



Bright Sparks Stoke Lodge

Academic year 2016/2017

**School Close
Patchway, Bristol.
BS34 6DW
01454 615577**

www.brightsparkspreschool.me.uk

Welcome to Bright Sparks

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 and Nursery

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 also be given the name of the room where your child will be attending. Please note that the school gate will be locked by the staff to ensure the safety of children at 9.10am sharp. No one is allowed into the school grounds during the school day, unless authorized. If you arrive after 9.10am please go to reception and we will collect your child. You will be asked to sign your child into our care by the staff.

At 11.55am 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 at 12.10pm 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 between 2.50pm and 3pm unless your child is booked into a later session where the children will be picked up from reception. 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.

Breakfast Club

If your child is attending Pre School and Nursery please drop your child at reception area at the Bright Sparks building.

If your child is attending the primary school please bring your child to the primary school reception and ring the bell for the breakfast club and a member of staff will come and collect your child. A breakfast of cereal, toast, fruit and drinks will be offered and your child will have time to play before being taken to their class.

Afterschool Club

If your child attends Pre School, or Nursery please pick your child up from reception at the Bright Sparks building. You can alert staff that you are there by

pressing the bell and informing staff who you are and who you have come to pick up.

If your child is in Primary School please pick up from the Primary School Reception by ringing the Bright Sparks bell.

Your child will be offered snack and a drink at approx. 4 to 4.30 and will be able to participate in various activities during the session.

If your child attends an extra curricular activity in the primary school on a day that they attend the afterschool club then the extra curricular activity teacher will bring them to the afterschool club once the activity has ended.

Holiday Club

This is held on week days outside of school term dates and is open to children from 0 to 13 years of age. It will be held in the Pre School building for ages 6 weeks and preschool children . The holiday club for the primary school children is in the keystone 1 hall and playground in Stoke Lodge Primary School. Booking forms are emailed to parents who request a form and children are booked in on a first come first served basis. Payment is required at the time of booking.

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. If your child is under 2 (or if you request this) a feeding plan will be drawn up with you 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 bring their child into reception and a staff member will pick up your child from here.

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 and visit reception 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 for Nursery and Preschool – We have four rooms. These are as follows:- Hedgehog and Squirrel Room for children aged 3 and four; Rabbit Room for children aged 2 and 3 and the Dormouse Room for under 2's.

Key persons for children aged 6weeks 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.

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.

Notice board

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 also send information to you via our safe online journal 'Tapestry'. You will be given a password once your child starts and you have given us consent.

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 which will be emailed to you. We also do planning in the moment based on the children's interests.

If your child wants to bring something to show and tell that is fine but please ensure all items brought into preschool are named. We cannot be held responsible for lost items.

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
- Literacy
- Mathematics

- Personal, Social and Emotional Development
- Understanding the World; and
- Expressive Arts and Design. •

Parent help

If you feel you want to regularly help in sessions please notify your room leader that you would like to do this but please note that we are required 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 preschool.

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 and Nursery children

You will be given a Bright Sparks book bag when you register and pay the administration fee for your child's place. 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.

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. I'm afraid there is a small charge if we have to use our nappies and wipes. 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 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: and 4pm to 4.30pm (after school club) 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. A small charge is made for snack each session.

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 text our absence line where you can leave a message informing us of the reason why your child is off. The number is 07923 998231. 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.

Fees

Preschool sessions (term time only) for children 2 to 4 years old:-	<ul style="list-style-type: none"> ○ Monday to Friday - 9am-12noon and or 12noon to 3pm and or 3pm to 6pm 	<ul style="list-style-type: none"> • £5.50 per hr for 2 year olds • £5 per hr for 3 and 4 year olds • Free 15hrs nursery education grant if entitled • Free extended 15 hours grant for 3 and 4 year olds
Nursery sessions for children under 2 years old:-	<ul style="list-style-type: none"> • 8am to 12 noon • 9am to 12 noon • 12 noon to 3pm • 12 noon to 5pm • 12 noon to 6pm • Or combination of above 	<ul style="list-style-type: none"> • £6 per hour
Breakfast Club preschool:-	8am to 9am	<ul style="list-style-type: none"> • £5.50 per hr for 2 year olds • £5 per hr for 3 and 4 year olds
Breakfast Club Primary School:-	7.45 to 8.45am	<ul style="list-style-type: none"> • £3.25 per day
Afterschool Club	3.10 to 6pm	<ul style="list-style-type: none"> • £8 per day
Holiday Club:-	8am to 1pm/1pm to 6pm 8am to 6pm	<ul style="list-style-type: none"> • £6 per hr for under 2's • £5.50 per hr for 2 year olds • £5 per hr for 3 and 4 year olds • £11.50 for half day primary school age • £20 for full day primary school age

Free 15 hours Nursery Education Grant - If your child is entitled to the Nursery Education Grant for 2, 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 3rd birthday. (September, January or April). The

grant is payable for 38 weeks per academic year or you can stretch your grant if your child is in full year care with us (please ask for details).

If your child is receiving the 3 and 4 year old grant you may be entitled to a further free 15 hours extended care. You will need to apply on the following website:- <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Full time Nursery care is available from 8am to 6pm Monday to Friday all year round as follows

- 6 weeks up to 2 years of age for a full week placement from 8am to 6pm Monday to Friday is £260 per week
- 2 years of age for a full week placement from 8am to 6pm Monday to Friday is £225 per week (or £160 if your child receives the Nursery Education Grant for 15 hours per week)
- 3 years of age for a full week placement from 8am to 6pm Monday to Friday is £210 per week (or £155 per week if your child receives the Nursery Education Grant for 11 hours per week (15 hours stretched over the year) or £115 per week if your child receives the Nursery Education Grant for 22 hours per week (30 hours stretched over the year)).

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. If your child attends the Nursery over the whole year we are able to stretch the Nursery Education Grant over a longer period (please ask for details)

Additional charges:-

- Registration Fee - £35 for Nursery/Pre School or £10 for Out of School Club
- Cleaning – A charge of £1 per term is required for essential cleaning of the preschool and equipment.
- Snack for Nursery and 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 5 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 must give 4 week's written notice if you intend to reduce or end your sessions during the year.

You will be issued a bill at the beginning of each long term (ie Sept to December, January to Easter, Easter to July). Fifty per cent must be paid within 7 days after the date of the invoice and the remainder at the beginning of the next term. 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 the Manager.

Pre School and Nursery children only - During the summer term we ask all parents to accompany their child on a summer 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 (e.g. bully, thick, or spoilt)
- 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:-

Anna White/Linda Northcott

Karen Sinclair

Kate Sweeten

Karen Luscombe

Manager / Deputy Manager

Finance

Senior Leader Squirrel Room

Senior Leader Hedgehog Room

Emma Gosling
Hannah Castle
Jo Hannan

Senior Leader Dormouse Room
Senior Leader Rabbit Room
Senior Leader Out of School Club

There will always be first aid trained staff on duty at all sessions. All our staff undergo further training throughout the year.

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. Anna White is responsible for Special Educational Needs in our setting.

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 Manager or the Deputy Manager. 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. Our registration number is EY 424309.

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 telephone 01454 615577

PRESCHOOL 2017/2018 TERM DATES

Term 1	Wednesday 6/9/17 to Friday 20/10/17
Holiday Club	Monday 23/10/17 to 27/10/17
Term 2	Monday 30/10/17 to Monday 18/12/16
Holiday Club	Tuesday 19/12/17 to 22/12/17
Term 3	Tuesday 02/01/18 to 9/2/18
Holiday Club	Monday 12/2/18 to Friday 16/2/18
Term 4	Monday 19/2/18 to Friday 23/3/18
Holiday Club	Monday 26/3/18 to Friday 6/4/18 (closed 30/3/18 and 2/4/18 bank holiday)
Term 5	Monday 9/4/18 to Friday 25/5/18 (closed 7/5/18 bank holiday)
Holiday Club	Tuesday 29/5/18 to Friday 1/6/18 (closed 28/5/18 bank holiday)
Term 6	Monday 4/6/18 to Wednesday 18/7/18
Holiday Club	19/7/18 to (to be confirmed)