



The Lenches Pre-school Prospectus

1969-2021

Celebrating over 50 years of providing childcare at the heart of The Lenches



The Lenches Pre-school
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Welcome from the team at The Lenches Pre-School



We hope this prospectus gives you an insight to our approach and attitudes to Early Years at The Lenches Pre-school We believe that every child develops at their own pace in the different areas of learning. Our role is to support their enthusiasm and interests, stretch their learning and challenge their development. We assist the children's play, questioning and promoting good interactions with each other. We are a term time only setting that provides education and care to 2- 5-year-olds.

Please feel free to arrange a visit to see us in action. We will be really pleased to see you!



Natalie Waters –
Preschool Manager /DSL



Sophie Curnock –
Deputy Manager /DDSL/SENDco

A welcome from Paula Lloyd (Chairperson)



On behalf of the Staff and committee I would like to warmly welcome you into our Pre-school community. I hope your child's time with us will be happy and rewarding. Our Pre-school is a welcoming family where everyone welcomed and celebrated together. The Lenches Pre-school offers an outstanding start to all children and families.

The Lenches Pre-school Aims and objectives

Our aim is to provide a happy, relaxed and safe environment for children of any culture and ability to learn through play and to confidently take part in variety of activities that meets the requirements of the EYFS

To achieve our aim The Lenches Pre-school will provide:

- For each child to gain confidence and independence, and for them to learn through play.
- A specially tailored curriculum chosen to meet the Early Learning Goals;
- Individual care and attention that is created by a high ratio of adults to children;
- Friendly fun from staff with children and other adults which will develop their social interaction skills
- Individual care and attention with child's Key Person;
- Opportunities for parents and other family members to be directly involved, in the activities and events at The Lenches Pre-school
- Regular feedback on your child's progress and development.
- To provide a safe, secure, happy and stimulating environment in which your child can reach his/her full potential.

Committee & Pre-school

The Lenches Pre-school Group is a registered charity and is run by an elected parent /community Committee during Autumn Term. The Committee Group are the Pre-school register person and ensures that major decision making is in the hands of parents/ carers who use the group, to include fundraising, financial budgeting and supporting Management in day to day running of the setting. The Committee Group and the

management is responsible for reviewing both Policies and Procedures and for the appointment and appraisals of members of staff.

The Committee Group often changes as children start or leave the pre-school. In order for the committee to be effective we need as many parents as possible to get involved and help with its running, by either standing on the committee or helping in other ways such as fundraising.

Our Annual General Meeting is held in Autumn Term and parents will be informed so that they are able to attend. All the parents are welcome to join in our committee at any time.

The Committee for the period 2020/ 2021 comprises:




Name and Title:	Committee Members:
Paula Lloyd - Chairperson	Alexis Papandreou Jen Wofford Millie Benbow
Jo Beasley - Vice Chairperson	
Elizabeth Harrison- Secretary	
Simon Newton - Treasurer	

Meet the staff

We are proud of the high ratio of adults to children in our group. This ensures individual attention to the needs and development of each child. We aim to recruit professional, motivated staff who have a good understanding of the needs of each development level of children inline with the EYFS and who can also build up a warm, caring relationship with each child.

All staff hold relevant early years qualifications, and staff regularly attend training sessions held by Worcestershire Children First (WCF) or accredited training companies.

The regular staff in the group are:

<p>Natalie Waters Manager</p>		<p>Level 3 Childcare Learning and Development DSL Paediatric First Aid Food Hygiene</p>
<p>Sophie Curnock- Deputy Manager / Forest School leader & SENDco</p>		<p>BA Hons – Early years (level 6) Level 3 in Early Years Practice Paediatric First Aid Food Hygiene DDSL Forest School Level 3 Leader</p>
<p>Abi Coupe - Early Years Practitioner Level 3</p>		<p>Level 3 in Early Years Practice First Aid at Work Food Hygiene DDSL Training - Forest School Level 3 Leader</p>

<p>Emily Masons- Early Years Practitioner Level 3</p> 	<p>Level 3 in Early Years Practice Paediatric First Aid Food Hygiene</p>
<p>Shelly Hazlewood - Early Years Practitioner Level 3</p> 	<p>Level 3 in Early Years Practice Paediatric First Aid Food Hygiene</p>
<p>Angela Curnock- Early Years Practitioner Level 2</p> 	<p>Level 2 in Early Years Practice Forest School Assistant Level 2 Paediatric First Aid Food Hygiene</p>
<p>Cynthia Dearlove- Early Years Practitioner Level 2</p> 	<p>Level 2 in Early Years Practice Paediatric First Aid Food Hygiene</p> <p>Shares a setting with Harvey bears</p>

All staff hold a clear DBS check and are members of the update service. All staff complete a Safeguarding and Child Protection Course provided by WCF .

Keyperson

Our Key Person system gives each member of staff particular responsibility for just a few children. Each child in the group has one special adult to relate to, which can make settling in much easier. In addition, the Key Person is in a position to tailor the group's curriculum to the unique needs of the individual child. We record the child's development of an app called tapestry. Tapestry is a 24/7 access to your child's learning and development. These records are confidential to each family

Fees, Payments and Nursery Education Funding (NEF)

The Lenches Pre-school is a registered charity (no. 1043885) and non-profit organisation.

All fees are invoiced at the end of each month and we require payment within 7 days of issue date. Invoices can be settled through BACS payments. There is one off, non-refundable registration charge of £25.00 per child this includes a uniform of 1 polo shirt, 1 jumper & a bookbag.

All fees are payable for all sessions booked and no refunds will be made if your child is absent from the pre-school, even if the absence is due to illness, holidays or for another reason. Any extra sessions or hours will be added to that month's invoice.

For any late payments the fee is £5.00 per week.

We accept Childcare Vouchers from variety of providers within the scheme

Our charges from September 2021/2022 are as follow:

Pre-school hourly rate	£4.60
Breakfast Club 8.30am-9am	£3.20
Morning session 9am-12noon	£13.80
Morning with lunch session 9am-1pm	£18.40
All day 9am-3pm	£27.60
All day with Breakfast 8.30am-3pm	£30.80
Registration fee -one off payment – including 1 polo shirt,1 jumper & bookbag.	£25.00

Nursery Education Funding (NEF)

This is available for children who are two, three and four years old. This funding entitles a child to receive 15 hours of Universal Funding or up to 30 hours of Extended Funding per week, 38 weeks of the year.

If you child is eligible to any of the funding please notify the us and we will provide you with a funding form to claim this. Once contract has been signed and agreed, the entitlement will secure funding for a full term and you will not be able to transfer the free entitlement payment to another provider until the term ends.

A child is eligible for NEF a term after their second or third birthday. So, if your child turns 2 or 3 years old between:

- 1 September and 31 December- funding will start from January
- 1 January and 31 March- funding will start from April
- 1 April and 31 August- funding will start from September.

If your child attends more than one setting, than the funding can be split between the settings.

We require **FOUR WEEKS WRITTEN NOTICE** to cancel or change child's place, days or hours of attendance at The Lenches Pre-school.

Early Years Pupil Premium (EYPP)

Childcare providers can claim extra funding through EYPP to support individual children's development, learning and care. The funding provides an extra £0.63p per hour for three and four old children whose parents are in receipt of certain benefits or children who have been in care or adopted from care.

The funding can be use in any way we chose to improve quality to the early years education. This might include additional training for staff, buying resources for a child or providing some extra sessions. Each case will be individually disused and agreed with parents/ carers.

Pre-school visit

We suggest that parents/carers visit us before their child starts pre-school, so you become familiar with our setting.

Visits and viewings can be arranged with management.

Viewings will give potential parents/ carers and their child the chance to see the pre-school working, meet the staff and ask any questions you may have.

If parents/ cares can bring their child with them for the viewing, this would be great opportunity to see how the child is responding to the setting.

Registration forms will be provided after the visit has taken place and we request that they are completed prior to child's first day and we will offer one free 3 hours trial session to you.

Safeguarding of the children

Early Years providers have a duty under section 40 of the Childcare Act 2006 to comply with the welfare requirements of the Early Years Foundation Stage.

At The Lenches Pre-school we ensure:

- All staff complete safeguarding training that enables them to recognise signs of potential abuse and neglect.
- We have a practitioner who is designated to take lead responsibility for safeguarding children within the setting and who liaises with local statutory children's services agencies as appropriate. This lead has also completed child protection training.

Our Designated Senior Lead is Natalie Waters Deputy Designated Senior Leads are Sophie Curnock & Abi Coupe

We constantly review our Safeguarding training and knowledge our duties seriously. More information on Safeguarding Children in our setting can be found in our safeguarding Policies and Procedure.

You can request to see our hard copy which is always in the setting.

All pre-school staff and volunteers (the Committee Group) have up to date Safeguarding and Child Protection training.

Family Front Door is there for parents, children and young people can access support with the following

- ✓ Children and young person's behaviour and emotions
- ✓ Family relationships and parenting
- ✓ Feeling isolated and alone as a parent
- ✓ Having a new baby

Family Front Door –Contact 01905 822666

Family Front Door can identify the most appropriate support for you - we could provide you with some information and advice, or find the right person to contact you to discuss your concerns and find the right way forward for you and your family.

We will keep your information confidential – we will only find you support with your permission; unless we believe you, a child or young person is at risk of significant harm.

A Day at Pre-school

Below we have provided an example of how our Pre-school day will play out here at The Lenches Pre-school

Breakfast Club

This session starts at 8:30. Children will come in and place their coats and bags onto their pegs. The children have a choice of nutritious and healthy breakfast to start their day.

Pre School Session

Pre school will begin at 9am. The children will be welcomed into the setting and asked to place their coat and bag onto their peg. The children will enter the main pre school room and find their name to complete self-registration. They will then have a wide range of activities to access in line with the EYFS and our planning.

Snack time

Children are asked to bring one piece of fruit/vegetables for a morning snack. We provide milk and water throughout the session. PM snack is a small biscuit.

Outdoor play

The Lenches Pre School provide a beautiful outdoor space for outdoor learning. Children have the opportunity to explore water play, bug hunts and we also support physical development by providing bikes, scooters and a variety of ball games.

Lunch

The Lenches Preschool offer two lunch options.

Families can provide a packed lunch and we kindly ask that this is a healthy meal with no sweets, nuts or chocolates. We also request an ice pack to be placed in the lunch box to keep the food fresh.

Families also have the opportunity to purchase a meal from Miquill catering company. This is an external company based at Church Lench First School. If you request this, please speak to management.

Forest School Sessions

We are very fortunate to have use of the community Orchard in Church Lench for our Forest School. All children are guided down safely wearing hi vis jackets and using a walking rope, with members of staff. The Orchard is 5 minutes' walk from the school and follows public footpath. The site gives many outdoor learning opportunities. We have many fruit trees, log pile to build dens and bridges, fire pit to toast marshmallows and to cook on, muddy kitchen area, picnic tables, bee hives and woodland area. Many children believe the Gruffalo lives there!

We have access to the Sports Pavilion next to the orchard to use toilet facilities and access the fresh water.

Forest School session is open to all children who are 3years + and who are fully toilet trained.

Key features of Forest School:

- The use of a natural outdoor environment
- Child-led approach to children's learning which is fun and unhurried
- Long term programme that allows repetition where children come into contact with nature using all their senses
- Builds children's confidence and self-esteem as they are responsible for making their own decisions and are carefully supported to achieve
- Allows every child to have a voice, especially those who find it difficult to communicate in a more conventional learning environment
- A high adult to child ratio allows children to undertake new experiences whilst taking appropriate risks
- Supports personalised learning.

Special Educational Needs and Disability (SEND)

The Special Educational Needs and Disability Coordinator for The Lenches Pre-school is Sophie Curnock

The numbers of adults present in the Pre-school enable us to provide individual attention for each child during the session allowing them all to work and progress at their own rate in all areas of his/her development.

We are experienced in working in close liaison with professionals across the range of additional needs (Early Years Inclusion Team, Speech and Language Therapist, Health Care etc.)

If you would like to discuss The Lenches Pre-school's ability to meet your own child's needs, please talk to the supervisor in charge or your child's own Key Person and SEND coordinator.

Policies and Procedures

The Lenches Pre-school's Policies and Procedures folder can be found displayed on the table by the signing in/out book.

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 suggestions from parents are always welcome.

Policies and Procedure in our setting provide the legal framework.

Uniform

We encourage parents to purchase our uniform for their child.

Our uniform can be ordered online from www.myclothing.com website. Please type 'The Lenches Preschool' or enter our postcode WR11 4UE into a search tab to selected uniform from the list.

Any removable clothing (e.g. uniform, boots, coats, hats, etc.) must be **clearly named**.

In order to feel free to explore and experiment with all kinds of activities, it is best to send children dressed in clothes that are easily washable and not too new. It is good for children to practice the skills to make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet and when they want to put it on/ off during outside play such us Velcro shoes instead of laces.

Remember to bring a named bag, with spare set of clothes in case of any 'accidents'.

Fundraising

Fundraising is a very important part of Pre-school life, as the profits from these events pay for new equipment and occasional treats and experiences for the children.

In the past years the committee has organized many successful events to suit adults and children: discos, Halloween party, Christmas Fare, Breakfast with Santa/ Easter Bunny, Raffle and an Afternoon Tea.

Our fundraising will help to pay to provide new experiences for the children such as dance lessons, cooking session or sport training. In the recent past we fund block of classes in Zumbini and Ballet/ dance, tennis coaching, Taekwondo-do sessions, Sing and Sing, as well as one off visits from i.e. Tai-Chi instructor, Animal Mania or to pay for a coach for our trips.

Money raised through fundraising also pays for new toys, equipment and resources.

All parents and their families and friends are invited to join us for a fantastic time.

Illness and Medication

We ask that you contact Pre-school ASAP on 07933779918 or e-mail

info@thelenchespreschool.org.uk if your child is to be absent from his/her session.

Any child suffering from expected or confirmed illness should be kept at home for a minimum of 48 hours. We follow advice given to us from Illness and Infection Control. We take the advice very seriously and parents will be requested to comply.

Every effort will be made to contact parents should their child will become ill at the pre-school during the session, and if a member of senior staff has reservations about a child arriving and being unwell, we reserve the right to send the child home. Please let us know if your child has been given any medication before arriving to the pre-school and the reason why. (i.e., Calpol, inhalers).

If your child becomes ill during a session or has an accident, they will be given First Aid by a member of staff. All pre-school staff are First Aid trained. Parents will always be contacted in case of any emergency and asked to collect their child from the setting as soon as possible.

Please note that we are not allowed to give children non-prescribed medication at the pre-school (i.e., Calpol, Ibuprofen). If your child is unwell, they should stay at home.

If a child has a prescribed medication or long-term medication (inhalers, epi-pen, insulin etc.) parents must provide original packaging with pharmacy sticker and hand the medication to a member of staff on arrival. Prescribed medication will be kept in the named container in the kitchen. Parents must sign Medication Administration Form before leaving Pre-school. Medication will be given back to the parents at the end of each session.

Extra curriculum activities

Pre-school library - all the children will have the opportunity to take home a book to read with an adult. Sharing books is the first steps of reading and an important and enjoyable time for children. Each child will receive a reading record book.

We kindly ask children not to bring their own toys or books in to pre-school. A comforter of a sensible size may be brought in if needed. We do not take any responsibility for lost or damage toys.

Jofli Bear and Star of the Week- Each week we choose a Star of the Week. Chosen child will receive a certificate and a badge. As a form of recognition, our pre-school puppet Jofli Bear is sent with the child to go home for the weekend to look after. Jofli's adventures are recorded in his diary and read to all children on his return the following week.

Marvellous Me Box- every week we choose randomly children to take our Marvellous Me box home to fill in with five objects. Children will bring the box back to the pre-school the following day and share the marvellous stories about the objects and themselves with the rest of the group.

Complaints

If you are unhappy with anything whilst your child is at our Pre-school please inform the Manager or Chairperson. Your concerns will be discussed in confidence and a solution will be agreed together. There is a complaints policy available on who to contact should further help be required.

We value feedback on both positive and negative issues so we can build on our strengths and review our weaknesses.

If the grievance cannot be resolved, please put it in writing to the Committee Group who will address the complaint and report back to you with the outcome.

Parents have a right to contact OFSTED if they feel that they have not received a satisfactory response to their complaint.

We are always happy to receive any compliments regarding our work too.

If you have any future questions regarding our setting, please do not hesitate to contact the Pre-school manager at any times.