

Bright Sparks Pre-School

SHENFIELD

★ *Prospectus 2027* ★

Welcome to Bright Sparks

At Bright Sparks, every child is welcomed into a warm, nurturing environment where they are encouraged to explore, discover and develop at their own pace.

Our experienced Early Years educators create inspiring learning opportunities through play, helping children build confidence, independence and a lifelong love of learning.

We believe childhood should be filled with curiosity, kindness, laughter and meaningful experiences giving every child the very best start in life.

Why families choose Bright Sparks

- Child-led learning inspired by children's interests
- Caring and experienced Early Years educators
- Children aged **14 months to 5 years**
- Inspiring indoor and outdoor learning environments
- Strong partnerships with families
- Preparing children for school and beyond

Friends Meeting House
49 Hutton Road
Shenfield Essex CM15 8AL

07708 003850

centralmanager@
brightsparkspre-school.co.uk

★ *Come and discover why Bright Sparks is such a special place to learn, play and grow.* ★

A day at Bright Sparks



Flexible Sessions

To suit you and your child

We offer a range of sessions throughout the day, giving families choice and flexibility to fit around their schedules.

Our daily sessions

Early Bird Breakfast Club

7.30am – 9.00am

A calm start to the day with a healthy breakfast and relaxed activities to help children settle in happily.

Morning Session

9.00am –12.00pm

Child led play, inspiring activities and learning opportunities across indoor and outdoor spaces.

(Monday, Wednesday & Friday)

Extended Morning Session with lunch

9.00am – 1.00pm

Enjoy all the fun of the morning session with the option to stay for lunch.

(Tuesday & Thursday)

Afternoon Session with lunch

12.00pm –3.30pm

Afternoon learning, play and exploration with creative active and quiet opportunities.

(Monday, Wednesday & Friday)

Full Day Session

9.00am-3.30pm

A full day of play, learning, laughter and discovery.

(Monday Wednesday & Friday)



Lunch club

Part of our extended morning session on Tuesday & Thursday and afternoon session on a Monday, Wednesday & Friday from 12.00pm – 1.00pm

Children bring their own healthy packed lunch to pre-school, in line with our Healthy Eating Policy.

Mealtimes are a relaxing and enjoyable experience where children come together as a whole group, building friendships and positive social skills.

Our team are positive role models, encouraging good table manners, independence and a positive attitude towards food. We use every routine as an opportunity for learning and meaningful conversations.

Happy, healthy, inspired days, every signle day at Bright Sparks.

Our Approach to Learning

Play, Explore, Discover, Grow



" Play is the highest form of research" .

Albert Einstein

At Bright Sparks, we follow the Early Years Foundation Stage (EYFS) and understand that play based learning is the key to successful, happy, confident and resilient learners of the future.

Our aims and vision for children's learning and development are supported by an approach called **'In the Moment Planning'**

Children are at the heart of everything we do.

In the Moment Planning in Action

Our experienced and highly skilled educators are with children in the moment, not behind a desk, so we can seize every opportunity to extend learning.

1.OBSERVE

We notice

We carefully observe and listen to children to understand their interests, ideas and what excites them.



2. SUPPORT

We join in

We join children's play and learning at just the right time, offering encouragement, questions and new ideas.



3. EXTEND

We build on it

We extend and challenge learning in the moment, helping children make connections, solve problems and think deeper.





Learning that lasts a lifetime

This approach allows our educators to build strong relationships with children and deliver high-quality interactions that spark curiosity and deepen understanding. Children have the time, space and freedom to explore, become independent, resilient and confident learners. We are proud to create a rich learning environment where every child can thrive and reach their highest potential.

Every moment is an opportunity to **learn**, **connect** and **make magic happen**.

Settling in
with Bright Sparks

A happy start makes all the difference.

Starting pre-school is an exciting milestone, and we know it can be an emotional and anxious time for both children and families.

We are very proud of our excellent settling in system, designed to help every child feel safe, secure and happy from the very beginning.

We work closely with families and, if needed develop individual strategies to support children who may find settling in more challenging.



With good communication and lots of care, we overcome most difficulties quickly.

Our Settling in Journey

1. Getting to know you

We start by getting to know you and your child before they join us. You'll have the chance to share important information about your child's routines, interests and needs.

2. Visits & exploration

Your child is invited to visit the pre-school with you to explore the environment, meet their key person and become familiar with the surroundings.

3. Short stays together

Your child stays for a short period of time with you staying close by, helping them feel secure while beginning to engage in play and activities.

4. Gradual separation

We gently support your child to spend short periods of time without you, at a pace that feels right for them and for your family.

5. Settled & confident

As your child grows in confidence and feels happy and secure, they become part of our Bright Sparks family.

We are here for you

We understand that every child is unique and every journey is different. Our experienced team are here to support you every step of the way.
Open communication between home and pre-school is key to making this transition a positive experience for everyone.

Together, we create a warm and nurturing start that helps children feel **safe**, **happy** and **ready to learn**.



Every child deserves to feel safe, secure and valued. When children feel happy, they are ready to learn, explore and shine

We can't wait to welcome you!

Happy children, confident learners, bright futures.

Our Environment and Outdoor Learning

Inspiring spaces. Endless possibilities



At Bright Sparks, we believe the environment plays a vital role in children's learning and development.

Our bright, welcoming indoor spaces are carefully organised into learning zones that inspire curiosity, creativity and independence.

Just as importantly, our wonderful outdoor space provides children with freedom to explore, take risks, be active and connect with the natural world.

A Rich and Stimulating Environment

Safe and Nurturing

Our warm, inclusive spaces help children feel safe, secure and ready to learn and grow.

Purposeful Indoors

Carefully planned learning zones encourage exploration, problem solving and imaginative play.

Outdoor Adventures

Our garden is an extension of our learning space, supporting physical development and wellbeing.

Natural Connections

Children explore nature first-hand, developing curiosity, respect and understanding of the world around them.

Open-Ended Opportunities

Resources are accessible and invite children to lead their learning in creative and meaningful ways.



The Benefits of Outdoor Learning

- Supports physical health and develops gross motor skills
- Boosts wellbeing, confidence and self-esteem
- Encourages curiosity, investigation and problem solving
- Promotes teamwork, communication and social skills
- Helps children develop a lifelong respect for nature

Learning Everywhere

Whether indoors or outdoors, every area of Bright Sparks is designed to spark imagination, encourage exploration and support children to thrive.

A beautiful place to learn, play and grow together.

Learning Every Day

in lots of different ways



At Bright Sparks, we provide a rich and varied curriculum that supports children's communication, language, physical development and personal, social and emotional growth.

Little Sparks

From 14 months

- Play, explore and grow in their own pace.
- Building confidence and independence.
- Stories, music, messy play, creativity and nature.

Risers

3 years – school age

- Play, learn, explore and grow in confidence.
- Strong foundations in all 7 areas of learning.
- Early literacy, phonics, maths, creativity and the world.

Every Child Belongs

- Every child is valued, included and supported.
- We adapt to individual needs.
- Our SENCO works closely with families and professionals.

Learning Journals

- We use Tapestry to capture special moments.
- You can share experiences from home.
- A two-way connection between home and pre-school.

Enrichment Programme

- Exciting hands-on experiences.
- Little Scientists, Little Chefs, Little Explorers and more.
- Trips out and exploring our local community.
- Building skills, confidence and a sense of belonging.

Group Times & Early Phonics

- Come together, connect and learn.
- Stories, songs, rhymes and conversation.
- Fun with letters and sounds.
- Building a love of books, language and learning.

Key Person

Every child has a key person who helps them feel safe, secure and confident. They get to know your child well and build warm, positive relationships.

Little learners today, confident futures tomorrow.

Stronger Together

Brighter Futures

At Bright Sparks, we believe that when we work together, children thrive. We build strong partnerships with families to support every child's learning, development and wellbeing.



Parent Partnerships

Together, we make a difference.

- We value open and honest communication.
- We keep you informed every step of the way.
- We listen, involve and support you.
- We celebrate your child's achievements together.



School Readiness

Ready for the next adventure.

We support children to develop the skills, confidence and independence they need for a smooth and positive transition to school. Through everyday experiences, we encourage children to become independent, resilient and ready to learn, while developing the social and emotional skills they need for their next chapter. We work closely with families and schools to help make the transition exciting, positive and well supported.

Graduation

A special milestone.

We celebrate our pre-school children as they take their next big step with confidence and pride.

Our graduation is a joyful celebration of all they have achieved.



Working together for the Best Start

We believe every child deserves the best possible start in life. By working in partnership with you, we can:

Understand your child's individual needs	Share information and celebrate success	Support learning and development at home	Build confidence and independence for life	Make transitions smooth and positive	Give every child the best start for a bright future

Children are our future. Everything we do today shapes the world tomorrow.



Thank you for trusting us with you most precious gifts.

We are proud to be part of your child's early learning journey and can't wait to see all the amazing things they will achieve.

Together, we can help every child shine bright.

Play, Learn, grow together at Bright Sparks.

Working Together

Achieving more



At Bright Sparks, we believe that children flourish when parents, carers and staff work together.

We value the important role you play in your child's learning and development, and we are committed to building positive, respectful and supportive relationships with all our families.

We are stronger together for our children, our families and our community.

Extra Activities to inspire and enrich

Our additional activities give children the chance to explore new interests, develop key skills and build confidence in a fun and engaging way.

Little Scientists

Hands-on experiments and investigations that spark curiosity and develop problem-solving skills.



Little Chefs

Cooking, tasting and learning about healthy eating while building independence and life



Little explorers

Outdoor adventures that encourage physical activity, teamwork and a love of nature.



These experiences help children discover their passions, build resilience and grow in confidence every day.

How you can be involved

There are lots of ways you can be part of our Bright Sparks family.

Stay Informed
Look out for updates on Tapestry, Parent Admin, emails, Facebook and our notice boards.

Share and celebrate
Tell us about your child's achievements and special moments.

Join in
Attend events, workshops and stay and play sessions.

Talk to us
Your feedback is always welcome – we value your voice.

What our Parents say

Bright Sparks has been such a wonderful part of our son's life. He is happy, confident and always excited to come to pre-school.

The staff are caring, professional and truly go above and beyond. We feel so lucky to be part of Bright Sparks family.

The activities are amazing – our daughter has learned so much and her confidence has grown so much since starting.

Inspiring little minds every day.

Our sessions

Important information about funding

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



Registration & Deposit Fees

Our registration and deposit fees help us secure your child's place at Bright Sparks Pre-School.
The **£50 deposit is refundable** in accordance with our Terms & Conditions.

Type of Place	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

UNDER 3's

Session	Times	Fee payable when funding hours are used	Private Fee
Early Birds (Booked in advance)	7.30am - 9.00am	£3.76	£21.75
Adhoc Early Birds	7.30 – 9.00am	N/A	£22.75
Morning Session	9.00am– 12.00pm	£7.50	£43.50
Extended Morning Session	9.00am– 1.00pm	£10.00	£58.00
Afternoon Session	12.00pm– 3.30pm	£8.76	£50.75
Full day Session	9.00am – 3.30pm	£16.25	£77.50

OVER 3's

Session	Times	Fee payable when funding hours are used	Private Fee
Early Birds (Booked in advance)	7.30am - 9.00am	£3.00	£19.50
Adhoc Early Birds	7.30 – 9.00am	N/A	£20.50
Morning Session	9.00am– 12.00pm	£6.00	£39.00
Extended Morning Session	9.00am– 1.00pm	£8.00	£52.00
Afternoon Session	12.00pm– 3.30pm	£7.50	£45.50
Full day Session	9.00am – 3.30pm	£13.00	£77.50

Additional Provision Charges (Consumables and Additional Services applied to each session attended, as per charges above)

BREAKFAST PROVISION
Breakfast is entirely optional and children may still attend without purchasing breakfast.
£1.50 per day

SNACKS
Healthy snack provided during session, children attending all day receive both morning and afternoon snack.
£1.50 per session

CONSUMABLES
Resources, materials and ingredients used in children's learning.

ADDITIONAL SERVICES
These are the additional services and opportunities that help make Bright Sparks special.

Working Parents Funding 9 months to 2 years

Eligible working families may be entitled to **30 hours of funded childcare** from the term after their child reaches 9 months.

2-Year-Old Funding

Eligible 2-year-olds may be entitled to **15 hours of funded childcare** from the term after their second birthday. Eligibility is based on individual circumstances, and this funding can only be claimed at **one early year's setting**. Any additional hours beyond the funded entitlement can be paid for at our current session rates.

3–4-Year-Old Funding

All 3–4-year-olds are entitled to **15 hours of universal funded childcare** from the term after their third birthday. Eligible working families may also be entitled to **30 hours of funded childcare**.

Where every child can shine.

Smart, Comfortable Practical



Bright Sparks Uniform Order

Name: _____

ITEM	PRICE	QUANTITY	Size 2yr 20cm	Size 2-3yr 22cm	Size 3-4yr 24cm	Size 5-6yr 26cm
Polo Shirt	£15.00					
Sweatshirts	£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, sweatshirt and bookbag
(bookbag to contain a full change of labelled spare clothes and or nappies/pull ups, wipes).
We occasionally have preloved uniforms to purchase – please email centralmanager@brightsparkspre-school.co.uk to request this

Bright Sparks
Pre-School

Waiting List

We can't wait to welcome you to Bright Sparks



Childs 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	

Disadvantaged 2-year-old ***Please provide code starting TYF-***	Working Parents ***Please provide code starting with 5***	Universal 3- & 4-year-old **(Please tick)**

Please tick the funding you are claiming

Private place Please tick		**Parent National Insurance Number:**

Signature

Please decide what sessions you would like. Please note a minimum of 2 sessions are required.

	Breakfast Club 7.30am – 9.00am	Morning Session 9.00am – 12.00am	Extended Morning Session 9.00am – 1.00pm	Afternoon Session 12.00pm – 3.30pm	All Day 9.00am – 3.30pm
Monday					
Tuesday		N/A		N/A	N/A
Wednesday					
Thursday		N/A		N/A	N/A
Friday					

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 noted of this by email, and your details will remain on our waiting list.