



Bright Sparks Pre School Shenfield

★ Prospectus 2026 ★



Friends Meeting House
49 Hutton Road
Shenfield
Essex
CM15 8LA

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Opening Times

Bright Sparks is currently open Monday and Wednesday 9am – 3pm, Tuesday & Thursday 9am – 12pm. Closed on Fridays. We are open for 38 weeks a year, mainly in line with the school year timetable. We offer a daily breakfast club.

Session times:

- | | |
|--------------------------|---------------|
| → Breakfast Club | 08.05am – 9am |
| → Morning session | 9am – 12.00pm |
| → Lunch Club | 12pm -1pm |
| → Afternoon session | 1pm – 3pm |
| → Full day session times | 9am – 3pm |

With the additional option of lunch club which can be added to a morning or afternoon session.

Lunch Club

Lunch clubs are available on Monday & Wednesday from 12pm – 1pm

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

Mealtimes 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.

Providing High Quality Care for Children Aged 17 Months – 5 Years

Welcome to Bright Sparks Pre-school 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 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.



Children's development and learning

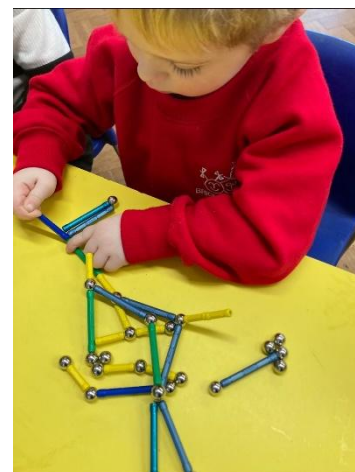
Our approach to learning



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 into 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 most 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 settling in visit 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 pre-school 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 pre-school.

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 pre-school 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 termly 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 in all weathers 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 motivating them 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 for our younger children. 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 within this.

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.

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 individual's age and stage.

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

Yoga – A variety of gentle yoga stretches

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

Jolly Phonics – A daily structured adult led group time for our risers focusing on phonics through the Jolly Phonics programme.

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.



Learning Journeys

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. Children under 3 Years old have a separate space within the Pre-School to explore as well as spending time as a whole group.

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.

Parent Partnerships

We celebrate **events and festivals** during our yearly rhythm at Pre-school. 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, parent's mornings, coffee mornings, Christmas craft, leavers picnics to name but a few.

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.

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

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.

Graduation

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 Presentation** which you are invited to watch.

We complete a **My Transition to school 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.



Bright Sparks Fee Structure

Admission Fees

	REGISTRATION FEE	DEPOSIT
Child Private Place	£100	£50
Child accessing FEEE2 hours only	No Charge	No Charge
Child accessing FEEE2 hours and paying for private hours	£100	£50
Child accessing FEEE3 & 4, FEEE2W and FEEE1W hours only	No Charge	£50
Child accessing FEEE3 & 4, FEEE2W and FEEE1W hours and paying for private hours	£100	£50

The Deposit is refunded on the last Terms invoice your child attends, usually the Summer Term. Should your child leave before, it will be refunded with a minimum of 6 weeks written notice given. The notice period must be during Term time only and cannot include School holidays and closure periods.

Fees

Fees are charged per Term and should be paid in advance prior to a child's first day.

	Under 2's	Over 2's (Term after 2nd Birthday)
Hourly rate (Including breakfast club and lunch booked termly in advance)	£14.50	£13.00
Morning Session 9am – 12pm	£43.50	£39.00
Afternoon Session 1pm – 3pm	£29.00	£26.00
Full day rate including lunch club 9am – 3pm	£70.00	£70.00
Adhoc hourly rate	£16.00	£14.50
Adhoc Breakfast club	£15.50	£14.00

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 eligibility based funding**) the term after their third birthday.

To see if you are eligible, please follow this link www.childcarechoices.gov.uk

We offer Early Education Entitlement for 2 year old children the term after their second birthday (**2 year old funding is eligibility based for disadvantaged 2 year olds. This funding can only be taken at one early years setting**)

To see if you are eligible, please follow this link www.childcarechoices.gov.uk

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

From September 2025

We offer 30 hrs funding for 17 month old children, you can apply for this the term after they turn 9 months old (this funding is eligibilty based for working families)

To see if you are eligible please follow this link <https://www.childcarechoices.gov.uk/> This website will help you understand what entitlements you may be able to receive.

You can apply for the entitlement via the following link <https://www.gov.uk/apply-free-childcare-if-youre-working> Once you have applied, you will receive a 15 hour code, please hold onto this as we will need it to claim for the funding on your behalf.

Snack, Consumables & Activity and Enhanced Provisions Charge

A snack, consumables & activity and enhanced provisions charge per funded hour applies. £2.50 per funded hour for 3-4 year olds. £3.00 per funded hour for 1 year and 2 year funding for working parents

*The rate changes in line with funding the term after the childs third birthday.

The snack, consumables & Activity and enhanced provisions charge applies to each funded hour and does not apply to paid hours. The charge covers services which are not covered by the Early Years funding for example, Snacks (2 healthy snack sessions per full day) Cooking sessions (ingredients), Science sessions (Experiment resources), Music and communication group time (staff trained in this approach), Daily playdough making sessions (ingredients), Dough Disco, Yoga sessions, Warley Woodland walks off site (requiring higher staff ratio), Tapestry online personalised journal for each child requiring staff tablets to record, Messy/ sensory play (ingredients), Arts and craft supplies, Events and parties throughout the year, Sundries, PPE and suncream, Individual child special scrap book which is built on during their time with us, parents evenings and graduation ceremonies.

We also employ additional staff to the legal ratio allowing more direct quality contact time with the children.

If you have any concerns around this please contact us to discuss.

Bright Sparks Uniform Order

Name:

	Price	Quantity	Size 2yr 20cm	Size 2-3yr 22cm	Size 3-4yr 24cm	Size 5-6yr 26cm
Polo shirts 	£15.00					
Sweat shirts 	£18.00					
Book bag 	£8.00					
Fleece Jacket 	£22.00					
Waterproof Jacket 	£28.00					
Caps 	£6.00					
Total						

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

We occasionally have preloved uniforms to purchase– please email centralmanager@brightsparkspre-school.co.uk to request this.

Waiting List Form

Child's full name as on birth certificate		
Date of Birth		
Address		
Postcode		
Parent/Guardian Name with Parental consent		
Contact Telephone Number		
Email Address		
Preferred Start Date		
If claiming funding	Parent National Insurance Number	Funding Code or Eligibility Code starting with 5 or TYF-

Pre-School sessions run on the following days: (Please tick preferred days and hours)

	Breakfast Club 8am -9am	Morning 9am-12pm	Lunch Club 12pm – 1pm	Afternoon 1pm – 3pm	All day 9am-3pm
<i>Monday</i>					
<i>Tuesday</i>			CLOSED	CLOSED	CLOSED
<i>Wednesday</i>					
<i>Thursday</i>			CLOSED	CLOSED	CLOSED

Signature: _____ Date: _____

Following the completion of this form your details will be entered onto our waiting list. By signing this form you are giving permission for Bright Sparks to hold your data via Nursery in a Box and to run a check on your eligibility code (if applicable) with Essex County Council You will also receive an email from Bright Sparks to officially offer your child a place with Bright Sparks when there is one available. This can then be confirmed by paying the requested deposit and registration fee. If a place is not available you will be notified of this by email and your details will remain on our waiting list.

Please note at times our emails can go into the junk folder so please check all folders for communication.

This agreement outlines the terms under which parents /guardians may choose to enrol their child into the “Additional Service Package” provided by Bright Sparks Pre-School. This package is offered as an additional service beyond the government-funded early years entitlement and is subject to an additional charge.

Opt In

Fees for the Additional Service

- 👶 The current charge for the Additional Service and enriched curriculum is £3 per funded hour for 1 year and 2 year olds and £2.50 for 3 year and 4 year olds. This also covers our high adult child ratio of 1 to 5.
- 👶 This fee covers additional costs for extraCurricular activities as outlined in the consumables and enhanced provision charges document. **This fee also allows for a high staff child ratio of 1:5 no matter the child's age.**
- 👶 Payment is required in advance on a Termly basis.

Consent and Agreement

- 👶 By signing this contract, parents confirm their understanding that extra Curricular activities as outlined in the consumables and enhanced provision charges document are an optional, additional service separate from the free early years entitlement.
- 👶 Parents acknowledge the associated costs for the duration of time that your child attend Bright Sparks Pre-School.

Acknowledgement and Signature

I, the undersigned parent/guardian, have read and understood the terms outlined in this contract. I acknowledge that Package Service including the extra Curricular activities are an optional service, and I agree that there is a consumable charge that will apply for the duration that my child attends Bright Sparks Pre-School.

Opt in

Parent/Guardian Name: _____

Child's Name: _____

Signature: _____

Date: _____

Opt out

Parent/Guardian Name: _____

Child's Name: _____

Signature: _____

Date: _____

For any queries, please contact us at centralmanager@brightsparkspre-school.co.uk. Thank you for choosing Bright Sparks Pre-School.