

**BRIGHT SPARKS  
PRESCHOOL  
SHENFIELD**



**Friends Meeting House  
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Shenfield  
Essex  
CM15 8LA  
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## ***BRIGHT SPARKS PRESCHOOL - SHENFIELD***

***PROVIDING HIGH QUALITY CARE FOR CHILDREN AGED 18 months - 5 YEARS***

**Welcome** to Bright Sparks Preschool where the children truly are the centre of everything we do.

We are based within **Friends Meeting House** in the hub of the local community. We make use of our fantastic pre-school environment, furthermore the children have the opportunity to extend their learning beyond the pre-school through accessing the local surroundings.

The pre-school has two large, bright and airy indoor hall spaces which we divide into learning zones. This gives the children the confidence to explore and learn in different areas with a variety of exciting opportunities. We are fortunate to be surrounded by the beautiful green space attached to the rear of the preschool where the children experience and learn about the natural beauty of the world around them as a third learning space.

At Bright Sparks **all** children are viewed and treated as individuals, it is our goal to ensure every child receives a high-quality experience through an experienced team of Early Years Educators supporting their interests, learning and development. We provide an inclusive and welcoming environment offering every child a holistic learning experience at irrespective of their needs, abilities and starting points when they join us. Learning opportunities are designed to offer children the autonomy to extend their play and explore in different ways and on various scales.



## **Opening Times**

Monday and Wednesday

9.00-3.00pm

Tuesday, Thursday and Friday

9.00-12.00pm

We are open for 37 / 38 weeks a year, mainly in line with the school year timetable.

Our Session times are as follows:

Breakfast Club (Breakfast provided)	8.05 – 9.00am	(Monday to Friday)
Morning session	9.00 – 12.00pm	(Monday to Friday)
Morning session with lunch club	9.00 - 1.00pm	(Monday and Wednesday)
Afternoon session	12.00 – 3.00pm	(Monday and Wednesday)
Full day session times	9.00 – 3.00pm	(Monday and Wednesday)

## **Lunch Club**

Lunch clubs are available on a full day from 12pm – 12.45 pm

Children bring their own packed lunch to pre-school which is in line with our healthy eating policy.



Meal times are a relaxing experience for the children and team where they come together as a whole group, enjoying each other's company and interactions. Children are supported

during the lunch club and the practitioners are positive role models encouraging good table manners and positive attitudes towards food. Within our approach to learning and development practitioners look to 'teachable moments' with the children throughout all routines.

## **Children's development and learning**

### **Our approach to learning**

We follow the **Early Years Foundation Stage** and understand that play based learning is the key to successful, happy, confident and resilient learners of the future.

At Bright Sparks our aims and vision for children's learning and development is supported by an approach called '**In the moment planning**'

Our experienced staff team at Bright Sparks are trained in this approach which is highly successful. In the moment planning places less importance on unnecessary planning and paperwork which sees staff spending valuable time away from the children and places greater emphasis on having a highly skilled staff team who spend their time with the children supporting and teaching them 'in the moment'. We respond to 'in the moment experiences' which are an extension of a child's interest and we are sensitive to teachable moments. We are mindful of how supporting children's next steps and learning in the moment extends and challenges children's development instantly rather than letting the moment pass. This approach allows our staff team the opportunity to work directly with the children offering high quality interactions, this in turn allows the children to have time and space to become independent, confident and capable learners with adults alongside them encouraging and motivating them to reach their highest potential



## **'Settling in' procedure**

Starting Pre-school can be exciting but we recognise it can also be an emotional and anxious time. We are very proud of our excellent system helping children and families settle in to their new environment. Strategies are developed, if necessary, to help those children who are finding settling in difficult but with good communication from the start we find we can overcome any difficulties quickly and sympathetically.

Parents and children have the opportunity to explore Bright Sparks together before the first session. You will be invited to come along and play for a session and meet the key person. You are then invited to bring your child for a second and third settling in visit if needed so they can revisit the pre-school just before their big day.

Settling in is an individual journey and it certainly isn't a 'one size fits all' approach. Whilst we have the settling in process this can be tailored to meet your individual needs where needed. As such we do invite you to use your earliest preschool sessions flexibly for the first half term in consultation with your key person. Your key person will be on hand to discuss this with you and to help put a strategy plan in place as needed.

## **Your child's key person**

We believe that building firm foundations with our families is paramount and establishes positive relationships between parents and the staff team. Every child is allocated a key person who will work closely with you and your child to help them settle into preschool.

You will spend time with them during your child's settling in period and throughout your child's time at preschool. Whilst all of our experienced team will support and play with your child during their time at preschool the key person is available to offer extra support to your child as and when needed.

The key person will be responsible for your child's online learning journey and provide ongoing feedback during your child's time at pre-school.

We have parents' consultations where you can discuss your child's learning with your key person, you can request to meet them outside of this period also as desired.

## **Staffing**

Bright Sparks are extremely proud that by employing more staff to work directly with the children than are legally required we are able to offer our children more dedicated and focused time and opportunities within their learning. This allows us to achieve our vision and goals of staff having uninterrupted time to support and guide children in their earliest and most crucial years through play



## **Free play**

We offer a rich environment for our children built on all children's interest and abilities. Our continuous provision offers and invites the children to learn and develop in an environment which allows them the autonomy to do so. Our environment is rich and varied in resources and provides 'workshops' which invite the children to use and test their own ideas as they make choices of what, where and how to do things. We embrace outdoors play and children make healthy choices if they want to pursue their learning indoors or outside. We recognise different learning styles in children and through providing a variety of opportunities inside and outside we are meeting the needs of all children and how they learn best.



At Bright Sparks children work and play freely alongside each other fully engaged in their play where they are the leaders of their learning. With the experienced practitioners working closely and subtly alongside them the children investigate and explore. We aim for our children's involvement levels to be high as they are busy 'working' with high levels of wellbeing. We seek to support children where this is not the case and work closely with the families to help build and develop this.

## **Group times**

Within our daily routines group times are available for children to take part in. Children delight in story telling time, singing, games, puppet shows and a daily letters and sounds session. We recognise children's individual stages of development and most group times are offered as a choice within the main session. Risers are encouraged to take part in the full group session supporting school readiness and concentration skills.

## **Letters and sounds**

We follow the Letters and Sounds phase 1 document and provide activities to develop children's phonological awareness through play and fun structured group activities. **For our risers** the key person will work closely with your child and the family to support their phonics journey between home and pre-school offered in a more structured way. Jolly phonics is used to support our home learning phonics scheme



## **Structured group time**

Our children take part in the following daily sessions

**Dough disco** – A fun activity which combines the use of playdough with a series of hand and finger exercises supporting early writing skills and finger strength

**Yoga** – A variety of gentle yoga stretches

**Outside challenge** – A daily structured physical challenge (parachute play, listening game)

**Music communication group** – A structured programme designed to support all children, in particular children with speech and language delay which introduces and encourages early listening skills through music and basic instruction



## **Snack time**

During the morning and afternoon session the snack bar is open for a rolling snack. Drinking water is available at all times in session and the children are offered milk at snack times also. We provide a variety of healthy snacks. Children make their own choices and we encourage their independence by giving them the opportunity to self-register, pour their own drinks and wash and wipe up their plates and cups.



### **Record Keeping**

Individual records of achievement are kept for each child on our online Learning Journal called Tapestry. This allows instant access to see your child's progress and photos and all the amazing things they take part in at pre-school.

Each child has their own special book. This belongs to the child and is accessible for them to contribute to on a regular basis at pre-school alongside their key person.

### **Little Chefs and Scientists**

Little Chefs and Little Scientists are led by the preschool team. Free play remains available during this time for children to continue to lead their learning with adult support for extension of learning.

### **Little Sparks (our younger learners)**

Our environment recognises and challenges all children's individual age and stage of development. Our routines offer lots of flexible opportunities and uninterrupted play time for our busy, active learners to explore. Recognising that younger children need time, space and repetition in play is crucial for their overall development and well-being. With rich play opportunities throughout setting and sensory activities available throughout the sessions inside and out the children discover and delight in the environment around them through their five senses. Our practitioners seek to develop close relationships with all the children offering a sense of security, kindness and affection.

The various zones within the pre-school offer times for quiet and busy play and rest.



## **Risers**

We refer to our older children as risers.

The key person works closely with the family to focus on **phonological awareness** and our phonics programme. We recognise jolly phonics and implement this where appropriate into our 'risers' learning

We generally see children at this age becoming more involved in focused activities with more structure. Interactions are tailored within the session to extend and consolidate this learning for our risers as well as responding to 'in the moment' opportunities to build on children's school readiness.

**Letters and sounds** structured group times are offered where we focus on Letters and sounds phase one activities with the children. Whilst these are always available our expectations change in line with the individuals age and stage.



We hold a **Leavers Graduation Ceremony** and **photo shoot** in the last half term – All parents are invited to be part this emotional send off



Local schools are invited to visit the children at pre-school before they leave to go to school. We work in partnership with the local school to help the children prepare for their next chapter

Our risers take part in the **Christmas Nativity** which you are invited to watch

We complete a **transition passport** for each child leaving to go to school and share this with their new teacher. We hold a meeting also for the parents about school readiness

### **Parent Partnerships**

We celebrate **events and festivals** during our yearly rhythm at Preschool. Children delight in learning about other cultures and celebrations which we reflect through our environment

Families are invited to take part in an array of activities throughout the year such as sports week, Mothers and Father's Day celebrations, family week, parents' mornings, coffee mornings, Christmas craft, leavers picnics to name but a few

**Parent Workshops** are offered on popular subjects such as phonics, school readiness, home learning and the EYFS, these are rolled out throughout the year

We have our very own **travelling bear** which accompanies our children on their holidays and days out! The children enjoy sharing their experiences with us when the bear returns to pre-school with them and we love to hear about all of the exciting adventures

**A library lending system** is available where children have free choice to take a book home to share. We encourage you to allow your child's independence with this at pre-school so they self-select their book and take responsibility for small tasks

## **Bright Sparks Fee Structure**

*Subject to annual review*

### **Admission fees**

Deposit £50.00

Registration fee £75.00

The deposit is refunded on the last Terms Invoice your child attends usually the Summer Term or should your child leave before, it will be refunded with a full term written notice. No deposit or registration required for two-year Early Education Entitlement funded places.

### Fees

	Session Times	April 2022
Rate per hour		£9.20
Morning session 3 hour	9 – 12	£27.60
Lunch Club (added on to a morning or afternoon sessions)	12-1	£9.20
Afternoon session 3 hour	12-3	£27.60
2 hour	1-3	£18.40
Full day incl Lunch Club	9 – 3	£55.20
Breakfast club (if booked termly in advance)	8.05-9	£9.20
PAYG Breakfast club (booked 24 hours in advance)	8.05-9	£10.00

### Funded places

We offer Early Education Entitlement for **ALL** 3-4 year old children (15 hour Universal funding) the term after their third birthday.

We offer the Extended funding for 3-4 year old children (30 hour funding) the term after their third birthday **(the extended funding is eligibility based)**

We offer Early Education Entitlement for 2 year old children term after their second birthday. **(2 year old funding is eligibility based)**

You may pay for any hours over the 15 hour entitlement at the rates above

We charge **80p** per Funded hour per week for Consumables which enables the high staff to child ratio we offer at Bright Sparks and goes towards our PPE, daily snacks, resources, additional activities (For 3 and 4 year old EEE funding)

We require children to attend for a minimum of 2 sessions taken over two days per week. All Invoices are requested termly and are due to be paid by the first day of the new term.

**Bright Sparks Uniform Order**

Name: .....

	Qty	Size 2yr 20	Size 2-3yr 22	Size 3-4yr 24	Size 5-6yr 26
Polo shirts £13.00					
Sweat shirts £15.00					
Book bag £7.00					
Fleece Jacket £18.50					
Waterproof jacket £23.00					
Caps £6.00					
Total					

We recommend you start with a polo shirt, sweat shirt and bookbag (bookbag to contain full change of spare clothes & or nappies/pull ups, wipes )

We occasionally have second hand uniforms to purchase- please speak to Rachel Wells if you want to find out more.



**Expression of Interest / Application to join  
Bright Sparks Pre School Shenfield**

Full Name of child		Date of birth
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Name(s) and address(es) of parent(s) making the application including postcode:

EMAIL Address:

Tel:

I/We would like  
Name of child \_\_\_\_\_ to start attending at this setting

\*as soon as possible; or from (date) \_\_\_\_\_

We would like our child to attend on the following days/sessions:

Monday				Tuesday		Wednesday			Thursday		Friday		
Breakfast Club	AM	Lunch	PM	Breakfast Club	AM	Breakfast Club	AM	Lunch	PM	Breakfast Club	AM	Breakfast Club	AM

If we find that we no longer need the place, we will inform the setting as soon as possible.

Signature of parent(s)

Date