

# Bright Blocks Preschool



Parent / Carer

Welcome Pack



At Bright Blocks Preschool, we believe that every child deserves the best possible start in life and the support that enables them to fulfil their potential.



Our setting aims to create a warm, safe and stimulating environment for your pre-schooler – an enjoyable learning environment with individual learning and development for all children at the core.

Our staff, volunteers, parents and carers and anyone involved in our community play an essential role to play in making it safe and secure.

## Our Opening Hours

Please find below our preschool session times. Please note that children who are staying for lunch will need a named packed lunch provided for them.

### Preschool opening hours/days are:

- Monday, 9.30am to 3.30pm
- Wednesday, 9.30am to 2.30pm
- Thursday, 9.30am to 2.30pm
- Friday, 9.30am to 3.30pm

We are closed on Tuesdays.

We are open during the school term dates for the Royal Borough of Greenwich.

We offer a morning (9.30am -12.30pm) session and afternoon (12.30pm – 2.30pm/3.30pm) session daily with the option for children to stay for the whole day.



# CONTENTS

SETTLING IN.....	4
GETTING TO KNOW YOUR CHILD .....	4
YOUR CHILDS KEY PERSON .....	4
LEARNING & DEVELOPMENT .....	5
THE EARLY YEARS FOUNDATION STAGE (EYFS) .....	6
THE EYFS: SEVEN AREAS OF LEARNING .....	7
CARE & WELLBEING.....	8
LUNCHTIME.....	8
NAPPY CHANGING & TOILET TRAINING .....	8
SPARE CLOTHES .....	9
DRESS FOR MESS! .....	9
SUPPORTING ADDITONAL NEEDS.....	10
PARENT COMMUNICATION .....	10
ONLINE LEARNING JOURNEY .....	10
YOUR CHILD'S PROGRESS.....	11
OUR ROUTINE .....	12
FEES & FUNDING .....	13
FEES .....	13
LATENESS .....	13
FUNDING .....	13
ACCESSING 2 YEAR OLD FUNDING .....	14
ACCESSING 3 AND 4 YEAR OLD FUNDING .....	14
FAMILY VOICE.....	15

---

## SETTLING IN

Starting preschool can be an emotional time, for parents as well as children. Our settling in process allows both the children and their parents/carers to seamlessly integrate into the preschool setting and adapt to their new routine. We want your child to feel happy and safe with us. To make sure that this is the case, we take an extremely personal and tailored approach to every child's settling in journey. This is to ensure their unique needs are met and any concerns are tended to. Your child is welcomed to join us for three free settling in sessions.

We pride ourselves in building a meaningful relationship with all of our parents/carers. This begins by working in partnership throughout the registration and settling in process to establish trust.

## GETTING TO KNOW YOUR CHILD

When your child begins with us, we spend the first 6 weeks getting to know them and carrying out initial assessments; you will then be invited to a review meeting with your child's key person to discuss their progress and to set targets for your child. Written reviews are done in the Summer Terms, however student progress will also be accessible via the learning journey app.

If your child is leaving to go into reception a transition report will be provided to enable a smooth transition to their new school.



## YOUR CHILDS KEY PERSON

The key person is a named practitioner who has responsibilities for a small group of children; they are there to help the child feel safe and secure. The role is important for both child and parent and it is an approach set out in the Early Years Foundation Stage (EYFS) framework. Your child's key person will be chosen to match the sessions they attend and with consideration to whom the child gravitates towards and develops a fun, affectionate and secure relationship. Your key person will keep a record of development through uploading photos and observations to your online learning journey on the "**Family**" app for you to view, comment on and contribute to.

---

## LEARNING & DEVELOPMENT

With over a decade of childcare experience, we know the importance of engaging your child in stimulating activities. From music to arts and crafts, reading to child-initiated play, our children are never bored. We want to engage all their senses during playtime, which is why we incorporate a messy play area and facilitate outdoor play every day.

The children learn, socialise and most importantly have fun! We also encourage regular communication between parents/guardians and key workers to discuss the developmental progression of their child and to get feedback.

We consider the individual needs, interests, and development of each child in our care, and use this information to plan a challenging and enjoyable experience for each child in all areas of learning and development.

We expose children to different environments and various learning experiences; we allow them to explore their self-awareness and gain a sense of the world around them. Once they leave our setting, they're fully prepared for the next stage of their young lives.



## THE EARLY YEARS FOUNDATION STAGE (EYFS)

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.

The EYFS seeks to provide:

- **Quality and consistency** in all early years settings, so that every child makes good progress and no child gets left behind.
- **A secure foundation** through learning and development opportunities that are planned around the needs and interests of each individual child and are assessed and reviewed regularly.
- **Partnership working** between practitioners and with parents and/or carers.
- **Equality of opportunity** and anti-discriminatory practice, ensuring that every child is included and supported.

There are four guiding principles that shape practice in early years settings:

- **Every child is a unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.
  - **Children learn to be strong and independent through positive relationships.**
  - **Children learn and develop well in enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and/or carers.
  - **Children develop and learn in different ways and at different rates.** The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.
-

## THE EYFS: SEVEN AREAS OF LEARNING

There are 7 areas of learning and development that must shape our educational provision, these areas are all important and interconnected. The first three are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn. These three areas are called the Prime Areas. These are followed with four Specific Areas, through which the prime areas are strengthened and applied.

### Prime Areas:

- Communication and Language (C&L)
- Personal, Social and Emotional Development (PSED)
- Physical Development (PD)

### Specific Areas:

- Literacy (L)
- Mathematics (M)
- Understanding the World (UW)
- Expressive Arts and Design (EAD)

These areas are used to plan your child's learning and activities. Our staff ensure these activities are targeted to your child's individual interests, needs and stage of ability. There are also many resources available for children to choose themselves and develop their independence.

**The seven areas of learning are  
achieved through Play!**

Our Early Years Practitioners ensure  
that our play opportunities are varied  
and exciting for our children.



## CARE & WELLBEING

### LUNCHTIME

At Bright Blocks, we take nutrition very seriously because a healthy, balanced diet is crucial during a child's early years development. This is why we are proud to provide fresh, healthy and tasty snacks, during the morning and afternoon sessions.

We are unable to provide meals in our setting, therefore children who are staying for lunch will need a named packed lunch provided for them. We encourage parents to pack a healthy lunch and avoid certain foods such as chocolate and fizzy drinks. We are a nut free school, therefore food containing nuts are banned from the setting due to possible allergies.

### NAPPY CHANGING & TOILET TRAINING

We are happy to accept children in nappies but ask that you provide the following at the beginning of their session:

- Nappies
- Wipes
- Nappy Sacks
- Any cream we may need to use
- Spare clothes

We will provide a changing mat which will be cleaned with disinfectant before and after each use. We also wear disposable latex gloves when changing to reduce any risks. If your child is allergic to these, please let us know.

We will change your child regularly as needed, and immediately if soiled. We believe that changing a nappy provides lots of opportunity to communicate with your child, and as their understanding grows, it will provide a time to discuss basic hygiene routines and prepare them for potty training. (Examples of this can be found in the 'Birth to Three matters' framework.)

---



When your child starts to show signs of becoming aware of their bodily functions, we will arrange a convenient time to meet with you to discuss plans for toilet training. It is unusual for a child to be ready much before their 2nd birthday and for some children it can be a lot later. Please do not be concerned if your child shows no signs of being ready, it is important that we work together to toilet train your child and pick a suitable time to do it, when we can both dedicate time. If we start training and your child is not ready, then we can stop and start again when they are. Some children take to toilet training overnight, and for other it's a longer process but the most important thing is that we work together to give your child the support and reassurance they need during this period. We will also provide you with daily feedback on how we are progressing with the training. In order to help your child become independent in going to the toilet, we can provide the following equipment:

- Toilet trainer seat
- Step stool

Please let me know if you wish to discuss your child's potty training.

## SPARE CLOTHES

If your child is potty training, we recommend you supply at least 2 tops and 3 pairs of underwear, socks and bottoms. Crocs/Jelly shoes can be a good alternative to shoes or wellies whilst toilet training to allow them to be cleaned and dry quickly. Trousers need to have an elasticated waist to allow your child to easily pull them down and up, buttons and poppers often result in frustration and accidents. Trousers with an elasticated waist are great!



## DRESS FOR MESS!

Our children have lots of sensory play activities and creative activities to join in with – please dress your child for mess so that they can enjoy these activities to the fullest. We do provide aprons but children can be in the sensory/messy areas without an apron and are likely to get splashes and dabs on their clothes. Dressing for mess allows children to fully explore. As they get older we do encourage self-care and independence. It is useful for all children to bring a spare set of clothes in case of getting wet/muddy etc and needing changed.

---

## SUPPORTING ADDITIONAL NEEDS

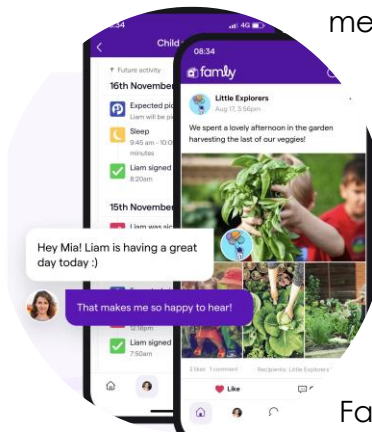
We recognise that as children learn through experience, individual needs will become evident. Effective teaching strives to meet these needs and challenge children to achieve their full potential and excel.

Our Preschool has a Special Educational Needs Co-ordinator (SENCO). The SENCO works closely with parents and carers and with all practitioners in the setting; has responsibility for the day-to-day operation of the setting's SEN policy, and for coordinating provision across the setting; and for supporting colleagues in all aspects of their work with children with SEN. Our SENCO can contact the Early Help Inclusion team in the Greenwich borough if our staff or you as a parent identifies a reason to enquire for further support for you as a family or your child.

## PARENT COMMUNICATION

We will regularly share communication about preschool news, learning topics and other important notices on the parent notice board as well as through email and on our website. Please make sure that we have an up-to-date email address and that you regularly check for messages.

You can always have a quick chat with your child's key person at drop off/pick up or arrange a meeting if there is something you would like to discuss in more detail.



## ONLINE LEARNING JOURNEY

Family is a website we use as a secure and convenient way of recording your child's learning journey throughout their time with us in preschool.

Family allows us to instantly upload photos, videos and observations of your child. You then receive an email alerting you that content has been added to your child's Learning Journal, and you can log-on and see what your child has been doing! In each observation, staff will make reference to the Early Years Curriculum so you can see which areas of learning your child is achieving and making progress in. We will create a secure account with the details you provide that enables us to upload photographs, observations and reports relating to your child's time with us. As a parent this allows you to view exciting achievements via a computer or smart phone.

## YOUR CHILD'S PROGRESS

Sharing your child's progress and achievements are vitally important to us. There are a range of ways that we communicate your child's progress with you:

Newsletters: We have termly newsletters that will inform you of parent meeting dates where you are invited in to discuss your child's progress with their key worker.

Key Worker System: You are encouraged to communicate regularly with your key worker at drop off and pick up times to share information and your key worker can provide you with information about your child's next steps that we are working towards at preschool.

Open Door Policy: All members of our team are happy to answer any queries or questions. You can also email and phone us at any time to speak with the Manager.

Family app: You are encouraged to give feedback to us by 'liking' and/or commenting on the observations. We also encourage you to add your own observations so that we can share in your child's achievements outside of school and add these to their journal. This gives a more complete record and is also a great way to maintain regular communication between home and school.



## OUR ROUTINE

- Welcome – all staff and children gather together to welcome each other and share any special news
- Small Group Time – the adult selects materials based on the children's interests and needs from information gained through observations, the seven areas of learning and local events
- Plan – to express their interests and intentions, they make decisions and plans
- Choosing Time – carry out their plan with the supportive adult team both in and out of doors.
- Tidy Up Time – children and adults work together to sort and put back the materials used during work time
- Remembering Time – look back at what they did maybe using words, drawing, the work created and show and tell sessions
- Large Group Time – where children and adults come together to work together on a group theme e.g. books, music and movement, games, role playing and dancing

Through this consistent, but flexible routine the children have control of their time and they are secure in the knowledge that they can plan, carry out an activity/s and reflect on what they did. Even the newest members of the preschool quickly develop understanding of the routine secure in that they know what will happen next.

Through the plan-do-review process we enable children to think, experiment and make choices giving them ownership of their time. We value the children's contributions and ideas and use this as the starting point for our planning. This in turn builds children's confidence and self-belief, allows them to take risks and learn to persevere in their learning in a supportive environment.

---

## FEES & FUNDING

### FEES

We also offer fee paying places for those not entitled to government funding. The cost of this is £18.00 per half day session (£6.00 per hour). Fees are still payable if your child is absent for any reason.

Session	Fee
All Day (9.30 – 3.30)	£36.00
Morning (9.30 – 12.30)	£18.00
Afternoon (12.30 – 3.30)	£18.00

Payments are to be made to Bright Blocks Preschool via online banking – details will be provided on the invoice.

**Fees are payable weekly or monthly in advance and continue to be payable if a child is absent, so to ensure the cost of staffing is covered.**

### LATENESS

Whilst we appreciate that there may be the odd occasion when due to traffic etc. you may be a few minutes late collecting your child, it is vitally important that you are on time. Once the session ends we are not insured to have your child on site and we do reserve the right to charge if you are persistently late. The charges are £10 for first 15 minutes, £2.50 every 5 minutes thereafter.

### FUNDING

Bright Blocks Preschool is registered to receive 3 year old government funding and all children attending the preschool of an eligible age are entitled to such funding. We also accept 2 year old funding. If you'd like any help or advice with applying for childcare funding for your child, please give us a call on 07593 019 237 and a member of our team will be happy to help.

---

## ACCESSING 2 YEAR OLD FUNDING

We accept government childcare funding. We also take Together for Twos Funding. If your child is two or will soon be two, he or she may be eligible for a free early learning place in Royal Greenwich.

This depends on certain criteria such as if your child has additional needs or if your family receives certain benefits.

Please refer below for details of when children are eligible for 15 hours free entitlement:

<b>If your child is born between:</b>	<b>They are eligible for 15 hours a week funding from:</b>
1 April and 31 August	1 September following their SECOND birthday
1 September and 31 December	1 January following their SECOND birthday
1 January and 31 March	1 April following their SECOND birthday

## ACCESSING 3 AND 4 YEAR OLD FUNDING

Free early learning places are available for all three and four year old's across Royal Greenwich. Children are entitled to a maximum of 15 hours of free entitlement funding per week, for 38 weeks per year. We will apply for this on your behalf.

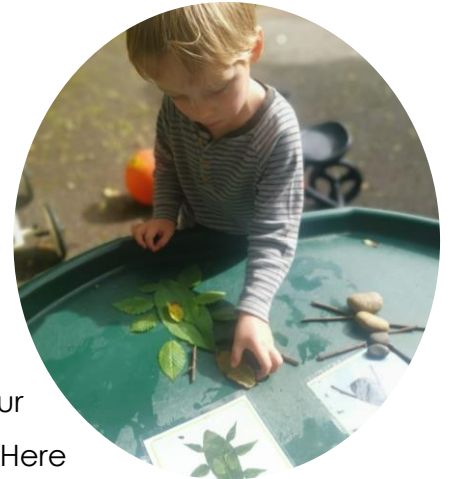
Please refer below for details of when children are eligible for 15 hours free entitlement:

<b>If your child is born between:</b>	<b>They are eligible for 15 hours a week funding from:</b>
1 April and 31 August	1 September following their THIRD birthday until statutory school age
1 September and 31 December	1 January following their THIRD birthday until statutory school age
1 January and 31 March	1 April following their THIRD birthday until statutory school age

---

## FAMILY VOICE

We are very proud of Bright Blocks Preschool and all staff strive to achieve our ethos always providing “a stimulating, safe and nurturing environment that enables children to thrive as they learn through their play.” All our staff love their work and present a great mix of personalities, all fun, gentle, patient, enthusiastic, creative and very caring.



We are always keen to hear the views and voice of our families and our children. It allow us to continually improve our provision and practice. Here are some of the comments we have received:

“We have had a wonderful experience sending our daughter to Bright Blocks. All of the staff are incredibly kind, caring and conscientious. The activities and learning they provide for the children has been very impressive and we are always hearing stories of what they have been up to at preschool. I wouldn't hesitate to recommend them to others, we are very lucky to have found Bright Blocks.” - Mum of a 2yo, August 2023

“Found this Gem on a childcare app. As a new establishment and a new mum, you put all your faith and trust into the teachers caring for your children, with no more than your own judgements to go by... Hense im writing this review. My son is A lockdown baby, his start in life was limited, and in turn struggles with some interactions. I took him in to meet Elaine for about an hour and a half and i sat back and watched. I was instantly comforted, reassured, and completely at ease with her and the girls, and so was he, I was soooo impressed with how hands on and caring they are. The space is fun, safe, clean and spacious. The kids absolutely adore the staff. The activities are interactive, enjoyable and educational. I can honestly say after the second day I took him, i left with confidence, that he was completely in safe hands. I am sooo greatful to have found this preschool. I cant thank them enough for what theyve already done!! They know what theyre doing, theyre so kind and caring, very thorough and will of course accomodate to your needs. My Boy is absolutely thriving. Thank you sooo much.” – Mum of a 2yo, January 2023

“My daughter has been attending Bright block pre school for the last 6 months and she absolutely loves it there! She is always happy to go in, which makes me feel at ease that she is happy in the environment and she adores the staff. The manager is lovely, very attentive and responsive to any concerns and questions around my daughter's development and progress. I believe the staff at Bright block are lovely and very supportive, they always give me a thorough handover when asked how my daughter's day went. I can't recommend this place enough, it's been one of the best decisions I made this year!” – Mum of a 3yo, October 2024

## Terms and Conditions:

1. Children attending preschool during mealtimes (12 – 1pm) should bring a lunch box, with healthy lunchtime options.
  2. Fees are payable weekly or monthly in advance.
  3. No charge is made for bank holidays and school holidays, however INSET Days are paid.
  4. The payment of fees reserves a place regardless of attendance. Fees are not refundable in the event of occasional absence including illness.
  5. Children should bring a spare set of clothing, wellington boots or other appropriate footwear (winter), sun hats and sun cream (summer).
  6. Children should be collected promptly at the end of a session as late collection may result in an additional charge.
  7. A full months' notice must be given in writing for the cancellation of a session or removal of a child from Bright Blocks Preschool. Failure to provide such notification will incur payment of a full month's fees.
  8. We comply with the Royal Greenwich Local Authorities School terms.
  9. Preschool policies and procedures are available for parents to view on the school website.
  10. We will arrange trips in and around the local area of Eltham without additional parental consent but parental notification will be given prior to these trips taking place. You can choose to opt your child out of the trip. These may include trips to the post office, supermarket, forest, library and around the recreation area.
-





# Bright Blocks Preschool



We look forward to welcoming your child and you into our setting

[www.brightblockspreschool.co.uk](http://www.brightblockspreschool.co.uk)

---