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Immunisations: (✓) Tetanus ; Whooping Cough ; MMR

Doctor: Telephone No:

I do/do not give my permission for my child to have a plaster applied if necessary.

Parental responsibility:-

Does mother have legal access to the child? (✓) YES NO

Does father have legal access to the child? (✓) YES NO

I understand that consent to share information about my child will be sought unless it puts my child at risk or undermines a criminal investigation (see Safeguarding Policy).

Signed: Parent/Guardian

Date:



LEIGH ROAD BAPTIST CHURCH

Pre-School

**9.00am - 12 noon and 1.00 - 4.00pm
MONDAY to FRIDAY**



**LEIGH ROAD BAPTIST CHURCH
Pre-School**

is run by a group of committed Christians. We aim to provide a secure, friendly atmosphere where children can learn and grow as individuals, and with confidence in their own abilities can leave us for school with a well rounded pre-school education.



**OTHER ACTIVITIES FOR CHILDREN
at Leigh Road Baptist Church**

- Junior Church** Sundays at 10.30am
- * **Energize** (children/youth aged 5-16) Thursdays at 6.30pm
- * **Bright Sparks** (babies aged 0-2) Wednesdays at 10.30am
- * **Bright Sparks** (toddlers aged 0-4) Wednesdays at 1.30pm

*During term time only

The Pre-School operates an open door policy for parents. If you should have any concerns about your child's time at Pre-School, please speak to the manager or one of her deputies. The manager is available most sessions during Pre-School hours or at other times by appointment.

APPLICATION FORM

Please fill in this form and return it to:

Janette Land, LRBC Pre-School, Marguerite Drive, Leigh-on-Sea
SS9 INN (or hand it in during a Pre-School session)

Child's name: Date of birth:

Address:

.....

..... Postcode:

Mother's name (Mrs/Miss/Ms):

Telephone number:

Email address:

Father's name:

Alternative contact's name:

Address:

.....

Telephone number:

I wish to enrol my child, named above, and enclose a non-returnable registration fee of £5. Once my child has been given a place in the Pre-School, I agree to pay the fees, whether he/she attends or not. (If paying by cheque, please make it payable to LRBC Pre-School.)

I agree to written observations being made of my child for the purposes of determining his/her needs.

I agree to photographs/video being taken of my child at play, at any outings, or at special events such as a nativity play.

I do/do not confirm that my child can be collected by the alternative contact named above. (Delete as appropriate.)

I give the Pre-School authority to summon medical help or to administer first-aid should the need arise.

Please state here whether your child has any health problems, allergies or dietary requirements we should know about:

10. KEY PERSON AND YOUR CHILD

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

11. ADDITIONAL INFORMATION

- Before your child starts Pre-School you are most welcome to visit us with him/her for part or all of a few sessions. This provides an opportunity for us all to get to know you and for you to get to know us!
- Fees are payable by the half term in advance. No refunds for absence can be given. For your child to keep his/her place at the setting, you must pay the fees.
- If you need to talk to any of our staff, please feel free to come in before, during or after any session.
- We don't expect parents to send their child to Pre-School if he/she is unwell or has been ill at night. Our Sickness Policy states that if a child vomits, a period of at least 48-hours should elapse after the last vomit before return to Pre-School. If a child becomes unwell in Pre-School we will make every effort to contact the parent or alternative contact number. We will call a medical professional if we feel it necessary.
- For reasons of health and safety we cannot be responsible for the storage and administration of drugs and medicines unless there are exceptional circumstances. In these cases we shall require written instructions.
- We do not have a uniform but would appreciate it if you sent your child to Pre-School in clothes that make it easy for him/her to use the toilet. In addition, some activities are messy and whilst we make every effort to keep children clean, accidents do happen. So, please, no 'new/'best' clothes. We will use the garden all year round, so coats and wellington boots should always be left on your child's peg.
- Complaints procedure. Please refer matters initially to the Manager. A copy of the policy is available on request.
- It is important that once a place has been offered to your child, that you accept or decline as soon as possible and within the date stated in your offer letter, as there is a list of others waiting to take up places.
- Please let us know if your child attends another pre-school or nursery as this can affect funding.

There is an EMERGENCY TELEPHONE on the premises – ☎ 01702-471924 – for use during Pre-School hours. Please keep this number handy in case you are unable to pick up your child, as we will need your permission to release him/her to another person.

Dear Parent,

Thank you for inquiring about our Pre-School. If you read on you will find out more about us. You are also welcome to visit the Pre-School during any session. We operate a waiting list and should you wish to register your child for a place you will find an Application Form at the back of this booklet.

Yours faithfully,

*Mrs. Janette Land & Mrs Liz Kelly
Pre-School Managers*

LEIGH ROAD BAPTIST CHURCH PRE-SCHOOL

1. THE STAFF

There are five, sometimes six, members of staff present at each session. There will be two qualified members of staff with either the Pre-school Learning Alliance Diploma in Pre-School Practice (level 3) or the National Nursery Education Board qualification (NNEB) (level 3) at each session. All staff are experienced helpers and at least one each morning holds a First Aid Certificate. Details of staff are shown on the Pre-school notice board in the Lobby.

2. THE SESSION AT PRE-SCHOOL

When the children arrive the room is set out ready for free play, this enables children to interact with both adults and other children and to make individual choices about their play. The equipment varies from day to day but usually includes painting, play dough, puzzles, and various construction toys including Duplo, Magnetico and Popoids. This encourages fine motor skills, balance, co-ordination, colour and number work. There are toys to encourage imaginative play such as dressing-up, home corner, dolls, railways, a farm, and musical instruments. Water and sand play encourages science concepts as well as providing an exciting opportunity. The children are encouraged to participate in various activities during this part of the session and the equipment is chosen to meet the Early Years Foundation Stage (EYFS) as set down by the Department for Education and Skills (DfES).

During this time all the children are offered a drink and a snack and the occasion is used to share news and views with each other. The children then help to clear up before enjoying story time as a group. The Pre-School then provides equipment for physical play: bikes, balls, balance beams, climbing frame, etc. We have the use of the Pre-School room, a large hall and garden for these activities. The session ends with a singing time.

We ensure all equipment meets safety standards.

3. ADMISSIONS POLICY

As mentioned, the application form is at the back of this prospectus. Once completed and returned with the non-refundable registration fee, it is held on file and places are allocated in accordance with our admissions policy, a copy of which is available on request. Admissions will usually be in September and January.

4. VISITORS

It is fun for the children to have occasional visitors and this is always by prior arrangement with staff. In addition, because we participate in a student placement scheme, a local student may from time to time be in Pre-School as a helper. Visitors are never left alone with children, a member of staff is always present.

5. CHILDREN'S DEVELOPMENT & LEARNING

The provision for children's development and learning is guided by The Early Years Foundation Stage (DCFS 2007). From September 2008 the Early Years Foundation Stage became law. This brings together Birth to Three Matters and the Curriculum Guidance for the Foundation Stage. Our provision reflects the four key themes and 16 commitments of the Early Years Foundation Stage:-

A UNIQUE CHILD

Child Development: *skilful communicator, competent learner.*

Inclusive Practice: *equality and diversity, children's entitlements, early support.*

Keeping Safe: *being safe and protected, discovering boundaries, making choices.*

Health and Well-being: *growth and developing, physical and emotional well-being.*

POSITIVE RELATIONSHIPS

Respecting Each Other: *understanding feelings, friendship, professional relationships.*

Parents as Partners: *respecting diversity, communication, learning together.*

Supporting Learning: *positive interactions, listening to children, effective teaching.*

Key Person: *secure attachment, shared care, independence*

ENABLING ENVIRONMENTS

Observation, Assessment & Planning: *starting with the child, planning, assessment.*

Supporting Every Child: *children's needs, the learning journey, working together.*

The Learning Environment: *the emotional environment, the outdoor environment, the indoor environment.*

The Wider Context: *transitions and continuity, multi-agency working, the community.*

LEARNING & DEVELOPMENT

Play & Exploration: *learning through experience, adult involvement, contexts for learning.*

Active Learning: *mental and physical involvement, decision making, personalised learning.*

Creativity & Physical Thinking: *making connections, transforming and understanding, sustained shared thinking.*

Areas of Development and Learning.

6. OUR BEHAVIOUR POLICY

We expect children to be polite to adults and each other, respecting both colour and creed. Only positive methods of guidance are used, i.e. re-direction, anticipation and removal of potential problems, positive reinforcement and encouragement. We do not use unnecessary comparison or direct criticism.

In the event that a child displays exceptionally anti-social behaviour. we will consult with the parents/guardians to find the best way forward. We have a member of staff who is designated as our Pre-School Behaviour Co-ordinator.

Our full policy document is available for your inspection if you so require.

7. VALUING DIVERSITY & PROMOTING EQUALITY

In Pre-School all children are valued equally and the achievement of their full potential is given equal importance. We focus on what each child can do rather than on what he/she can't do. Having assessed the child's needs via written observation, we aim to meet those needs. Written observations will be made and evaluated, and the Pre-School will work together with you, the parent, to encourage the confidence and positive self image of your child.

8. SPECIAL EDUCATIONAL NEEDS POLICY

In accordance with the Children's Act 1989 and the Education Act 1993, and the new SEN Code of Practice (2001), we aim to make the appropriate provision for a child who has a special need – we have a designated member of staff responsible for Special Educational Needs (SENCO). This means that we will consult parents or guardians concerning any child who is not progressing as well as is expected, realising that the parents'/guardians' knowledge, views and experience are vital to an accurate assessment of the child. If necessary, following that consultation, we shall alert the appropriate professionals.

A child is not regarded as having a learning difficulty if English is not his/her first language.

It is very important that a child's special educational needs are recognised early on in the child's career as he/she will require the appropriate help and guidance from professionals. It is also beneficial for the parents and for the PreSchool. We will make every effort to liaise closely with the Primary school so that any provision made for a child in our care will be carried on by the Primary school. During their education most children will need some special help at one time or another and we will respond to those occasions as they arise. If you have any concerns about your child, please talk to us as we are here to help both you and your child. Our full policy document is available for your inspection if you so require.

9. SAFEGUARDING CHILDREN

We operate a safeguarding children programme entitled 'Safe to Grow'. Permanent Staff have attended a training session and have completed health and police checks. In addition the Local Safeguarding Children's Board procedures apply within this group.

We operate an 'Accident Book' to record any tumbles and bumps that are inevitable from time to time, usually due to boisterous play, and inform parents at the end of the session who will be required to sign it to acknowledge notification of the 'accident'.

All children have bumps and bruises at various times, it is our responsibility to verify where these come from in order to support you as parents.

Our full policy document is available for your inspection if you so require.