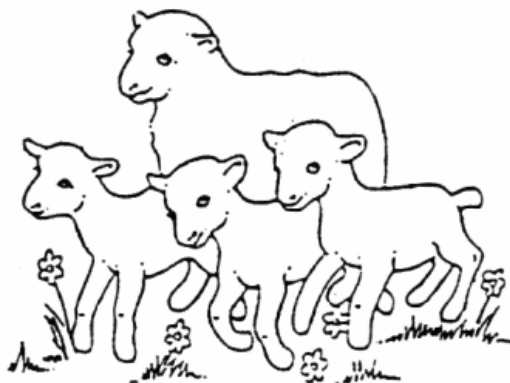


Little Lambs Pre-School Centre



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: adminbethelchapel@btconnect.com 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 Early 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 for all children to 'Explore – Experience – Enjoy'. Little Lambs provides a happy, safe, 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. We work in partnership with parents to help children learn and develop. We offer children and their families a service that promotes equality and values diversity and as a setting we contribute to the life and well-being of the local community.

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 ETHOS

These are not listed in any ranked order of importance.

- To create a happy, interesting, safe 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. We aim for all children to believe they are unique and that each can bring something special to our pre-school.
- 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 and for children and staff to have equal opportunity to learn.
- To fully encourage children and staff to develop an active interest in their own learning thus fostering motivation and a thirst for new knowledge.
- 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 and to nurture and develop self-esteem in all.
- 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 develop self-respect and to respect the opinions feelings and possessions of others. To teach respect and care for all living creatures.
- 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 natural and man-made world.
- To work within a framework which ensures equality of opportunity for all children and families and where diversity is valued.
- To be an active community pre-school which has a positive partnership with all who live in the locality.
- To help the child ease the transition from the Pre-School Centre to School.

We believe that these aims will enable the potential of each child to be developed, both academically and personally and that they will have high levels of self-belief and aspiration.

Early Years Foundation Stage Curriculum

Within the group all children are supported in developing their potential at their own pace. Our key-person 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 seven areas of learning and development.

Children should mostly develop the **3 prime areas** first. These are:

- **Communication and language:** listening and attention; understanding; speaking
- **Physical development:** moving and handling; health and self-care
- **Personal, social and emotional development:** making relationships; self-confidence and self-awareness; managing feelings and behaviour

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- **Literacy:** reading; writing
- **Mathematics:** numbers; shape, space and measure
- **Understanding the world:** people and communities; the world; technology
- **Expressive arts and design:** exploring and using media and materials; being imaginative

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

For further information please access 'Parent's Guide to the Early Years Foundation Stage Framework' at

www.foundationyears.org.uk/files/2014/08/EYFS_Parents_Guide-amended.pdf

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 3 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, DBS 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-person 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-person is in a position to tailor the group's curriculum to the unique needs of each individual child. The key-person, 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; Food Safety; Foundation Level Refresher in Child Protection; Safeguarding Plus (previously Intermediate Child Protection) Working with children since 1979
Mrs Jen Anslow	Deputy and SENCO	NVQ 3 Child Care; Foundation Degree in Art & Design; First Aid; Food Safety; Foundation Level Refresher in Child Protection; Safeguarding Plus (previously Intermediate Child Protection) Working with children since 2003
Mrs Maureen Leonard	Key Person & Senior Practitioner	NVQ 3 Child Care; NVQ2 Child Care; First Aid; Food Safety; Foundation Level Refresher in Child Protection; Safeguarding Plus (previously Intermediate Child Protection) Working with children since 1995
Mrs Marilyn Hawker	Admin/Finance & Supply Key Person	PLA Basic Course; First Aid; Foundation level Refresher in Child Protection Working with children since 1984
Mrs Rachel Gibbon	Key Person & Senior Practitioner	BA(Hons); PGCE; First Aid; Foundation Level Refresher in Child Protection; Safeguarding Plus (previously Intermediate Child Protection) Working with children since 1996
Miss Lucy Watkins	Key Person	CACHE level 3 Diploma in Child Care & Education; First Aid; Food Safety; Foundation Level Refresher in Child Protection Working with children since 2012
Miss Chloe Bridge	Key Person	CACHE Level 2 in Child Care & Education; Level 3 Diploma for the Early Years Practitioner (Early Years Educator); First Aid; Food Safety; Foundation Level Child Protection
Mrs Clare Robson	Key Person	QCF Level 2 – Children and Young People's Workforce; BSc(Hons); First Aid; Food Safety; Foundation Level Refresher in Child Protection
Mr Gerard Rickward	Assistant	NVQ 2 Child Care; First Aid; Foundation Level Refresher in Child Protection Working with children since 2003
Mrs Janine Plews-McVittie	Assistant	CACHE Level 3 Diploma for the Children & Young People's Workforce; First Aid; Food Safety; Foundation Level Child Protection
Mrs Fiona Heath	Supply Assistant	BTEC National Diploma in Early Years. Safeguarding Awareness Training (Child Protection)
Mrs Jacqui Davies	Supply Assistant	NVQ 3 Child Care; NVQ 2 Child Care; First Aid; Food Safety; Foundation Level Refresher in Child Protection Working with children since 1994
Mrs Diane Woodward	Supply Assistant	NVQ 3 Child Care Learning & Development; First Aid; Food Safety; Foundation Child Protection; Safeguarding Plus Working with children since 2007
Miss Emma Keeling	HR & Admin	NVQ3 in Administration; BTEC National Diploma in Childhood Studies (Nursery Nursing); First Aid; Foundation Level Child Protection
Mrs Jackie Busby	Home Visit Support	NNEB; Foundation Level Refresher in Child Protection Working with children since 1976

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. Dudley LEA has a local offer, which is a one stop shop of information and services available to children and young people with special educational needs or disabilities under the age of 25 who live in Dudley borough, along with parents, carers and family members. Please see https://fis.dudley.gov.uk/LocalOffer/PublicEnquiry_Live/SynergyHomepage.aspx for more information.

• 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. We also take children eligible for Time for Two's Funding. Our priority is to give places to children aged 3 and over who qualify for Early 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.

• **Anaphylaxis Management Policy**

Little Lambs will be welcoming to all children with allergies and acknowledge that anaphylaxis is a serious condition affecting a minority of children.

Staff will encourage and help children with allergies to participate fully in activities.

Little Lambs will consider all the implications of accepting a child into our setting prior to the completion of a health care plan and training to support in the administration of medication. We will work with parents to ensure that the training delivered is specific to the individual needs of their child.

A health care plan will be drawn up in conjunction with parents/carers, the child's GP/Consultant and the setting; this will enable staff to give the best care to the child. The health care plan will be reviewed termly.

• **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 in the form of a 2 year old check prior to their 3rd birthday and on transition to school. 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 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.

- **Child Protection, Safeguarding and Staff Behaviour**

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.

The Pre-School curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our children. All teaching staff play a vital role in this process, helping to ensure that all children relate well to one another and feel safe and comfortable within the Pre-School. We expect all staff to lead by example and to play a full part in promoting an awareness that is appropriate to their age amongst all our children on issues relating to health, safety and well-being. All staff have an important role in insisting that children always adhere to the standards of behaviour set out in our behaviour policy.

Time is allocated in Circle Time to discussions of what constitutes appropriate behaviour and to why unkind behaviour and lack of respect for others is never right.

All children know that there are adults to whom they can turn to if they are worried. If the pre-School has concerns about a child, there is a recognised requirement for sensitive communication and staff members are aware of the need to avoid asking leading questions.

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. This policy is linked to Behaviour Management, Child Protection, Safeguarding and Staff Behaviour Policy, Complaints, Conflict of Interest in the Workplace, Images Capturing, Internet Safety and Social Networking Statement, Mobile Phones, Electronic Recording Media & Devices and Empty Pocket Policy, No Smoking, Drugs & Alcohol Policy, Physical Handling of Children, The Prevent Duty & Promoting British Values, Procedure in the event of being unable to find a child, Procedure in the event of non-collection of children, Recruitment and Selection Procedures, Safety and Security – including Arrival and Departure Procedures, and Whistle Blowing.

- **Closure in the Event of an Emergency Procedure**

There are times when Little Lambs Pre-School Centre may need to close for a variety of reasons. It is essential that we have contingency plans in place to ensure that any closure operates smoothly and effectively with little or no disruption to parents, practitioners and children. We have a policy which details our guidance and procedures in the event of an emergency closure.

- **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:

Applications, Regulatory & Contact (ARC) Team
Ofsted
Piccadilly Gate, Store Street, Manchester, M1 2WD
Tel: 0300 123 1231

Or complaints can be sent to:

Dudley Family Information Service
Dudley Team
Westox House, Trinity Road, Dudley, DY1 1JQ
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-person will be treated in the strictest of confidence.

- **Conflict of Interest in the Workplace**

All adults working with children have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interest of children and other adults. It is therefore expected that staff adopt and promote a high standard of personal conduct.

All adults in contact with children should therefore understand and be aware that safe practice also involves using judgment and integrity about behaviours in places other than the work setting.

Little Lambs staff disclose any potential or apparent conflict of interest which may affect their ability to carry out their role.

- **Disciplinary and Grievance Procedure**

Discipline rules and procedures are necessary for promoting fairness and order in the treatment of individuals. They also assist a nursery to operate effectively. Rules set standards of conduct and performance at work. Procedures help to ensure that the standards are adhered to and also provide a fair method of dealing with alleged failures to observe them.

Little Lambs has set a clear and concise Disciplinary and Grievance Procedure to be followed if required.

- **Equality and Diversity**

Little Lambs operates an Equality and Diversity policy for all staff, children and parents. We work within a framework which ensures equality of opportunity is offered for all children and families and where diversity is valued. 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.

We are an active community pre-school and we aim to have a positive partnership with all who live in the locality.

- **Fire Safety and Emergency Evacuation**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Manager/Deputy and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Warden or Fire Safety Consultant.

Little Lambs has a clear and concise Emergency Evacuation Policy which is displayed in our entrance.

- **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, before the beginning of session if possible. 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 48 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, whilst another member of staff contacts the child's parents/carer. 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 immediately if a child is admitted to hospital as a result of an accident at the setting or on an outing, complete a RIDDOR form if required, notify local child protection agencies and act on any advice given.

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.

• **Health and Safety**

Little Lambs believes that the health and safety of children is of paramount importance. We make our pre-school environment a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment. We have public liability insurance and employers' liability insurance.

Health and safety issues are explained to staff, children and parents so that they understand their roles in the daily life of the setting.

We operate a no-smoking policy.

- **Healthy Eating and Food**

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 protein, carbohydrate and 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 £1.25 each week is asked from parents whose children qualify for Early Education Funding.

- **Images Capturing**

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, electronic recording media and devices and cameras.

- **Internet Safety and Social Networking**

We aim to create a safe online culture in our setting by staff receiving appropriate training and guidance. All staff understand the risks of social networking and follow the nursery guidelines.

- **Medical Conditions – Supporting children (including Asthma Policy)**

Our aim is to ensure that all children with medical conditions are properly supported in our setting so that they can play a full and active role, remain healthy and achieve their potential.

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 (please also see **Anaphylaxis Management Policy**). 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.

- **Mobile Phone, Electronic Recording Media or Devices and Empty Pocket Policy**

At Little Lambs, we operate an Empty Pocket Policy for all practitioners, students and visitors. This policy is there to protect children and others from any danger

and requires cameras, mobile phones, electronic recording media or devices and USB sticks to be placed in a secure area in the Manager's office.

• **No Smoking, Alcohol and Drugs Policy**

Little Lambs Pre-School Centre does not allow smoking, alcohol or drugs (other than prescription or over-the-counter drugs, please see Medicines and their Administration Policy) on our premises at any time, including outside areas within the fenced area of Pre-School and Bethel Chapel.

• **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 Behaviour Policy**

Our Pre-school believes staff, parents/carers and Pre-school children are entitled to a safe and protective environment in which the Pre-school conducts itself. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the Pre-school. Parents/carers are expected to behave with courtesy towards all staff, other parents/carers, Pre-school children and other users of the premises.

• **Parents as Partners**

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 play-clothes, 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)

• **Physical Handling of Children**

Staff at Little Lambs aim to help children take responsibility for their own behaviour. The age of a child and their level of development and understanding MUST be taken into consideration. A 2 year old child would not be emotionally ready to take responsibility for their own behaviour, as would a 4 year old with a developmental delay also be unable to do.

This can be done through a combination of approaches, in partnership with the parent/carer, which include:

- Positive role modelling
- Planning a range of interesting and challenging activities
- Setting and enforcing appropriate boundaries and expectations
- Providing positive feedback

However, there may be occasional times when a child's behaviour presents particular challenges that may require physical handling. Please see full policy for further details.

• **Recruitment and Selection Procedures**

Little Lambs will recruit staff based on their skills and abilities. We will seek to retain staff of the highest calibre that will make a major contribution to the achievement of nursery's aims and objectives.

The recruitment and selection process will be managed by the Church Pastor, Pre-School Manager and Pre-School Deputy. They will also decide how the response handling for the vacancy will be managed.

• **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. Members of staff are present on the perimeter gate and in the reception area to welcome you on arrival and at the end of the session. The perimeter gate is open for approximately 15 minutes at the beginning and end of a session, 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 or grounds.

Parents/Carers need to bring their children into our Pre-School Centre and ensure a member of staff in their child's allocated registration room receives and welcomes them. On collection a member of staff will hand over children to the parent/carers who are collecting in their allocated registration room. Parents/carers are made aware that their children's safety, both on the nursery drive and the nursery foyer, remain their responsibility both on arrival and departure.

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.

• **Sleep Policy**

Little Lambs Pre-School Centre has a duty of care to ensure that safe sleep practices are embedded within the provision to reduce the risk of sudden infant death syndrome. Little Lambs maintains safe sleep environments for young

infants and shares this information with parents/carers and all practitioners. A safe sleep policy is implemented with key points to keep infants safe whilst they sleep. Sleeping children will always be supervised. Please see policy document for key points for safe sleep practices at Little Lambs Pre-School Centre.

• **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. As and when necessary, sun safety will be implemented in the curriculum area of Physical Development, through discussion, stories, songs and paintings. Parents/carers will be given information explaining about sun protection and how they can help. 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 hot weather.

• **Toys and 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 practitioners, together with committed and experienced staff.

Fees

Fees are currently £16.00 per session, payable weekly at the child's first session, or in advance monthly if you prefer. However, when your child qualifies for Early Education Funding (available for 3 and 4 year olds) or Time for Two's Early Learning Funding, no cash payment is required.

Fees are payable during a child's absence, for illness, occasional days or holidays, although obviously, this does not apply to children who receive Early Education Funding.

Fees during illness are:	First two weeks	Full fees
	thereafter	Half fees

In cases of prolonged absence, parents should consult the Pre-School Centre manager about fee payment. Each child's attendance at Little Lambs is conditional upon continued payment of any necessary fees or by Early Education Funding.

We reserve the right to increase our fees as and when necessary, however, a minimum of four weeks notice will always be given when doing so.

Four weeks written notice is required should your child be leaving Little Lambs, or four weeks full fees are payable in lieu of notice.

If there are any difficulties with payment of fees, please do not hesitate to come and talk to the Pre-School Centre manager. We are here to help you and your child, not to make life difficult. All problems in this area can be overcome, so please come and talk at any time.

We aim to keep our fees to an operative minimum, and fund-raising events are organised supported by parents and friends of Little Lambs, in order to buy expensive pieces of new equipment. However, Little Lambs is part of the Church here at Bethel and we are very privileged to be helped financially by them, as well as practically and spiritually.

Early Education Funding

A three year old is eligible for a free funded Early Years place from the beginning of the term following their third birthday.

Children become eligible for free entitlement as follows:

A child born	Will be eligible for the free entitlement from:
1 April to 31 August	The start of the Autumn term following their 3 rd birthday until statutory school age
1 September to 31 December	The start of the Spring term following their 3 rd birthday until statutory school age
1 January to 31 March	The start of the Summer term following their 3 rd birthday until statutory school age

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 for morning children, which will be expanding up to 30 hours from Autumn Term 2018. Afternoon children can be offered a maximum of 4 sessions of 3 hours 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.

30 Hours Childcare Offer

To check if you are eligible for the new 30 hour place, please visit

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

We are able to offer up to 30 hours per week funded sessions for morning children from Autumn Term 2018.

Time for Two's Places

Some two year olds are eligible for a free funded early learning place under the Time for Two's Scheme which can be taken up here if we have places available.

Please contact Dudley Council on 01384 814291 or here

<http://www.dudley.gov.uk/resident/early-years/for-parents-and-carers/early-education-funding/time-for-twos-free-childcare/> to see if your child is eligible.

Early Years Pupil Premium

This is funding to support your child with their early education. It is available to support children aged 3 & 4 years whose parents or carers are in receipt of particular benefits or for children who have been in care or are adopted from care. A simple early years pupil premium application form needs to be completed to see if you are eligible for this funding. The funding is used by the Pre-School in lots of ways to give your child the best start in life and prepare them for full-time school.

Snack and Music Time Contributions

A contribution of £1.25 each week is asked from parents whose children qualify for Early 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 and 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, embroidered with our logo. Fleece, book-bags and sun hats are also available. 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.

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)

I have read the Little Lambs Admissions Policy and detail below any information relevant to my child's application:

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)

<i>Date enquiry received</i>		<i>Home visit date & time</i>	
<i>Earliest starting date</i>		<i>Induction visit to nursery date & time</i>	
<i>Initial visit to nursery arranged</i>			

Acknowledgement of Receipt of Application Form

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

We will notify you with regards to place allocation in April for September intake and October for January intake.

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 _____