

Rainbow Pre-School Playgroup
Priory Methodist Church Hall, 63 Newnham Ave,
Bedford MK41 9QJ

Tel: 07952 603439

Visit: www.rainbowpreschoolbedford.org.uk

Email: rainbow-preschool@hotmail.com



2017 Prospectus

rainbowpreschoolbedford.org.uk

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Hello, welcome to rainbow

We would like to make sure that joining our Pre-school is a happy time for you and your child. We aim to provide a warm and caring environment within which all children can learn and develop as they play.

This booklet is our prospectus and operational plan and is designed to give you the information that you need about the Pre-school. If you have any further questions feel free to ask staff and committee members.

Where we are:

Rainbow Pre-school can be found in the church hall of Priory Methodist Church on Newnham Avenue.

Rainbow Pre-school
Priory Methodist Church
63 Newnham Avenue
Bedford MK41 9QJ

Our phone number 07952 603439 is available during session hours. (9-1 Monday, Wednesday, Thursday and Friday, 9-3 Tuesday)
Text messages and voice mail can be left on the phone.

The email address is: rainbow-preschool@hotmail.com

The church office telephone number is 01234 353523 and is to be used in **emergencies only**.

Rainbow Pre-school is registered for 30 children per session from the age of two to under five years old. The childcare is provided in the large church hall with the use of a large garden.

Our aims:

- Provide high quality care and education for children from 2 to under 5 years
- Work in partnership with parents to help children learn and develop
- Provide a safe and secure and stimulating environment
- Add to the life and well-being of the local community
- Work within a framework which promotes and ensures equality of opportunity and values diversity for all children and families

ADMISSIONS POLICY:

- We welcome both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- We welcome individuals regardless of their gender, special educational needs, disabilities, culture, religion, ethnicity or competency in spoken English.
- We take children into our Pre-school at the age of 2 years providing there are sufficient spaces and staff to ensure that correct ratios are met.
- We have some spaces reserved for funded 2 year olds.
- We operate an Equal Opportunities policy and children are admitted to Pre-school in date of birth order when there is a space available. We consider that this is the fairest way and takes account of families moving into the area with Pre-school-aged children.
- You will be asked to fill in a registration form, and we will contact you when spaces are available.
- Families are asked to stay and attend the session when their child starts the Pre-school so that they might familiarise themselves with the staff, children and environment.
- Parents/carers may stay with their child once he/she starts Pre-school until they are happy that the child is settled. We do find, however, that most children settle more quickly once the parent/carer has left.
- We aim to start each child with 2 sessions per week but this is not always possible. Every effort will be made to give your child a second session when a vacancy arises and he/she will be given priority above children on the waiting list.

Staff



Claire Latter
Pre-school Manager NVQ3
Designated Safeguarding Lead
SEND Co-ordinator
Food Hygiene Certified
First Aid



Carol Harrison
Deputy Pre-school Manager NVQ3
First Aid
Training Co-ordinator
Safeguarding
Food Hygiene Certified



Kim DeQuincey
Pre-school Assistant NVQ3
First Aid
Behaviour Management Co-ordinator
Food Hygiene Certified



Helen Bleeze
Administrator



Melina Presti
Pre-school Assistant NVQ2
First Aid

Bank staff
Joy Cavanagh
NVQ level 3

All staff members regularly attend training courses to keep themselves up to date on current childcare issues/legislation.
All staff are enhanced DBS checked.

All volunteers and students will have an induction to ensure that they are aware of Health and Safety and Confidentiality Policies.



Policies and Procedures

Our policies and procedures are an essential framework which staff and committee use to manage and run Rainbow.

A copy is provided in the lobby for parents to read. The staff and parents of the preschool work together to adopt the policies and they all have the opportunity to take part in the annual review. This review helps us to make sure that the policies are enabling the preschool to provide a quality service for its members and the local community.

SESSION TIMES:

Our term dates are usually the same as the local state lower schools and we are open for 38 weeks of the year.

We are open from 9.00 am – 1pm, Monday (not Tuesday) to Friday. We also run an all day session on a Tuesday 9.00am – 3.00pm.

Children can go home at 12 or stay for lunch club until 1pm on Monday/Wednesday/Thursday/Friday.

The session will generally follow the pattern of:

- 09.00am Children to arrive and self register.
Learning through play begins. Show and tell together on the mat.
- 10.45am Tidy up time begins
- 10.55am Mat time/Calendar/Show and Tell
- 11.05am Garden/Physical activity
- 11.55am Mat Time, including story
- 12.00am Children collected or move to lunch club tables area.
- 12.30am Children have lunch together
- 13:00am End of session

The all day session is extended from the morning routine.

The routines and activities that make up the Pre-school's session are provided in ways that:

- Help each child to feel that she/he is a valued member of the Pre-school
- Ensure the safety of each child
- Help children to gain from the social experience of being part of a group and
- Provides children with opportunities to learn and help them to value learning.

Insurance covers the children during the Pre-school session times as stated above but not outside of these times.

LUNCH CLUB TIMES:

Our lunch club runs from 12.00 – 1.00pm every day at present. This is an informal time where children are able to bring in their own lunch and eat with friends, then play at a variety of activities on offer. Lunch club must be pre-booked in advance with staff and costs £4 per session. Forms will be issued at the start of every half term, to allow you book your child in. (You may use your funding for this if you have not used all your 15 hours) Please ask staff for further details.

SNACK TIME:

This is a social time where children and adults sit together and have a healthy snack (please see the notice board for details) along with either milk or water to drink. Your child's dietary needs will be provided for as outlined on their registration forms. Please discuss any intolerances/ allergies with the staff.



THE NOTICE BOARD:

This is the focal point for information so please look at it on a regular basis. We also produce a regular newsletter to keep you in touch with events, which is emailed out to all parents/carers and displayed in the foyer.

CAR PARKING:

Parking is available in the car park at the side of the church hall. *Please note parking is not allowed in the disabled bays at the front of the church unless you are a holder of a disabled persons parking permit. Regular checks are made. The car park can be extremely busy. Please do park in the marked bays and not cause an obstruction. Please drive slowly and with caution. Unrestricted parking is also available on the road.

Policies and Procedures

SPECIAL NEEDS

We endeavour to meet requirements of children who have special needs, liaising with outside professionals as required. The pre-school works to the requirements of the 1993 Education Act and the Special Education Needs Code of Practice (2001). **The Special Educational Needs Co-ordinator is Claire Latter.**

MY CHILD ISN'T DRY

Please make a member of staff or your child's key person aware if your child isn't dry. We ask that your child attends in pull-ups as these will make it easier for staff to assist with potty training when your child is ready. You will need to provide us with pull-ups, wipes and nappy sacks for the session. We request that your child is in a dry nappy when they arrive at the Pre-school. Soiled nappies will have to be sent home due to no clinical waste on the premises. The "Nappy Changing" policy is available to read on the table in the foyer area.

FEES

Fees are set to cover the cost of staff wages and training, rent of the church hall, insurance and every day running costs such as craft materials. Any other costs are met by fundraising. The cost per session is reviewed yearly and our current charges are £12 per 3 hour session (for children who are not eligible for funding yet, or for those who use more than the 15 funded hours). The term after your child's 3rd birthday (or after 2nd birthday if eligible) will enable you to receive funding to cover the costs of 15 hours of sessions; you will receive a form to fill in at the beginning of each term to enable this. If you use more than the 15 funded hours, here or at another setting, we will invoice you for the additional hours at the rate set out above. We also ask for a voluntary contribution per half term for refreshments and administration costs (44p per session and £1.06 per half term). Bills for fees are issued at the end of each half term and should be paid by the date stated. Please note we require a month's notice to leave Pre-school. In the event of this not happening the month's fees will need to be paid.

WHEN YOU ARRIVE

Please use the entrance marked with our "A" frame board outside. Please do not use the main church entrance unless it is an emergency. When you enter the foyer please sign in using the "signing in book" on the table below our notice board and store scooters, pushchairs, bikes safely under the table or to the right of the double doors. A member of staff will open the door to the main hall at 9.00am or 12.00pm for an afternoon session. Your child is invited to self-register by taking his/her name card off the tray in the foyer and placing it into the box on the blue table. This is to aid name recognition and to give your child a sense of belonging. Each child has a chair with his/her name on it arranged around the hall. Please show your child to the chair and leave coats etc on it. During the session the doors are locked 15 minutes after the start. If you are late in arriving, please use the doorbell to notify the staff you are there. **IMPORTANT.** Please close the outside door at all times. Please aim to be here no later than 15 minutes after the start of the session, to avoid disruption to the children who are already settling in.

WHAT IF I CAN'T COLLECT MY CHILD?

If you cannot collect your child from Pre-school please inform a member of staff and tell them who will be collecting in your place. This will be recorded in the "collections book" held by staff. Your child will not be released to anyone other than the person who signed them in or the alternative in the "collection book". Staff will telephone you if there is any confusion and will not allow children to leave the preschool without your permission. At the end of the session again please wait in the foyer until the door is opened. The children are waiting on their chairs with any craftwork they have done. A member of staff stays on the door until all parents have left.





WHAT HAPPENS IF I'M LATE COLLECTING MY CHILD?

Please inform us if you are not able to collect your child on time as soon as possible on our mobile number. We will stay with your child until the premises close but be aware we reserve the right to charge parents for additional time worked by staff, and additional hall rent costs charged by the Church. Charges are £10 for the first 10 minutes and £5 for each 5 minutes after this. Children not collected at the time the premises are closing will be subject to our "non-collection of children" policy, which is available to read on the table in the foyer area.

SAFEGUARDING

As a preschool, we are committed to safeguarding our children and promoting their wellbeing at all times. We act in accordance with UK legislation, the Department for Education, Ofsted and the LEA's guidance.

We expect all adults in the preschool to behave in a manner which supports this. All of our staff are DBS checked and trained in safeguarding and first aid.

All volunteers and students will receive an induction which covers these areas.

Any safeguarding issues should be directed to Manager Claire Latter who is Rainbow Pre School Safeguarding Lead.

All visitors who are staying in the session will receive a brief induction. All mobile phones and bags must be left in the kitchen away from the reach of children. Only the preschool phone is allowed to be used in the session and only to answer calls. Parents and visitors must respect the confidentiality of the session. The only exception to this would be a safeguarding issue. Visitors must wait for staff to unlock doors to ensure that the doors are secure at all times, unless there is an emergency and you are asked to evacuate the building.



Learning Opportunities

Children start to learn about the world around them from the moment they are born. The care and education offered by Rainbow helps children to learn by providing all of the children with interesting activities that are right for their age and stage of development.

The session is organised so that children can choose activities, building confidence to explore, complete tasks and build upon their learning. The children are also encouraged to take part in adult-led small and large group activities that helps them to form good relationships with adults and peers.

The Pre-school provides a curriculum as set out in the "Early Years Foundation Stage" published by the Department for Education and Skills. This is divided into Prime areas: personal, social and emotional development, physical development, communication and language, Specific areas: literacy, mathematics, understanding of the world, expressive arts and design. Your child's key person will explain the "Early Years Foundation Stage" to you in more detail once your child has started the Pre-school.

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. Rainbow Pre-school provide a range of play activities, which help children to make progress in each area of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead. In all activities information from the "Early Years Foundation Stage" has been used to decide what equipment to provide and how to provide it.

USE OF SPACE

Rainbow benefits from a generous amount of space. This includes a lobby, kitchen, toilets, a large play area and an outdoor play space.

Lobby:

This area is used for waiting before and after the pre-school session. A notice board displays information that parents need to know.

Kitchen and Toilet Facilities:

These areas will be used as their names suggests. The kitchen has the necessary refrigeration to store chilled items.

Play Area: This is a large space and comprises:

- Tables and work surfaces for painting, gluing and other activities.
- A quiet area with beanbags etc where children may look at and read books.
- Role-play area – one week it could be the vets, next a shop or the kitchen. This is where children develop their imagination
- Maths table: specific equipment to aid mathematics, such as number jigsaws, shape puzzles etc
- Understanding the World Table: this will have items on it with reference to the week's theme.
- Mixed use area where tables and other play surfaces (e.g. mats) will be available so that other play opportunities such as construction, small world, board games, puzzles etc will be available.
- Physical equipment area: from bikes and scooters, to climbing frame and slide to bean bags, balls and hoops
- Numeracy and literacy preparation: children who show an interest in developing skills will be supported and encouraged by the staff.

Outdoor area:

This is a secure fenced off area, used only by the preschool, currently laid to lawn and block paved and is used daily, in all weather. The garden is full with lots of learning opportunities for the children and play equipment. A planting area for the children to learn about growing is available to all the children daily. All children and staff go out together to ensure supervision and safety.



KEYPERSON

Your child will be allocated a key person who will work closely with you and your child to ensure that your child's developmental needs are met and that they are making good progress through the Early Years Foundation Stage. Your key workers will be available to discuss your child's progress and answer questions/concerns you may have. Records of your child's achievements are made and are available for you to see and discuss with the key person.

The staff are always ready and willing to talk with you about your child or your ideas, views or questions. Above all we hope your child's time with us is happy and rewarding.

PARENTS

We, the staff see ourselves as co-workers with you in providing care and education for your child. There are many ways in which you can take part enriching Pre-school life, such as:

- Exchanging knowledge about your child's needs, activities, interests and progress with the staff
- Helping at sessions
- Sharing your own special interests with the children
- Being part of the management of the pre-school
- Taking part in events and informal discussions about the activities and curriculum provided
- Joining in community activities in which the pre-school takes part and
- Building friendships with other parents in the pre-school

CHARITIES COMMISSION

Rainbow Pre-school is a registered charity, No 1036883. Once a year, the Pre-school accounts must be audited and submitted to the Charities Commission along with the Chairman's annual report from the AGM. The main benefit of registration is it allows us to use the public for fundraising.

PRE-SCHOOL COMMITTEE

Rainbow is a committee run charity and so cannot operate without its committee. The committee consists of a Chairman, Secretary and Treasurer plus a number of other committee members all of whom are volunteer parents of current or former children.

The committee and staff meet once every half term usually to discuss such things as fundraising, planning events, equipment and toy requirements and so on. The committee are the trustees of the charity and the employers of the staff and are responsible for interviewing and recruiting new staff as the need arises. They are also responsible for managing the Pre-school's finances, policies and procedures.

The AGM is held each October and all parents are welcome to come along. It is the forum for looking back over the previous year's activities and shaping the coming year, members are elected to the committee by the parents and the policies are reviewed. We run at least one fundraising event a term such as photo sessions, sponsored events, sale of goods from catalogues etc. The committee always welcomes any ideas and help you can give to fundraising so please come along and support these events.

ANNUAL ACTIVITIES AND FUNDRAISING

During the year the children take part in various outings and parties to which family and friends are also invited:

Christmas Fayre
Easter Fayre
Summer Outing
Sports Day

We also have a Christmas Party for all the children in the hall (only committee members allowed to stay) that includes a visit from a special guest!

FACEBOOK

Please join our facebook page or group- rainbow preschool playgroup- please search rainbow.preschool.92
The latest terms dates, events, and SNOW CLOSURES will be posted here!

ATTENDANCE AND HEALTH

Please do not send your child to Pre-school if he/she is suffering from any illness including stomach upset, infectious disease (e.g. chicken pox) and conjunctivitis (common colds excluded!). If your child has vomited during the night or has a high temperature keep him/her at home. A child should not be sent to pre-school until 48 hours has passed since vomiting or diarrhoea ended. Staff are not allowed to administer any medication unless it is an inhaler for asthma or for allergic reactions. Inhalers will only be accepted if in original packaging with a prescription label on it containing the child's name, we would ask that they be provided with a spacer. Please speak to staff about your child's individual medical needs.

If your child is going to be away from Pre-school due to illness or holiday please let the staff know via email or mobile. We do expect parents to contact us if their child is absent due to illness on the first day missed. A text message is fine!

We are obliged to discuss attendance levels with parents/carers should this become a concern.

Persistent or unexplained absences may result in the funding being removed for your child, resulting in you being liable for the fees. Children may lose their place and have to go back on the waiting list. Parents will be contacted before such action is taken.

Please keep us up to date about your child's allergies/intolerances. There is a space on the registration form to record them but remember to tell us if new ones develop.

Please feel free to chat to the staff about any concerns you may have - they are in a better position to help if they are aware of any problems.

Policies and Procedures

JEWELLERY, FOOTWEAR AND CLOTHING

For safety reasons children are not permitted to wear jewellery in pre-school, with the exception of stud earrings. Cultural/religious requirements will be respected but please discuss this with the Pre-school leader.

Rainbow provides aprons for the children when they play with messy activities, however accidents do happen. Please send your child in clothes that you do not mind if they get messy. We do sell T-shirts (£3.50)/sweatshirts (£7.50) with the Rainbow logo on that you can purchase via the Pre-school if you wish.

We encourage children to gain the skills that will help them to be independent and look after themselves. These include using the toilet themselves and washing hands. Clothing which is easy for them to manage will help them to do this. Please avoid belts, as these can be difficult for children to undo and therefore lead to more accidents.

Your child will be offered a range of physical activities during the term such as climbing frames, slides, bikes etc. Please ensure your child wears suitable shoes to enable them to climb and run safely. Slip on shoes or Wellington boots are not good to climb with! Children are not allowed to wear wellies inside and must have alternative shoes.

PARENT ROTA

Research has shown that parents are their child's primary educator. We encourage all parents to be involved in their child's learning. Being part of our parent rota is a rewarding experience – you get to see first hand what your children are learning and reinforce that learning through everyday life outside Pre-school. The children are usually really pleased that their parent is helping out, and this can help you have a clear insight of how your child is doing at preschool. You can offer to take part in a session by sharing your own interests and skills with the children. In the past parents have played the guitar or piano for the children, shown pictures of the local carnival held during their childhood and shown the children their collection of Columbian woodwind instruments. Staff also appreciate your help when tidying/clearing away activities. A list of parent helper duties is on the next page.

PLEASE BE AWARE that if younger siblings are brought into the Pre-school you the parent/carer are responsible for their well being during their stay.

Most activities on offer are not suitable for children under the age of 2 and could be hazardous.

TOILETING

It is Rainbow Pre-school's policy that only pre-school staff and bank staff (DBS checked) will take children to the toilet. If a child approaches you saying they want to go to the toilet – inform a member of staff.

SNOW

PLEASE NOTE that during severe weather Rainbow may have to make closures, but due to the costs and time involved will not be able to ring around to all parents. If we have heavy snow then the pre-school will be shut, if you would like to confirm whether we are open or closed please call 07952 603439 after 8.15am in the morning or check the Rainbow Website or our facebook page- rainbow preschool playgroup page or group (search rainbow.preschool.92). We will try to send an email out too, but this many not always be possible.

PARENT ROTA DUTIES

What needs to be done when you are on parent rota?

1. If possible arrive at 8.50, so that you can sign in and speak to the staff before the children arrive.
2. Doors must remain locked at all times and only to be opened by a member of staff.
3. Familiarise yourself with the fire procedures which are next to this notice on the notice board. Sign the fire procedures book.
4. You are only allowed to take your child to the toilet. If a child at Pre-school asks you to take them to the toilet, inform a member of staff a.s.a.p.
5. 9.00 mingle with the children, help put on/off their aprons. Make sure that the child's name is on their work. Help children to hang their paintings on the hanger to dry. Gluings are placed straight under the children's chair.
6. Look at the long term planning to see the early learning goals that can be achieved in each area for the children.
7. Encourage play in the home corner and reading in the library. Help the children with problem solving on the maths table and to explore the knowledge and understanding of the world table.
8. Keep any eye out for situations that may arise, such as paint/water on the floor, a child who may be upset possibly from a bump and inform the nearest member of staff.
9. At 10.45 when the rattle is shaken help the staff and children to tidy up the toys into the boxes.
10. When the rattle is shaken for the second time, help the children and staff to carry the toys to the cupboard doors.
11. When the children are sat on the mat for singing time, help by clearing the tables and sweeping the floor.
12. Please be aware that if you have a sibling with you during the session they are your responsibility. If they want to come out into the garden to play then you must come out into the garden with them.
13. Help to wash the cups, plates and jugs in the kitchen, dry up and put away. Paint pots to be washed in the flower room, not the kitchen.
14. Place the paintings from the hanger underneath the children's chairs.

These duties need to be shared equally between the parents that are on duty.

Your input with the children is invaluable any help you can offer is greatly appreciated. Remember the children love to have their mummy's, daddy's etc come and help in the Pre-school. May we also remind you about confidentiality, anything you may see or hear whilst helping at Pre-school, must be kept confidential and you are asked not to discuss other people's children with other parents or staff.

WHY IS IT SO IMPORTANT THAT MY CHILD LEARNS THROUGH PLAY?

Children who are encouraged to express themselves freely through play tend to be more able to adapt, learn skills and perform better at school. Research shows that children who are taught formally too soon, while showing initial progress, are later disadvantaged. "The single greatest influence on success in education and later on - is parental involvement." Professor Charles Desforges: "The Impact of Parental Involvement, Parental Support and Family Education on Pupil Achievement and Adjustment." DfES 2003 We encourage all parents to be involved in their child's learning. Your involvement in our parent/carer rota is an important way that you can do this and is an important part of your child's learning at preschool. Play is a vital part of your child's development. Playing is a natural way for your child to learn about the world around them. Children learn through play at home, at Pre-school, with their friends, at school and beyond. Play is a vital part of your child's development and you have an important role in understanding its importance.

Children who are encouraged to express themselves freely through play tend to be more able to adapt, learn skills and perform better at school. Research shows that children who are taught formally too soon, while showing initial progress, are later disadvantaged.

Children are highly motivated learners! They learn at an astonishing rate particularly during their first 5 years. Children learn through engaging with people and their environment, using all their senses. They explore and investigate and these early experiences lay the foundation for later, more abstract, formal learning.

The Early Years Foundation stage is for children from birth to five. All their learning will be rooted in play based activities, as this is the best way for children to learn. Learning is planned for the Prime areas Personal, Social and Emotion Development, Physical Development and Communication and Language. Specific areas Literacy, Mathematics, Understanding The World, Expressive Arts and Design. Children in the early years foundation stage learn most effectively through play.

At Rainbow Pre-school we plan a wide range of activities to promote learning through play in The Early Years Foundation Stage. Your Key Person is available to explain how our planning works in more detail and discuss your child's progress with you.

Schemas

Parents with young children are often puzzled by some of the children's actions. Have you ever given a present to a child and noticed she is more interested in the box rather than the toy. Have you ever noticed a child paint or draw a lovely picture then cover it completely in 'scribble' or paint. Schemas can sometime provide the explanation! A schema is seen to be a pattern a child demonstrates through their actions, language or play. While a child may play with a variety of toys, a pattern may link these seemingly disassociated activities. Schemas indicate the child's focus in an activity. A child may enjoy play in the home corner -his play may be to fill up bags, put things into cupboards, dress up, load prams with dolls - the focus is enveloping – exploring 'inside'. By identifying a child's schema we can plan his learning in ways that most interest him. The schemas we notice most in children are:

Trajectory and Rotation

Children interested in trajectories enjoy very active learning! They run, climb, jump, enjoy throwing and kicking balls (and sometimes other things!). Children often enjoy work with pulleys and playing ball games. They are often fascinated by rockets and enjoy learning about planets and space. They can often quickly learn to count down from 10 to launch their space ships! Example: 3 boys spent some time going up and down the climbing frame. They developed a story about sharks in the 'water' below! They were learning about story telling, co-operation, developing physical skills - co-ordination and muscle control. Things that go round fascinate some children. They like play with wheeled toys, play with water wheels, enjoy hoops, balls, spinning tops and often ride round and round the play area in the garden.

Enveloping

Children enjoy covering, exploring under and inside - they like to fill bags, wrap up, dress up, bury things, go inside tents, tunnels and play houses. They may paint a picture and cover it over, calling it night time or to keep it warm! Children often like to "write" letters, folding and using envelopes, they enjoy filling containers with sand or water. They may enjoy digging for worms or treasure making tunnels and homes for 'pets'. This focus can be used to develop understanding of space and size, volume and capacity. Children work to develop ideas about estimating size -e.g. what fits inside? How much paper to cover this box? Children may enjoy a focus on mini beasts or under the sea.

Connecting

Connectors enjoy construction, train layouts, using sellotape, staples, woodwork, tubes and funnels in water play, kites and pull along toys. Children develop technology skills, managing tools and estimating size and space. Concepts of cause and effect, time and sequencing are developed.

Transporting

This schema is often associated with enveloping. Children fill bags, prams, wheelbarrows, (enveloping) then transport them to another part of the pre-school. They describe their play as 'going on holiday' or 'having a picnic'. Many parents recognise this schema, being used to having their furniture rearranged! Exploring transporting develops understanding of quantity and number.

Read about schemas in Tina Bruce, Early Childhood Education, 1997, Chris Athey Extending Thought in Young Children 1990 As children, we all enjoyed playing once - perhaps we still do. Learning to play again with your child can be great fun. It will bring you closer to your child and play a vital role in preparing them for a full and active life.

The power of the parent as central educator was recently demonstrated in a paper by Professor Charles Desforges: "The Impact of Parental Involvement, Parental Support and Family Education on Pupil Achievement and Adjustment." DfES 2003, What he found was that the single greatest influence on success in education and later on - is parental involvement.

Being part of our parent rota is a rewarding experience – you get to see first hand what your children are learning and reinforce that learning through everyday life outside Pre-school. Staff also really appreciate your help when tidying/clearing away activities. A copy of the rota is on the notice board for you to write which days you can attend.

PRIVACY NOTICE for pupils in early years settings

Privacy Notice - Data Protection Act 1998

We, the childcare provider, are the data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your child's learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well our setting is doing.

Information about your child that we hold includes your contact details and personal characteristics such as your ethnic group, any special educational needs your child may have and any relevant medical information.

We will not give information about your child to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about your child to our Local Authority (LA) and the Department for Education (DfE)

If you want to receive a copy of the information about your child that we hold or share, please contact the Leader / Manager at your childcare setting.

If you need more information about how the LA and/or DfE store and use your information, then please go to the following websites:

http://www.bedford.gov.uk/council_and_democracy/data_protection,_foi__eir.aspx

or

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

Ann Jones
Bedford Borough Council, Room 317, Borough Hall, Cauldwell Street, Bedford, MK42 9AP
Email: ann.jones@bedford.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288