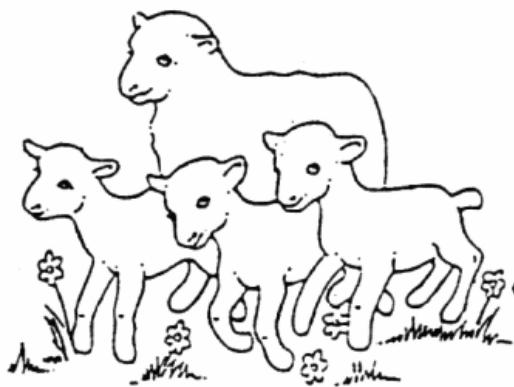


Little Lambs Pre-School Centre



Prospectus



Little Lambs Pre-School Centre

**Bethel Chapel, Hill Street, Wollescote, Stourbridge, West Midlands, DY9 8TL
Telephone: 01384 892137 Fax: 01384 892002**

Little Lambs emergency mobile contact number: 07724 667464

Email: admin@bethelchapel.wanadoo.co.uk Website: www.bethelchapel.net

INFORMATION FOR PARENTS

Little Lambs is a 55 place private Pre-School Centre, situated in purpose-built Early Years rooms including a large outdoor play area, part of Bethel Chapel, run by qualified and experienced staff. We are located in Wollescote, a five-minute walk from Lye High Street, on a major bus route, and have our own car parking facilities. We are registered with and approved by the OFSTED Early Years Directorate, and are registered to receive Nursery Education Funding. All necessary requirements have been met in accordance with the Children Act 1989, and satisfy the OFSTED Statutory Framework for the Early Years Foundation stage (EYFS).

The main aim of the Centre is to provide "Purposeful Play for Little People". Little Lambs provides a happy, secure and stimulating environment in which your child can develop to his or her full potential, and in which you as parents can feel relaxed and confident, with every aspect of care channelled to the needs of your child.

Little Lambs is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The information on the following pages will give you an insight into the services that we offer and how our centre operates.

Having read this prospectus, please come and visit us here at Little Lambs. We will be delighted to show you around and answer your questions. Please ring 01384 892137 to arrange a visit. If your child is currently on our waiting list and we are able to offer a place, we will contact you to arrange a home visit followed by a visit to nursery prior to your child starting with us.

We believe children are a gift from God, and we will count it a privilege to look after them should you choose Little Lambs for your child's pre-school education.

We look forward to seeing you.

**Mrs Sandra Bloomer and staff
Little Lambs Pre-School Centre**

**This Prospectus is available in larger type,
on audio CD or in Braille on request**

OUR AIMS AND OBJECTIVES

These are not listed in any ranked order of importance.

- To create a happy, interesting and secure environment in which the child has scope to explore, learn, contribute and experiment with confidence.
- To build upon the child's (pre-school) experience and learning.
- To foster all the uses of language that promote the child's whole educational development through oral communication skills.
- To develop and practise basic skills which are the necessary tools for all learning.
- To encourage intellectual enquiry and problem-solving skills within a play and learning-based curriculum, which is flexible, stimulating and meaningful to the child.
- To encourage a positive self-image, independence and self-control.
- To foster creativity and the development of the individual child through a variety of high quality materials and activities.
- To develop social skills and awareness through caring, sharing, taking turns and co-operative tasks.
- To teach respect and care for all living creatures and the property of others.
- To foster physical growth and to develop physical skills of fine manipulation, gross motor movements and co-ordination of the body.
- To encourage the child to use all his or her senses, to explore and interpret the man-made world.
- To help the child ease the transition from the Pre-School Centre to School.
- To work within a framework which ensures equality of opportunity for all children and families.

Curriculum

Within the group all children are supported in developing their potential at their own pace. Our key-worker system enables us to ensure a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities and a high level of individual adult input, we offer the Early Years Foundation Stage Curriculum (from age 0 – 5) which works towards the nationally approved Early Learning Goals. The Early Years Foundation Stage Curriculum carries on until the end of reception year, leading to Key stage 1 National Curriculum and is organised into six areas of learning as detailed below.

Personal, Social and Emotional Development

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self respect. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other 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 the group, its' members and its' property.

Communication, Language and Literacy

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening, and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and, when they are ready, to use drawn and written symbols for themselves. Well stocked book areas give every child the opportunity and encouragement to become familiar with books, be able to handle them and be aware of their uses, both for reference and as a source of stories and pictures.

Problem Solving, Reasoning & Numeracy

By means of adult-supported practical experience, children become familiar with sorting, matching, ordering, sequencing and counting activities which form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and 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.

Knowledge and Understanding of the World

A safe and stimulating environment allows 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 in exploring and understanding their environment both within the group and also in 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 to solve problems.

Physical Development

A range of equipment and opportunities, both indoors and outdoors, allows children to develop confidence and enjoyment in the use and development of their own bodily skills. A high level of adult supervision enables children to safely create and meet physical challenges, whilst allowing them to take reasonable risks and develop increasing skill and control in moving, climbing and balancing. At the same time, children are supported in the development of the fine motor skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision.

Creative Development

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 experience in two and three dimensions. Art equipment, including paint, glue, crayons and pencils as well as natural and discarded resources, provides for open-ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children 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.

A full set of policy documents relating to the six areas above is available on request.

Hours of opening

Our Pre-School meets at the following times:

	AM	AM	PM	PM
	From	To	From	To
Monday	8.30	11.30	12.30	3.30
Tuesday	8.30	11.30	12.30	3.30
Wednesday	8.30	11.30	12.30	3.30
Thursday	8.30	11.30	12.30	3.30
Friday	8.30	11.30	Staff team meeting	

2½ hours paid sessions are available for non-grant funded children from 12.30 - 3.00pm

Term times and holidays usually coincide with dates for Dudley Education Department, and are advised at the beginning of each school year.

We are registered by OFSTED to offer care and education for children below school age and over the age of 2.0. However, at present our admission policy is that we accept children of 2 years 6 months upwards.

Adult Resources

Little Lambs Pre-School Centre is staffed in accordance with the OFSTED requirements of the Early Years Register. Our minimum staffing ratio required to assist in looking after children under 3 years is 1:4. When all children are aged between 3 and 5 years a minimum staff ratio required is 1 adult to 8 children. The Pre-School Centre Manager is often supernumerary to these requirements. In addition, CRB checks, medical checks and references are obtained before any staff are employed.

Our Pre-School Centre is fully equipped to help staff plan a stimulating session with developmentally appropriate play and learning activities. Each member of staff is allocated an area of the curriculum each day to support children's learning, together with opportunities for observation and assessment.

Our key-worker system gives each member of staff particular responsibility for a given group of children. Each child in the group has one special adult to relate to, which can make settling into the group very much easier. In addition, the key-worker is in a position to tailor the group's curriculum to the unique needs of each individual child. The key-worker, together with the Pre-School Centre leader maintains links with the child's home setting, and works with parents through shared record keeping to ensure that all children are supported in reaching their full potential.

We have qualified, experienced and enthusiastic staff, and our high adult to child ratio ensures individual attention to the needs and development of each child. We are constantly in touch with new thinking in the field of child education and care. Training is on-going, and staff will train in new areas as and when appropriate.

Staff

The regular staff in the group are:

Name	Job Description	Qualifications and Experience
Mrs Sandra Bloomer	Manager	NNEB; PLA Basic Course; Social Services working with under 8's; PLA Special Needs; First Aid; Letterland Training; Advanced Level Child Protection Working with children since 1979
Mrs Jen Anslow	Deputy and SENCO	NVQ 3 Child Care; Foundation Degree in Art & Design; First Aid; Letterland Training; Advanced Level Child Protection Working with children since 2003
Mrs Maureen Leonard	Keyworker & Senior Practitioner	NVQ 3 Child Care; NVQ2 Child Care; Letterland Training; First Aid; Basic Food & Hygiene; Advanced Level Child Protection Working with children since 1995
Mrs Marilyn Hawker	Admin/Finance & Supply Keyworker	PLA Basic Course; Letterland Training; First Aid; Advanced Level Child Protection Working with children since 1984
Mrs Jacqui Davies	Keyworker	NVQ 3 Child Care; NVQ 2 Child Care; PLA Basic Course; First Aid; Letterland Training; Basic Food & Hygiene; Advanced Level Child Protection Working with children since 1994
Mrs Helen Baynham	Keyworker	NNEB; First Aid; Letterland Training; Basic Food & Hygiene; Advanced Level Child Protection
Mrs Paula Knight	Keyworker	NVQ3 Child Care; Foundation Degree in Art & Design; First Aid; Basic Food & Hygiene; Advanced Level Child Protection
Mrs Abbey Benton	Keyworker	CACHE level 3 Diploma in Child Care & Education; First Aid; Basic Food & Hygiene; Advanced Level Child Protection
Mrs Rachel Gibbon	Keyworker	BA(Hons) Geography, PGCE; First Aid; Advanced Level Child Protection Working with children since 1996, including Special Needs co-ordinator
Mr Gerard Rickward	Assistant	NVQ 2 Child Care; First Aid; Letterland Training; Advanced Level Child Protection
Pastor Jill Berry	Teacher Support	BD(Hons), PGCE, City & Guilds Special Needs 731, 732, ACP, MCollP, Dip Mus, First Aid, Letterland Training.; Advanced Level Child Protection Working with children since 1977

In addition we have supportive help from parents and carers in various areas, visitors, professionals and advisors where appropriate.

Policies

A copy of our full policy statements is available on request, but brief outlines of the policies are listed for easy reference. All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome.

Summary of Policies:

• Additional Educational Needs

The number of adults present in our Pre-School Centre enables us to provide individual attention for each child. Each child is able to progress at his/her own rate in all areas of development, and this is true for children with or without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs. The Pre-School Centre leader, along with a designated Special Educational Needs Co-ordinator (SENCO), are available to discuss our Centre's ability to meet your child's needs.

• Admissions

We are registered with Ofsted to provide sessional day care for children aged 2 to under 5 years. The minimum age at which children can be admitted to Little Lambs is two years. However, at present our admission policy is that we give preference to children of 2 years 6 months onwards if places are available. Our priority is to give places to children aged 3 and over who qualify for Nursery Education funding. Our waiting list is arranged in order of date of birth, not date of application, taking into account all other relevant priorities.

In the event of demand for places exceeding room, priority would be given to

- Relevant looked after children
- Children with a brother or sister already in the Pre-School
- Children of families who can demonstrate a close commitment to Bethel Chapel, Wollescote
- Children of families who can demonstrate a close commitment to a recognised Christian Church
- Children of families committed to the practice of the Christian religion
- Children of families committed to the practice of other religions who would like their children educated at a Christian Pre-School

Our Pre-School Centre is accessible to children and families from all sections of the local community, and we ensure that our existence is widely known in this area. After an initial enquiry has been made, children are entered on our waiting list. Parents/carers and children will be contacted near to the starting date, and a home visit will be arranged, followed by a visit to Little Lambs to spend some time with us. Any queries can be dealt with at these times, and the Pre-School Centre leader is always available by telephone to answer further questions.

• Assessment Policy

Assessments and observations are made on individual children and on groups of children to support future planning and to meet their needs. Such documents form part of their developmental records together with a Learning Journey which is started on entry to Pre-School. This folder contains evidence of children's attainments such as

photographs and samples of the children's work and can move between home and school freely. Their progress is discussed with parents at termly parents' evenings, or whenever parents request to see their children's records. An individual play plan (IPP) with appropriate targets is completed termly for each child. Parents have a written summative statement about their child's progress annually. On leaving Pre-School, assessment records are forwarded to the relevant setting and the Learning Journey given to the child.

• **Behaviour Management**

Your child will be praised and positively encouraged for good behaviour, as we believe it is far better to accentuate positive behaviour rather than negative. However, certain behaviours are totally unacceptable at Little Lambs, such as smacking, biting, swearing and purposefully hurtful actions towards other children or staff. Unacceptable behaviour needs to be modified, and we aim to do this by telling the child that whilst they are loved, their behaviour is not! We will explain to your child how their behaviour is unkind and is hurting other children. Bullying is not tolerated in any form under any circumstances. If parents ever have a concern we ask that they speak to the manager or deputy immediately. Staff, children and parents work together towards creating a happy and reassuring environment for all. If we have had to talk with your child concerning his or her behaviour you will always be told, and we hope that we will work together to reinforce positive attitudes towards socially acceptable behaviour. We are concerned for the care and happiness of all the children. If after a reasonable period of time it is clear that a child is not going to settle, despite our efforts, then the Pre-School Centre Leader may advise that he or she is re-admitted at a later date.

Your child needs to be working towards being toilet trained before starting Little Lambs. We do realise that at this age they are still likely to have accidents, and we ask that you provide a set of spare clothes to cater for this should the need arise. If your child is likely to have "accidents" on a regular basis, whilst still mastering toilet training, please make sure they come in trainer pants – pull ups – and please always leave a spare at nursery.

Please let us know of any family or medical problems that may be upsetting your child. No matter how small, it helps us to know. All information will be treated in the strictest confidence.

• **Complaints**

If you are ever unhappy about anything at Little Lambs, please come and talk in confidence to the Pre-School Centre manager. We really would appreciate it if you would come in to us and talk over any problems. If you wish to make a formal complaint, it must be put in writing to the Pre-School Centre Manager.

You have the right to contact the Ofsted Early Years Directorate at any time on issues which concern you, if you feel we have not resolved a problem to your satisfaction.

The contact for OFSTED with which we are registered is:

The National Business Unit
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231

Or complaints can be sent to:

The Children's Information Service
Dudley Team
St. James' House
Trinity Road
Dudley
DY1 1JB
Tel: 01384 814398/9

- **Confidentiality**

The Pre-School's work with children and families will sometimes bring us into contact with confidential information. All information given by parents/carers to the Pre-School Centre or key-worker will be treated in the strictest of confidence.

- **Diet**

During Pre-School Centre sessions a café system operates where children can access a healthy snack and drink. We encourage each child to drink milk or water. The healthy snack is usually a selection of fruit and vegetables. Drinking water from the water cooler is always available for the children to independently access. Café provides an enjoyable time when socialisation skills are reinforced in small groups. A contribution of £1 each week is asked from parents whose children qualify for Nursery Education Funding.

- **Early Years Foundation Stage Curriculum**

The Curriculum is divided into six areas of learning – Personal, Social and Emotional Development; Communication, Language and Literacy; Problem Solving, Reasoning & Numeracy; Knowledge and Understanding of the World; Physical Development; Creative Development. Each area has its own policy document with aims, objectives and operating policy details.

- **Equality and Diversity**

Little Lambs operates an Equality and Diversity policy for all staff, children and parents. All are encouraged to value and respect each others' sex, colour, racial origin, religion, culture, language and level of ability. Children are encouraged to mix freely to achieve the aims of a multi-cultural society in all aspects.

Toys and play equipment are available to all children without gender bias or stereotype, and display a positive self-image for all. Displays, books, dolls, playfigures, jigsaws, games, art and craft materials and musical instruments depict facets of many cultures and peoples of varying skin tones in a positive way.

Children with additional educational needs are welcome, if parents and staff are confident that appropriate care can be given. We have successfully achieved the me2 kitemark, which recognises that within our best abilities we are welcoming and accessible to children and families with disabilities. Our toys and play equipment show an awareness of children with differing needs, and help the children develop consideration for others in a natural way via their play. Staff will positively encourage the implementation of our Equality and Diversity policy being good role models in this area themselves. Any negative attitudes displayed by parents or children in this area will be positively challenged by staff, for the benefit of all.

- **Health and Hygiene**

Our Pre-School promotes a healthy lifestyle and a high standard of hygiene in our day to day work with children and adults. Healthy snacks, outdoor play and physical exercise are offered on a daily basis to all children.

It is important that we are notified as quickly as possible if your child is absent due to illness. Parents are asked to keep their children at home if they have any infection and to inform the Pre-School as to the nature of the infection so that Pre-School can alert other parents and make careful observations of any child who seems unwell. Parents are asked not to bring any child into Pre-School who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack.

If your child comes into contact with any infectious diseases, it is particularly important that you notify us as soon as possible, so that we can inform other parents, and because of the obvious danger to pregnant women through German Measles.

In the event of a pandemic, Nursery will follow Government guidelines and Dudley LEA guidelines, keeping parents up to date with any developments as they arise. If your child becomes ill at Little Lambs or has an accident (other than minor bumps and grazes) we will make every effort to contact you. **It is important that we have your current contact telephone numbers. PLEASE keep us updated.**

When children play together, small accidents sometimes occur. Minor bumps and bruises will be dealt with by staff members, all of whom are trained in First Aid, and your child will be cared for and reassured.

The incident will be noted in our accident records, and you will be asked to sign to verify that you have been advised of the incident. Where a child is picked up by someone other than the child's parent, with the permission of the parent, we would normally accept that notifying this person is sufficient to satisfy this requirement.

Should a situation appear to warrant an emergency procedure, a qualified First-Aider will look after the child and administer any First Aid as necessary until the emergency services arrive. If the child requires medical attention or hospital treatment a staff member will accompany the child (in the case of the setting not being able to contact the parent) **Please note that consent for hospital treatment cannot be given by Pre-School Centre staff.**

Staff must inform Ofsted if a child is admitted to hospital as a result of an accident at the setting or on an outing.

In case we have to change a child for any reason, it is necessary for you to leave a spare set of your child's clothes at Nursery. Our procedure for changing a child is always adhered to.

Please do not bring pets onto nursery grounds or premises due to health & safety considerations.

- **Images**

Taking pictures and videos of children and young people's achievements and activities is a wonderful way of capturing a memory and promoting successes but consideration needs to be given to who might have access to those images.

In order to keep children safe at Little Lambs we adhere to the guidelines set out by Dudley Safeguarding Children Board and our own Images Policy – please see full policy document with regard to consent to take images and safe storage of them, children's Learning Journeys, mobile phones and cameras.

- **Medicines and their Administration**

Our Pre-School will administer any medicines that have to be given during the time the child is in our care, and will safely hold any medicines which have to be kept in case of emergency – e.g. inhalers or Epi-pens. Parents will need to complete a medication form prior to medicines being administered and will be required to sign the medication record to acknowledge any medicines administered. For some medical conditions, a Health Care plan may need to be completed.

- **Outings and Operational Procedures**

Our Pre-School offers opportunities for the children to take part in outings arranged for the enhancement of the curriculum. All details will be listed in full in a letter to parents in advance of the trip, and signed consent forms will be required before the child can take part in the outing.

- **Parental Involvement**

We believe that parents and staff working together in partnership in all aspects of Pre-School Centre life, brings the best possible results for your child. We hold

'Parents as Partners' sessions each term where you are encouraged to explore, together with your child, the different aspects of the EYFS curriculum. Whilst there is no daily rota for parents to work in Little Lambs, you are encouraged to come in any time and help us in any way you can. Perhaps you have a particular talent you could share with us? i.e. cooking, artwork, making playclothes, music etc. We would only be too happy for you to come and share with us. You will be encouraged to help us with a rota for washing up as well as end of term cleaning of equipment and toys. You will also be positively encouraged to support, help with or organise fund raising events. Parents/carers are invited to discuss any ideas or suggestions they may have relating to Little Lambs at any time during the year.

We aim to keep you informed by regular letters and news updates, and staff are always available at the end of a session to talk with you.

Please feel free to talk about any problems you or your child may be having, but please bear in mind that it is a bit hectic at the start of a session, so please be patient and if possible talk with us at the sessions' end.

We undergo regular OFSTED inspections, and following an inspection, you will be issued with a copy of the report within five days of us receiving it. For new parents, if you wish to read the last report in full, please just look at the notice board where a copy is permanently kept, or access the OFSTED website: [http://www.ofsted.gov.uk/oxcare_providers/full/\(urn\)/EY225918](http://www.ofsted.gov.uk/oxcare_providers/full/(urn)/EY225918)

• **Safeguarding Children**

The welfare of the child is of paramount importance.

Little Lambs is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We intend to create in our Pre-School Centre an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. There is also a 'Safeguarding Children's policy in relation to Children's Workers' in operation together with 'Images', 'Whistle Blowing', 'Recruitment and Selection' and 'Empty Pocket' policies.

• **Safety and Security**

Safety of the children is of paramount importance, and there is external fencing with lockable gates around our outdoor areas. The entrance door to Little Lambs is operated by security codes known only to the staff, and entry is only authorised by a staff member. The entrance door is monitored on arrival and departure by a specific member of staff for that session. The perimeter gate is open for approximately 15 minutes at the beginning and end of a session, also monitored by a member of staff, after which it is locked. A bell is available on the right-hand side of the gate for use outside these times. Please be aware of others, and drive

slowly on the approach roads to Little Lambs and especially on the Bethel car park.

Smoking is not permitted within any of the Bethel Chapel buildings.

Please bring your child **into our Pre-School Centre** and **ensure a member of staff receives your child.**

Usually children will only be released at collection time to known parents and/or known and fully identified collectors. Where for some reason this is not possible, the following is essential:

If someone else is to collect your child from Little Lambs, you must inform us in advance by signing the Child Collection Authorisation form. In case of **emergency** this can be arranged by telephone as long as a member of staff can identify the carer's voice. The Child Collection Authorisation form will then need to be completed as soon as possible. A password may be set up for these situations.

We reserve the right to refuse to release a child if we are in any doubt.

Our purpose-built Early Years rooms are excellently maintained, and form a stand-alone secure unit within the larger building. Our equipment and toys receive regular safety checks, and are cleaned regularly, as we uphold a high standard of cleanliness and hygiene. Safety checks on premises both outdoor and indoors are made before every session and are checked again before locking up at the end of the day. Hazards are identified and regular Risk Assessments are carried out as necessary.

All staff are made aware of such assessments and any action or procedure is put in place to eliminate or reduce the risk. Fire drills are held at least twice a term.

• **Settling in Pre-School**

Parents/carers and children will be asked to spend part of a session at Little Lambs prior to their starting date, following a home visit. Any queries can be dealt with at this time, and the Pre-School Centre Manager is always available by telephone to answer further questions.

At the child's first session, parents are encouraged to settle their child in and then leave, telling the child that they are going but will return later. **Please try not to be late to collect your child**, especially in their early days with us.

If, due to any unforeseen circumstances, you are late to collect your child, please be assured that they will be looked after until you, or some other authorised person collects them.

• **Staffing and Employment**

Our staff are qualified, trained and committed people, who consider the care and education of your children to be of paramount importance. All staff work towards

implementing the Early Years Foundation Stage curriculum which leads to nationally approved Early Learning Goals.

• **Student Placements**

We recognise that the quality and variety of work which goes on in a Pre-School makes it an ideal place for students studying childcare to come on placement, providing certain conditions are met, including a satisfactory student induction programme.

• **Sun Protection Policy**

At Little Lambs we want children to enjoy the sun safely. We will work with staff, parents and children to achieve this. At the start of the summer term, sun safety will be implemented in the curriculum areas of knowledge and understanding of the world and personal, social and emotional development, through discussion, stories, songs and paintings. Parents/carers will be given information explaining about sun protection and how they can help at the beginning of each Summer term. We have shaded areas under the two exit canopies and in our outdoor classroom, we also have an outdoor sunshade to provide a large shaded area particularly for water play. Children have tables and chairs with parasols to sit under and a covered outdoor play house. We also have a pop-up gazebo and play tent for instant shade. Children will spend more time playing outside before 11.00am and less time outside over the lunchtime period during Summer months. Time outside may be restricted during very hot weather.

• **Toys and Play Equipment**

We have a wide selection of good quality, age-stage-appropriate toys and equipment which conform to relevant safety regulations.

• **Whistle Blowing**

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. Every organisation – be it a business or public body – may face the risk of misconduct in their workplace. When this happens, usually the first people to realise or suspect will be those who work in or with the organisation. Ofsted want staff to be able to contact them easily, so that they know about concerns as soon as possible. To do this they have set up a pilot whistleblower hotline for circumstances where children and young people are affected or at risk. Please refer to our full policy for further details.

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Management and Administration

Our Pre-School Centre is part of Bethel Chapel, and managed by our Pre-School Centre Manager, supported by a deputy and senior practitioner, together with committed and experienced staff.

All eligible children should be offered a guaranteed minimum free entitlement to 15 hours per week, to be delivered flexibly. At present we are able to offer 5 sessions of 3 hours per week over 38 weeks a year. A child may receive their free entitlement in more than one place by attending more than one provider. Parents may choose to take up fewer than five sessions a week.

A contribution of £1 each week is asked from parents whose children qualify for Nursery Education Funding towards their daily healthy snack. Morning children may be able to access a weekly Music Time session (provided by specialist music teacher) for an additional payment. This provision will depend upon numbers of children interested in accessing the service.

Records

Certain records must be kept in accordance with the requirements of the Children Act 1989, and the following are kept in a locked filing cabinet to ensure confidentiality:

- Children's individual information sheets
- Staff's individual information sheets
- Children's developmental records
- Details of children awaiting places
- Fire drills
- Accidents to staff and children
- Cleaning and safety checks on toys and equipment
- Details of medication administered if vital
- Staff appraisal forms

Only the Pre-School Centre staff have access to these records.

Our Day

Little Lambs daily sessions are for a three or two and a half-hour period, dependent on the age of the child, with a maximum of 55 places, divided between 3 Early Years rooms, a conservatory and a large outdoor play environment. The outdoor area is safely fenced in and consists of a soft playground, lawn with climbing trail, patio areas, an outdoor classroom and a children's digging and planting area. When children arrive they are welcomed by staff and are encouraged to self-register before exploring the activities, toys and equipment which have been set out for the session. A group circle time then takes place where news items are shared or a small group focused activity is done. A time of free play then follows, where toys and equipment enable children to choose their own activities within a structured curriculum. A café system for drinks and a healthy snack operates during the session. A free flow policy operates between indoors and outdoors where children can access the outdoor environment as they wish. Correct staff to children ratios are maintained at all times.

At “tidy-up time”, children and staff work together to tidy away the toys and equipment. There is then a group circle time with songs and rhymes, story telling and group discussion where the children reflect on their day and plan for tomorrow. A short prayer is shared prior to going home.

At Little Lambs a strong emphasis is placed on early independence and social skills. It is very important for an easy transition to school that children have the self-confidence to deal with new aspects. Their independence is vital to confidence building, as are their social skills. Consequently, these matters are taken seriously by all our staff and the children are encouraged in such things as dressing themselves for outside, shoes off, wellingtons on etc. Staff are there to encourage and help where necessary.

Starting Little Lambs Pre-School Centre

The First Days

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help each child feel confident and secure in the group. This takes longer for some children than for others and parents should not feel worried if their child takes a while to settle.

What to Wear

Here at Little Lambs we have our own uniform which consists of a navy blue sweatshirt or cardigan with a yellow polo shirt, printed with our logo. However, this is not compulsory. If you choose not to purchase the uniform, please send your child to us in comfortable and practical clothes. Some of our activities are messy, involving paint, glue, water etc., and although we provide aprons, these cannot protect every part of your child. Some children worry about being “messy” because of their clothes: This prevents them from gaining full benefit and enjoyment from all activities, so **please** avoid “best” clothes. In addition, simple clothing which they can handle themselves will enable them to go to the toilet independently.

Identical items - particularly uniform, shoes and coats - can cause confusion, **so naming items is essential**. We have spare clothes available in case of an accident, and we ask that these are washed and returned to us as soon as possible. However, it would help us immensely if each child had a spare set of clothes left at Nursery.

Helpful Hint!

Always soak any paint-stained garment in cold water first. Hot water will reinforce the stain!!

Valuables and sweets

Please do not encourage your child to bring money, toys, jewellery or valuables into Little Lambs. Equally, no pop, chewing gum, chocolate or sweets please. Should you wish all the children to share a treat for your child's birthday, please talk to the Pre-School Centre staff to make arrangements.

If having read through this prospectus you would like your child to attend Little Lambs Pre-School Centre, please fill in the following enquiry form and return it to us. If you would like to arrange a time when you can come and look around, please telephone us to make an appointment.

We hope that your child's time in our Pre-School Centre will be a very happy and productive one. If you have any queries, or if we can be of any help, please contact the Pre-School Centre at any time.

With very best wishes to you and your child.

Little Lambs Pre-School Centre
Application Form



Child's name

Child's date of birth

Address

.....

..... Postcode

Telephone

Parents full names - Mother

- Father

Follow on school for your child after Little Lambs

I / We wish to apply for a place at Little Lambs Pre-School Centre
as soon as possible / from(Date)

If we find that we no longer need the place, we will inform the Pre-School Centre as soon
as possible.

Signature of parent

(For Pre-School Centre use only)

Date enquiry received Initial visit to nursery arranged

Earliest starting date Home visit date

Induction visit to nursery date Time

Acknowledgement of Receipt of Application Form

Thank you for your recent application. Your child has been placed on our waiting list.

We will contact you to arrange a home visit followed by a Nursery visit to us prior to your
child starting here at Little Lambs if we are able to offer you a place.

Signed for Little Lambs Pre-School Centre

Name Title