



Blackmore Community Pre-School
Village Hall
Nine Ashes Road
Blackmore
Essex
CM4 0QW

Contact us on:
Mobile 07972 810218
Village hall: 01277 821496
Registered Charity No. 1137620
Managers - Angela Taylor & Angie Bonnen

Introduction

At Blackmore Community Pre-School we are dedicated to providing high quality care and education for your children. Our Staff and Committee work in partnership with parents to provide a setting where the children feel safe, confident and comfortable.

We provide care and education for young children between the ages of 2 and 4 years. We are open 5 days a week between 9.15am - 12.15pm termly. On a Tuesday we offer a full day 9.15 - 3.15pm for those child usually approaching 3 years who do not need a sleep during the day. On a Monday and Thursday afternoon we offer our popular rising 5's sessions, in preparation for starting school. We also offer a very popular lunch club.

Blackmore Community Pre-School is an Ofsted inspected Pre-school and a member of the Preschool Learning Alliance.

Children's Development and Learning

The provision for children's development and learning is guided by The Early Years Foundation Stage (2014).

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong and independent through positive relationships.

Enabling Environments

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers

Learning and Development

Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

Prime Areas are fundamental, work together and are more thorough to support development in all other areas.

- personal, social and emotional
- communication and language
- physical development

Specific areas include essential skills and knowledge for children to participate successfully in society

- literacy
- mathematics
- understanding the world
- expressive arts and design.

For each area, the practice guidance sets out the Early Learning Goals. These goals state what children are expected to know and be able to do by the end of the reception year of their education.

The practice guidance also sets out in 'Development Matters' the likely stages of progress a child makes along their learning journey towards the early learning goals. Our setting has regard to these matters when we assess children and plan for their learning.

Personal, social and emotional

Our programme supports children to develop:

- confidence in themselves and their ability to do things, valuing their own achievements
- their ability to get on, work and make friendships with other people, both children and adults
- their awareness of , and being able to keep to, the rules which we all need to help us to look after ourselves, other people and our environment
- their ability to negotiate and resolve problems and respect other people

Communication and language

Our programme supports children to develop:

- interest in play with sounds, songs and rhymes
- their vocabulary by learning the meaning of, and being able to use, new words
- their ability to use words to describe their experience
- their ability to listen to, and talk about stories
- their understanding of simple concepts

Physical development

Our programme supports children to develop:

- increasing control over the large movements that they can make with their arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift
- increasing control over the small movements they can make with their arms, wrists and hands, so that they can pick up and use objects, tools and materials; and
- their understanding about the importance of, and how to look after, their bodies.

Specific Areas

Literacy:

Our programme supports children to develop:

- how to handle books and that they can be a source of stories and information
- knowledge of the purposes for which we use writing
- making their own attempts at writing
- their knowledge of the sounds and letters that make up the words we use

Mathematics:

Our programme supports children to develop:

- understanding and ideas about how many, how much, how far and how big
- understanding and ideas about patterns, the shape of objects and parts of objects, and the amount of space taken up by objects
- understanding that numbers help us to answer questions about how many, how much, how far and how big
- understanding and ideas about how to use counting to find out how many
- early ideas about the result of adding more or taking away from the amount we already have.

Knowledge and understanding of the world

Our programme supports children to develop:

- knowledge about the natural world and how it works
- knowledge about the man made world and how it works
- their learning about computers, how to use them and what they can help us to do
- their individuality through personal events in their lives

Expressive Arts and Design

Our programme supports children to develop:

- the use of paint, materials, music, dance, words, stories and role-play to express their ideas and feelings
- their exploration of colour, design and texture through a variety of mediums

Our approach to learning and development - Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the practice guidance Early Years Foundation Stage to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the practice guidance to the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

Assessment

In line with the Early Years Foundation Stage we carry out a 2 yr progress check on your child. This has been introduced to enable earlier identification of developmental needs and ensure any additional support can be put into place if necessary. The check focuses on the 3 prime areas of learning - personal, social and emotional development, communication & language and physical development. We observe your child during play and then discuss our findings with you - using information gained from observations, photographs and your opinions/information regarding your child's development at home as we believe that you know your children best. We have introduced a 3 year follow up check to ensure any concerns highlighted previously have been addressed or are being worked upon. This forms part of your child's records of achievement.

We make periodic assessment summaries of children's achievement based on our ongoing development records. We undertake assessment summaries at regular intervals as well as times of transition, (ie when they go on to school).

Record of Achievement

The setting keeps a record of achievement for each child. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work with you to keep this record. To do this, you and she/he will collect information about your child's needs, activities, interests and achievements, through the 'all about me', 2year/3year checks and regular parental viewings. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

Key persons and your child

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

Staff/Key persons

In our setting we have a high ratio of adults to children in the setting. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

Photographs of and information on the staff who work at our setting are shown on the parents noticeboard in the foyer and on the website.

Staff are all qualified or training and DBS checked. They undertake continuous profession development training to help them keep up to date with current trends and knowledge in specialist areas ie health and safety, first aid, safeguarding, etc.

Working together for your children/Partnership with parents

We recognise parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education.

We build relationships with the families of our pre-school children, not only being available at drop off and collection times, but also implementing "look what I can do..." certificates for you to complete, informing us of your child's achievements at home. These can be anything personal to them eg. Slept in their own bed all night or shared their favourite toy with a friend or an academic achievement e.g.. formed recognisable letters for their name.

We issue you with a "Holiday Sheet" for you to complete with your child to tell us what they enjoyed doing during any holidays - this can be by photo, child's drawing, momento e.g. entry ticket, train ticket etc. These all form a picture for us of your child.

We take part in the village fayre parade every other year, celebrating the community we live in and inviting you in to decorate a tshirt to wear for the event.

We regularly have 'stay and play' sessions for you to come and spend an hour with your child, to see the preschool through their eyes.

To enable us to provide you with a wealth of information we have a large display board in the foyer, here you can find staff details, key person list, lunch ideas, the latest information on the preschool and events that are occurring. please take the time to have a look.

We have regular meetings for you to come and meet with your child's keyperson, view their development records and discuss their next steps.

Committee

As a Parent Committee run Pre-school, our parents have a chance to make a difference to the running of the setting. Committee and staff meet regularly to liaise on all issues. We are a registered charity, with any profits made through fundraising being placed back into the pre-school. We have an active fundraising group which provides enjoyable social events for all the family. All parents are welcome to join the committee - please ask for details of our next meeting. These are normally held on a Monday evening around every 6 weeks. If you cannot commit to this, we do always need help at fundraising events e.g.. setting up & manning stalls at events etc.- please make a committee member aware you can help occasionally - we will be grateful.

Fundraising/Outings

In the Autumn term we hold a raffle and the children wear Christmas clothing to preschool and perform a small concert. We also hold a Christmas party and Summer end of term party for the children. We also offer a Summer day trip. We believe that such activities are of great importance in supporting your child's development. We also have a photographer visit twice yearly.

We involve ourselves with community life - taking part in the Village Fayre, the Summer Parade, etc. We also run a Nearly New Sales per year - normally October/November which we ask you to support by either selling or buying toys/books/clothing for children.

We have strong links with Blackmore School which include visits to the school to watch their Christmas performance, visits from the Reception teacher, and a visit during the summer to help aid a smooth transition to school when the time comes.

Policies

Copies of the setting's policies and procedures are available on our website. A copy is also available for you to see at the setting and if you require, we can provide a CD for you to retain.

The setting's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of the setting work together to adopt the policies and are reviewed annually. This review helps us to make sure that the policies are enabling the setting to provide a quality service for its members and the local community.

Data Protection/GDPR

We have procedures in place for the recording and sharing of information (data) about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Special needs

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of The Special Educational Needs Code of Practice (2015). Our Special Educational Needs Co-ordinator is Angie Bonnen.

Uniform/Clothing

We have a non-compulsory uniform consisting of green polo shirts (£8.50) and sweatshirts (£10) with our logo. We feel this gives the children a sense of belonging. These can be purchased directly from Pre-school - ask a staff member.

OUR DAILY ROUTINE

Our daily routine involves a three hour session available to children from two to four years old with our doors opening at 9.15am (prompt arrival does help children settle easier). On arrival children are booked onto our attendance sheet by a staff member and the children find their names and post into the box. They then have a short playtime and are asked to join the carpet for registration - this is also where names of staff, pre-school rules, days of the week & counting is reinforced. (If our new, younger children would rather investigate and play - that is to be expected). During the session, the children can participate in free play and/or adult-led activities. They can access the garden area at any time. Children do have to ask to go to the toilet and are accompanied by an adult but we do encourage independence.

Our session finishes with ring games, a group story, singing, bike races, group discussion etc.

Children need to bring a coat with their NAME clearly marked inside and suitable footwear for all weathers - closed shoes or trainers with velcro are best. During the afternoon sessions for older children we sometimes access other areas in the local community eg. a walk around the Millennium Park, visit to the school field.

Change Bag

If your child is wearing nappies when they join us, please ensure they have a NAMED change bag which contains nappies, wipes, change of clothes etc. Please DO NOT leave any medication, sun creams, rash creams etc. in the bag as these are kept in the foyer and are accessible during the morning by children.

Sun cream should be applied by parents/carers before children arrive at preschool (we do not administer).

It is also a good idea for all children to have a bag with a change of clothing for general use as they do play with water, paint, glue and drinks and clothes may become soiled. Generally, paint and glue can be removed after the items are soaked first in cold water and then washed.

Library Books

A box of Library books is available in the foyer for you to take home and share with your child, we request you bring these back in a timely manner when you have finished but please feel free to take them regularly.

Medication

If your child requires any form of medication you should talk to a member of staff. Most medication requires a care plan e.g. asthma and will need to be discussed and completed with the Manager. All asthma medication needs to be kept on the premises at preschool at all times when your child is attending in case of an attack. If we do not have the medication we will not admit your child.

Illness

If your child has suffered sickness or diarrhea they cannot attend preschool and must be free of illness for 48 hours before returning. If your child has a temperature, please do not send them into preschool until this returns to normal and any virus has passed. Childhood illnesses all have an incubation period which is set by Ofsted - if you are in doubt please ring the preschool for advice.

Snack

The Preschool makes snack time a social time at which children eat together. We plan the snack so that they are provided with healthy and nutritious food. Our snack bar opens for an hour at around 10.00am, during which time the children can choose when to eat. We serve a variety of healthy foods which include breadsticks or cereal, a selection of fruits with milk and water. The children are encouraged to help themselves, spreading their own butter and pouring their drinks. We participate in a 'fruit sharing' system, this means we request one piece of fruit from each child once a week.

Water is available at all times during the session.

Please keep us informed of any food allergies, intolerances or preferences and we will ensure these are avoided.

Lunch Club

We run a lunch club immediately after session that ends at 12.45pm and is available for those approaching 3 years plus. If you book this and pay half termly in advance, the cost is £3.00 per day. If you book on the day and use occasionally to fit in with other commitments the cost is £3.50, paid on that morning. Pay on the day is only available on Wednesday and Friday. You will need to bring their lunch and drink, ideally in a thermal bag to keep cool, together with an icepack. Please do not provide hot lunches as lunchboxes are kept in a cool bag together. Please DO NOT provide items containing nuts. Please cut cherry tomatoes, grapes, olives etc. in half to avoid choking.

Home Time

At the end of each session we try to write on the board outside to inform you what we have been doing that morning. We leave your children's work (paintings, gluing, drawings) etc. on the tables (if still wet!) or in your child's hanging file, in the foyer for you to take home. We may occasionally keep a 'key' piece of work for their developmental folder.

Collection

Only authorised parents/carers may collect children. If you have completed the alternative collection form in the foyer we will ask the collector for the appropriate password. If a person arrives to collect a child and they do NOT have any authorisation we will not let the child leave and we will telephone you immediately.

If you are going to be unavoidably late, please telephone preschool to let us know. There is a fine for children not collected after 15 minutes and a procedure in the policies for those parents who we have not heard from and cannot contact.

Fees/Funding

Our fees are currently £16.00 per session (3 hours). This is invoiced half termly and is required to be paid in advance by cheque, cash or bank transfer. We do accept childcare vouchers but you will need to liaise directly with the treasurer to ensure we are registered with the scheme you are using.

Failure to pay the invoice by the date shown on the bill will result in a £10.00 fee being administered. Repeat offenders will receive a £20.00 fine etc. (see our policies).

We only accept 15 hour funding. Your child is eligible for government funding from the term following their 3rd birthday e.g. if your child is born in October your funding will commence the following January.

Some families may be eligible for 2 year old funding - please speak to the manager.

Our session times are:

Monday	9.15 - 12.15	Monday (School Leavers only)	12.15 - 15.15
Tuesday	9.15 - 12.15	Tuesday (children 3+)	12.15 - 15.15
Wednesday	9.15 - 12.15		
Thursday	9.15 - 12.15	Thursday (School Leavers only)	12.15 - 15.15
Friday	9.15 - 12.15		

Lunch Club (minimum age - term they approach 3) - Wednesday and Friday 12.15 - 12.45.

**We look forward to welcoming you to
Blackmore Community Preschool.**