**
- **Promote a sense of fair play and respect for all others within the setting.**

**Senior Staff at the setting.**

**Kim Steadman – Manager**

**Vicky – Deputy Manager / Senior Leader**

**Sarah Cantin - Senior Leader**

**Special Educational Needs Co-ordinator (SENCO)**

**If your child needs any additional support during sessions with any area of development (i.e. speech, behaviour, socializing) an Individual Play Plan will be created and discussed with you. Kim Steadman is our settings SENCO who your child will be referred to if it is felt to be necessary.**

**If you have any concerns about your child's development, please make an appointment to see us.**

**Complaints Procedure**

**In the first instance of any complaint please see the Senior Leader. If you feel the matter has not been satisfactorily dealt with, please put the complaint in writing to the Manager. You will then receive a written reply. If you are still not satisfied and you wish to take the matter further you may contact Ofsted, 0300 1231231.**

**Thank you for taking the time to read through this prospectus and we hope your child will be happy at Bright Sparks.**

**For further information please give us a call or pop in**

## PRESCHOOL 2016/2017 TERM DATES

Term 1 Pre School Session	Monday 5/9/16 to Friday 21/10/16
Holiday Club at Bright Sparks @ Stoke Lodge	24/10/16 to 28/10/16
Term 2 Pre School Session	Monday 31/10/16 to Monday 12/12/16
Holiday Club at Bright Sparks @ Stoke Lodge	Tuesday 13/12/16 to 16/12/16
Term 3 Pre School Session	Tuesday 03/01/17 to 10/2/17
Holiday Club at Bright Sparks @ Stoke Lodge	Monday 13/2/17 to Friday 17/2/17
Term 4 Pre School Session	Monday 20/2/17 to Friday 7/4/17
Holiday Club at Bright Sparks @ Stoke Lodge	Monday 10/4/17 to Friday 21/4/17 (closed 14/4/17 and 17/4/17 bank holiday)
Term 5 Pre School Session	Monday 24/4/17 to Friday 26/5/17 (closed 1/5/17 bank holiday)
Holiday Club at Bright Sparks @ Stoke Lodge	Tuesday 30/5/17 to Friday 2/6/17 (closed 29/5/17 bank holiday)
Term 6 Pre School Session	Monday 5/6/17 to Monday 24/7/17
Holiday Club at Bright Sparks @ Stoke Lodge	Monday 24/7/17 to (to be confirmed)