



**2 years – rising 5's**

**We are open Monday to Friday term time and offer the following sessions:**

**9.00 am to 12.15 pm**

**9.00 am to 3.00 pm**

**07895 180207**

**email: [littleavenues@hotmail.co.uk](mailto:littleavenues@hotmail.co.uk)**

**[www.littleavenues.co.uk](http://www.littleavenues.co.uk)**

**The Bungalow, Broome Grove, Wivenhoe, CO7 9QB**

# Welcome

## We would like to welcome you to Little Avenues Pre-school

“At Little Avenues Pre-school we pride ourselves on an environment where everyone is valued and treated as an individual. We embrace diversity and appreciate the enrichment that it brings to our pre-school community”

### Pre-school Team



**Claire Bush**  
Session Manager  
ENCO  
Deputy Safeguarding Lead



**Toni McGenity**  
Early Years Teacher  
Designated Safeguarding Lead  
Lead SENCO



**Sophie Holmes**  
Senior Educator  
SENCO Assistant  
Behaviour Officer



**Brooke Haines**  
Speech & Language  
Co-ordinator



**Tarryn Milsom**  
Two Year Old  
Co-ordinator



**Jolene Stanley**



**Claire Knevett**



**Lauren Rich**



**Louise Mead**



**Sally De'ath**



**Jane Dickson**  
Managing Director



**Casey Collins**  
Administrator

## **Partnership with Parents**

Children benefit from parents and early years educators working together in partnership to meet the needs of each child. Good communication between parents and early years educators is essential to enable the best care, learning and development to be provided for every child. We recognise that there are different family units and are inclusive of all parents/carers.

Your child will be assigned a key person who will build a relationship with you and your child and ensure that your child's care and learning is tailored to meet their individual needs. The key person will assist your child to become familiar with the setting and routines. You can arrange a meeting at anytime if you need support or discuss any issues.

We have use of the school field and playground during the summer term to extend the learning of our older children and support their transition to school.

Pre-school can be pretty messy, for this reason we suggest that children are dressed in easily washable, not too new clothes. Name labels in clothes are very helpful. Simple clothes, which your child can easily handle themselves will allow them to become independent when using the toilet and when putting on and taking off their coat. Outdoor play is encouraged so appropriate clothing is advised. Jewellery can be potentially dangerous in physical activities and general play therefore we request that earrings are studs only. Rings/necklaces are not advised as they can be easily caught on equipment.

Parent consent is sought before any information is shared with other professionals. We send out regular questionnaires to encourage your feedback about our practice.

## **Funding and Fees**

The term after your child turns 3 years old they are entitled to 15 hours free early education entitlement funding. If you are entitled to 30 hours extended entitlement for working parents or 2 year old funding please apply and provide us with the eligibility code the term prior to claiming. More information can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

You will receive an invoice via email during the first week of each half term for any hours not covered by funding. We normally request that fees are paid within 7 days of the invoice. However, if you would prefer to pay monthly or weekly, please contact the pre-school manager or administration to arrange this.

Once you have registered with the pre-school we ask for two weeks notice and payment of fees for contracted hours during this period if you wish to withdraw your child. We are unable to keep your child's name on the register if fees are unpaid. Non-payment of fees will be pursued to ensure financial stability of the pre-school.

## **Packed Lunches**

We promote healthy eating within the pre-school. If your child attends all day you will need to supply a packed lunch. A healthy snack is provided during the morning. We do not encourage the children to bring sweets or chocolate in their packed lunches.

When providing packed lunches, we advise that you start off with three or four items first. As we are unable to refrigerate packed lunches, we advise that you to provide a cool pack in the lunch box to keep the food fresh.

We are a no nut pre-school.



# Packed Lunch

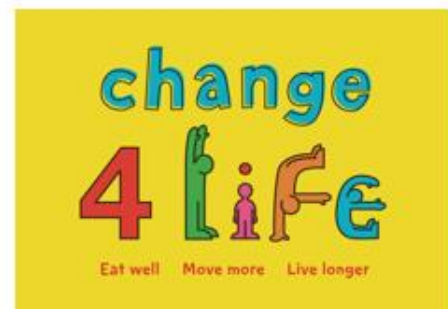
Following the latest NHS guidelines a balanced packed lunch should contain:

- starchy foods – these are bread, rice, potatoes, pasta, and others
- protein foods – including meat, fish, eggs, beans, and others
- a dairy item – this could be cheese or a yoghurt
- vegetables or salad, and a portion of fruit



Starchy foods are a good source of energy and should make up a third of the lunchbox. This could include bagels, pitta bread, wraps and baguettes or sandwiches, preferably brown or wholemeal.

Visit <http://www.nhs.uk/change4life> for interesting ideas



## Curriculum

### Intent – what we teach and why we teach it

We follow the 4 guiding principles of the EYFS to guide our curriculum

- **The Unique Child** – Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- **Positive Relationship** – Children learn to be strong and independent from a base of loving and secure relationship with parents and/or a key person.
- **Enabling Environments** – Children learn and develop well when their experiences respond to their individual needs and there is a strong partnership between early years educators and parents and/or carers.
- **Learning and Development** – Children develop and learn in different ways and at different rates and all areas of learning and development are equally important and interconnected.

Our aim is for our children to be happy and secure learners who are able to form positive relationships, and we aim to provide them with the skills and knowledge for a smooth transition into school.

### Implementation - how do we teach?

- We value parent and family's contribution to their child's learning.
- Children learn through play with a balance of child-initiated and adult-directed activities.
- Play is essential for children's development, building their confidence as they learn to explore, to think about problems, and relate to others.
- Children's needs and next steps are carefully planned for to engage and challenge them.
- Half-termly themes provide inspiration for learning, whilst providing the flexibility for children to follow their own interests and ideas.
- Our inclusive approach ensures that all children are able to fully participate and learn alongside one another.

### Impact - how do we know what children have learnt and how well they have learnt it?

- Prior to children starting, the key person meets the child's parents/carers to gain an understanding of the whole child and their interests and needs.
- The key person will get to know the child through conversation, play and observations to identify a child's starting point (settling in discussion).
- Ongoing observations are used to inform weekly planning and identify children's next steps and individual needs.
- Assessments are completed termly by key persons drawing on their knowledge of the child along with their own knowledge of child development, discussions with other early years educators and observations and photos recorded on Tapestry.

### The Areas of Learning and Development

There are seven areas of learning and development. Three prime areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive. The prime areas, are:

- **Communication and language development:** children are given opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations. Children's vocabulary and fluency is extended by talking and listening and by hearing and responding to stories, songs and rhymes.
- **Personal, social and emotional development:** within a nurturing environment children are individually supported to develop a positive sense of themselves and

others, to have confidence in their own abilities, to form positive relationships and develop respect for others. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other children and adults of the group. Through activities, conversation and practical example, they learn acceptable ways to manage and express their own feelings and to understand appropriate behaviour in groups. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and its property.

- **Physical development:** children are provided opportunities to be active and interactive and to develop their co-ordination, control, and movement. A range of equipment and opportunities both indoors and outdoors allow children to develop confidence and enjoyment in the use and development of their own skills. Children are also helped to understand the importance of physical activity and to make healthy choices in relation to food.

Children are also supported in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- **Literacy:** children are helped to understand that written symbols carry meaning, to be aware of the purpose of writing, and when they are ready, to use drawn and written symbols for themselves. Our wide range of books gives every child the opportunity and encouragement to become familiar with books, able to handle them, and be aware of their uses, for both reference purpose, and as a source of stories and pictures.
- **Mathematics:** children are provided with opportunities to become familiar with sorting, matching, ordering, sequencing and counting activities, which form the basis for early mathematics.
- As they use their developing mathematics and understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequences and when they are ready to use simple mathematics operations such as adding.
- **Understanding the world:** a safe and stimulating environment allows children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design:** children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experiences in two and three dimension. Art equipment, including paint, glue, crayons and pencils, as well as natural and recycled resources, provide for open ended exploration of colour, shape and texture and the development of skills in painting, drawing, and collage. Children join in with and respond to music and stories and there are many opportunities for imaginative role play, both individually and as part of a group.

When planning and guiding children's activities, we reflect on the different ways that children learn. Three characteristics of effective teaching and learning are:

- **Playing and exploring** - children investigate and experience things and 'have a go'.
- **Active learning** - children concentrate and keep on trying if they encounter difficulties and enjoy achievements.
- **Creating and thinking critically** - children have and develop their own ideas, make links between ideas and develop strategies for doing things.

The EYFS requires early years educators to review children's progress in the prime areas and share with parents when the children are aged between 24 and 36 months.

### **Medication**

We are only able to administer medicine that has been prescribed by a doctor (or other medically qualified person). If medication needs to be administered during pre-school hours you are required to hand it to a member of staff to store safely and complete a Consent for the Administration of Medicine form. Without authorisation we are unable to administer any medication.

**Common Childhood Illnesses** - the period of time that it is necessary for children to be absent from pre-school:

**IMPETIGO** - Children should not attend pre-school until 24 hours after the start of treatment.

**WORMS** - There is no need for children to be excluded from pre-school, but please advise us of the condition.

**HEADLICE**- We ask that you treat your child's hair once an infestation has been identified and that you inform the pre-school.

**SICKNESS AND DIARRHOEA** - Children should not attend pre-school until 48 hours after the last time the child was sick. If the child has diarrhoea they should not attend until 48 hours after the last loose stool.

### **Equality, Diversity and Inclusion Policy**

We will aim to ensure that our setting is fully inclusive in meeting the needs of all children, regardless of their own or their parents' ethnicity, disability, culture or religion, family circumstances, gender, age, sexual orientation or socio-economic background. Our setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.

Please see our website for the full policy.

### **Safeguarding Children Statement**

Little Avenues Pre-school will work with children and parents to ensure the rights and safety of children and to give them the very best start in life. We ensure that our effective safeguarding systems protect children from abuse and harm. All staff are committed to regular training regarding child protection issues and promoting children's rights to be strong, resilient and listened to. We have a procedure for managing complaints or allegations against a member of staff.

Please see our website for the full policy.

### **Supporting Children with Special Educational Needs and Disabilities (SEND)**

We aim to promote a positive environment within the setting and ensure all children, including those with special educational needs and disabilities are supported to reach their full potential.

Please see our website for our Local Offer and the full policy.

### **Policies and Procedures**

Policies can be found on our website [www.littleavenues.co.uk](http://www.littleavenues.co.uk) if you require paper copies, please ask us.

# Privacy Notice – General Data Protection Regulation May 2018

## Little Avenues Pre-school Privacy Notice

Little Avenues Preschool The Bungalow Broom Grove Wivenhoe Essex CO7 9QZ
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### Introduction

Little Avenues Pre-school are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

Little Avenues Pre-school are the Data Controller for the purposes of the General Data Protection Regulation.

### What personal data do we collect?

Little Avenues Pre-school collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home address, phone numbers, emergency contact details, and family details.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed.  
We may also collect information regarding benefits and family credits that you are in receipt of.

### Why we collect this information and the legal basis for handling your data

Little Avenues Pre-school use personal data about you and your child in order to provide childcare services<sup>1</sup> and fulfill the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at



any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

### **Who we share your data with**

In order for Little Avenues Pre-school to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- the Essex County Council as the Local Authority (where you claim up to 30 hours free childcare as applicable)<sup>2</sup>
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- the school that your child will be attending
- Tapestry who are the Data Processors for our learning journeys

<sup>1</sup> The statutory duty is explained in the Framework for the Early Years Foundation Stage welfare requirements to *"maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or the childminder agency with which they are registered, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met... Records must be easily accessible and available... Records relating to individual children must be retained for a reasonable period of time after they have left the provision... Providers must record the following information for each child in their care: full name; date of birth; name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with; and emergency contact details for parents and/or carers."*

<sup>2</sup> If you require more information about how the Local Authority and Department for Education store and use this data please go to the following website: [www.essex.gov.uk/FEEE](http://www.essex.gov.uk/FEEE) (see paragraph headed 'Early Years census and personal data')

The information held by Tapestry is determined by us. We restrict the number of people at Little Avenues Pre-school who can provide details of the child and parents to Tapestry. In your registration pack, we obtain your consent to add your child's details and photos/videos to Tapestry. You have the right to withdraw or change this consent at any time. The processing of data within Tapestry happens within the EU. Tapestry handles data securely and their contract with us details how they comply with data protection law and their security protocols. If you wish to see this contract, please ask us.

We will also share your data if:

- We are legally required to do so, for example, by law, or by a court.
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety
- to enforce or apply the terms and conditions of your contract with us;

We will never share your data with any other organisation to use for their own purposes

### **How do we protect your data?**

Little Avenues Pre-school keep your personal data secure and it is not available or accessible to anyone other than those who have a professional need.

We make sure that information held on computer is secure and accessed only by people who have a need to use it. Paper information is kept in locked cabinets, only accessible to the staff who need it to perform their role. At the preschool locked cabinets are in a room which itself is locked when the building is unoccupied.

### **How long do we retain your data?**

Little Avenues Pre-school retain your child's personal data for reasonable period of time, usually up to 6 years after your child no longer uses our setting. Your child's learning and development records are maintained by us and passed to you when your child leaves. When your child leaves the preschool, their information is deleted from Tapestry and will be deleted permanently by Tapestry after 90 days.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

### **Changes to this notice**

Little Avenues Pre-school keep this notice under regular review. You will be notified of any changes where appropriate.