

## **Welcome**

The staff and committee members of Community Kids , warmly welcomes you and your child (ren). We hope that you will soon feel very much part of our setting.

This prospectus should help to answer some of your queries if you have any concerns or if you would like further information please contact us on 01749 813933 or 07596-766869

## **History**

Community Kids Preschool originates from a playgroup which was set up over 38 years ago in the church rooms, by the mothers of Bruton. We moved to a hut that was acquired from the youth club and stayed there for over 20 years. In June 2002, we moved to our current location at Tolbury Mill Hall. The After-School Club was set up in 2003 for all children aged 2-11years old term time only. Community Kids is a registered charity and is self-funding.

## **Starting at Community Kids**

We welcome you and your child to come and spend some time with us before your start date, so you will both feel confident and happy. Community Kids has many years of experience looking after the children of Bruton and the surrounding areas. We are situated in a purpose built eco building with a free public car park adjacent to the premises.

## **Our Aim**

It is our aim to provide a safe, secure and stimulating environment in which all children thrive, so the children can develop independence, self-motivation and self-confidence. The children are encouraged to learn as individuals, from each other or in small groups.

## **How Parents take part in the setting.**

All of the staff sees themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

exchanging knowledge about their children's needs,

- activities, interests and progress with the staff;

- helping at sessions of the setting;
- sharing their own special interests with the children; helping to provide, make and look after the equipment and materials used in the children's play activities;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- joining in community activities in which the setting takes part; and building friendships with other parents in the setting.
- We are a committee based voluntary managed setting and we also depend on the goodwill of parents and their involvement. Membership of the setting carries expectations on parents for their support and commitment.

### **Community Kids is Open:**

Monday to Friday 8am-6pm with preschool operating from 9 am - 3 pm. **Term time only**

We offer various snacks of fruit/vegetables, crackers, cheese, and milk or water at snack time within the morning. In the late afternoon, the snack is similar as the morning but also includes crumpets, toast and the children also cook their snacks such as stir fry and pizza.

### **Arrival and Collection times**

Unfortunately we cannot accept your child to the group before 8am. To support their routine, **please** bring your child in at 9.00 to attend preschool and children must be **picked up on time** at the end of the session.

If anyone other than the agreed person is to collect your child, we must be told in advance and it must be written in our "picking up book" and signed by the parents.

### **Working together with your Children**

At Community Kids, we maintain the ratio of adults to children in the setting that is set through the Safeguarding and Welfare requirements.

We also have volunteer helpers where possible, to compliment these ratios.

### **Our Members of Staff are:**

Elaine Cox	Manager NVQ3, Senco,L3
Lauren Woods	Deputy Manager L3
Ros Coombes	Senior Assistant L3

We also have four other members of staff as



part of our team.

**Manager  
Elaine Cox**



**Lauren Woods**



**Ros Coombes**

### Deputy Manager L3

### Senior Assistant

Helen Jennings	Trustee
Emily Simper	Trustee
Emily Simper	Chair person
Tamsyn Harkness	Secretary
Helen Jennings	Treasurer
Lauren Mileham	Committee Member
Emily Carter	Committee Member
Charlotte Spraggs	Committee Member
Rachel Guest	Committee Member
Laura Cook	Committee Member

### Key person at Pre-school

Each member of staff has a group of children for whom they are particularly responsible for. Your child's key person will be the one who works with you to make sure that the childcare we provide is right for your child's particular needs and interests. When your child first starts at the setting, the key person will help your child to settle and support them throughout your child's time at the setting.

### Fees from September 2019

Preschool Fees are £4.50 per hour.

£13.50 for the morning (9-12) or afternoon session 12.30 - 3.30pm £13.50

Breakfast Club for children aged 4-11 £4.00

After School Club for children aged 4-11 £4.00 per hour

For all other fees, please ask a member of staff.

Fees are payable half termly/ termly or in full as soon as an invoice is received. Fees continue to be payable even when a child is absent. Fees are reviewed annually.

The Early Years Entitlement for three and four year olds, for those eligible, is funded by Somerset County Council and is available for a set number of hours. Community

Kids are also registered to accept funding for eligible two year olds.

The funding periods are:-

Autumn: September to December

Spring: January to March

Summer: April to July

The maximum entitlement is 570 hours per year. Your child will become eligible for the early years entitlement in the funding period after your child's second or third birthday. Community Kids can also offer the 30 hour funding for children between 9am and 3pm.

Please allow a term's notice to changes to any sessions for funded children

## **Policies and Procedures**

Copies of our policies and procedures are available for all.

The policies are based on current legislations and guidelines and help us to make sure that the service we provide is of high quality and that being a member of the setting is an enjoyable and beneficial experience for each child and their parents/ carers.

### **Information we hold about you and your child**

We have procedures in place for the recording and sharing of information data about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data of you and your family
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data of you and your family for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

### **Safeguarding Children**

Community Kids has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary to help families in difficulty.

### **Notice Board**

Whenever possible please take time to read items placed on our notice boards (in the cloakroom). It includes important phone numbers and events.

### **Website**

<http://www.communitykidsbruton.co.uk>

Any emergency notices will be posted on our website, also Facebook Community Kids if necessary local radio for adverse weather conditions when we may need to close Community Kids for the safety of everyone.

### **Newsletter**

We have newsletters to keep you informed of themes, outings, fund raising and home links. Each child at Preschool will have a key person who will keep observations, photographs, drawings and other work. We have regular parent open sessions to discuss your child's progress (half termly).

### **Special Needs**

As part of Community Kids policy to make sure that we meet the needs of each individual child, we take account of any special needs a child may have. Community Kids works to the requirements of the Children and Families Act 2014 and the SEN code of Practice 2014.

### **Equal Opportunities and Racial Equality**

Applies to staff and children.

#### **What should your child wear?**

While we try very hard to keep your children clean and paint free, we would suggest children wear old clothes to Preschool, and easy elasticated trousers to support independence. Please could you also bring a named spare bag of clothes to hang on your child's peg so we can change your child when necessary. Please provide your child with a raincoat for rainy days and a sunhat and sun cream for hotter weather. Also long sleeved top and long trousers for Forest School activities. If your child is still wearing nappies, we are happy to change them but please provide spare nappies, sacks and wipes.

### **Children's Development and Learning up to age 5.**

The provision for children's development and learning is guided by The Early Years Foundation Stage (DfE 2012). Our provision reflects the four guiding themes and principles of the Early Years Foundation Stage.

## A Unique Child

Each child is a unique child who is constantly learning and can be resilient, capable, confident and self assured.

## Positive Relationships

Children learn to be strong and independent through positive relationships.

## Enabling Environments

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, parents and carers.



## Learning and Development

Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early year's provision including children with special educational needs and disabilities.

## How we provide for Development and Learning

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

The areas of Development and Learning comprise two areas.

### Prime Areas

#### **Personal, Social and Emotional Development**

We support children to develop:

- making relationships;
- self confidence and self awareness;
- managing feelings and behaviour.



## Physical Development

We support children to develop:

- moving and handling; and
- health and self-care.

## Communication and Language

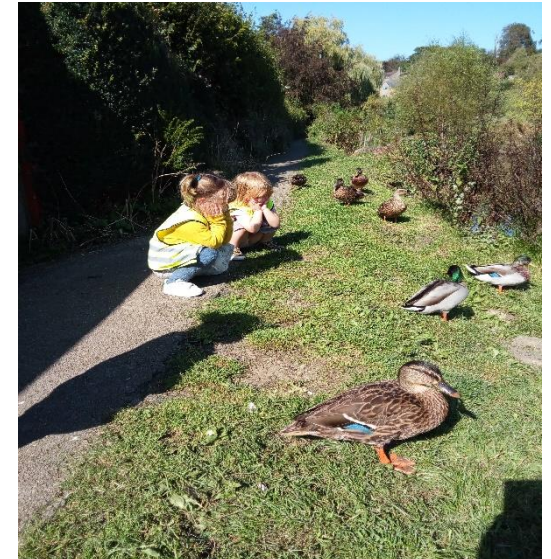
We support children to develop:

- listening and attention;
- understanding; and
- speaking.

## Specific Areas:

### Literacy

- reading; and writing.



### Mathematics

- numbers
- shape, space and measure.

### Understanding the World

- people and communities;
- the world;
- technology.



### Expressive Arts and Design

- exploring and using media and materials; and being imaginative.



For each area, the level of progress that children are likely to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what is likely children will know, and be able to do, by the end of the reception year of their education.

The Development Matters guidance sets out the likely stages of progress a child makes along their learning journey towards the early learning goals. Our setting has regard to these matters when we assess children and plan for their learning.

## **Our approach to Learning, Development and Assessment**

### **Learning through Play**

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the Development Matters in the Early Years Foundation Stage guidance to plan and provide a range of play activities, which help children to make progress in each of the areas 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 helping the children to take part in the activity. In all activities, information from 'Development Matters' the Early Years Foundation Stage has been used to consider what equipment to provide and how to provide it.

### **Characteristics of Effective Learning**

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Development Matters the Early Years Foundation Stage guidance as:

- playing and exploring - engagement;
- active learning - motivation; and
- creating and thinking critically - thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

### **Assessment**

We assess how young children are learning and developing by observing them frequently. There is a statutory requirement to use the Early Years Foundation Stage Profile which we do so as a paper document and a secure online version using 'Tapestry'. You will have constant access to the online version and we will send you photos of your child learning and development whilst at our setting We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child goes on to school.

## The Progress Check at Age Two

The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development: personal, social and emotional development; physical development; and communication and language; when a child is aged between 24 - 36 months. The key person is responsible for completing the check using information from ongoing observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

## Community Kids for 4-11 Years Old

We have strong links with Bruton Primary school and can provide care for children attending the school by taking them and picking them up, before and after school. The children experience a range of activities. At breakfast club, there is cereals, toast, crumpets, fruit and milk on offer. Activities are placed around the room for the children to freely participate in. We offer group games, crafts, sewing, puzzles, ball and parachute games. Homework can be completed and quiet reading can also take place. The children are walked to school at 8.40am and we ensure they are safe in their classrooms, escorting the reception children through the door.

At 3.30, we are waiting in the playground wearing uniform and high vis jackets by the reception class, where we meet all children and take them back to Community Kids.

The children are able to expel their energy from school by partaking in Wake up, Shape up. They can choose their own snack available and often cook and make their own including stir fries, smoothies, pizza breads, fruit salads etc. There is theme planning which ensures a range of activities to suit all ages. We use the schools field for activities and visit the woods for adventures and team building exercises.

Children can be collected any time up until 6pm.  
For further information, please see a member of staff.

## Community Kids Constitution

### Name and Object

1. The name of the Association shall be ...**Community Kids Pre-School And After School Club**..... Hereafter referred to as "the association".
2. The object of the association shall be to advance the education of children below compulsory school age by,
  - (a) Providing safe and satisfying group play, in which parents take part in when appropriate.
  - (b) Encouraging other charitable activities through which parents may help the children.



## **Powers**

3. For the furtherance of this aim the Committee have the power to -
  - (a) Provide equipment and employ staff (who shall not be members of the Committee) as are necessary
  - (b) Raise money for the association's activities and to invite and receive contributions.
  - (c) Make such payments as shall be necessary
  - (d) Co-operate with other charities, voluntary bodies and statutory authorities, to exchange information and advice with them.
  - (e) Become a member of the Pre-School Learning Alliance and also be supported by early years.
  - (f) Fix and collect the fees payable in respect of children attending sessions run by the group.
  - (g) Take such actions that will benefit the group.
  - (h) To hire out the premises
  - (i) Subject to any consents required by law to borrow money and to charge all or any part of the property of the charity with repayment of the money so borrowed.
  - (j) to develop and adopt an Equal opportunities policy and in all aspects to welcome people without discrimination as to age, race, colour, ethnic or national origin, gender, marital status, sexual orientation, disability, caring responsibilities, religious beliefs, social class, political belief, employment status, union membership, place of residence or housing status or whether they are HIV positive.

## **Membership**

4. Membership shall be open to parents or guardians involved in the associations activities and to any other interested persons, on payment of a subscription, the amount to be decided at the Annual General Meeting.

## **General Meetings**

5. An Annual General Meeting shall be held in ....**September / October** each year at which the Annual report and accounts for the preceding financial Year shall be presented and agreed.
6. A special General Meeting may be called at any time at the request of the Committee or one quarter of the members.
7. The Secretary or Chairperson shall send a note of the date, time and place of each A.G.M, and any special general meetings with a list of items to be discussed to all members, at least two weeks before the date of that meeting. If the Chairperson or Secretary do not call a special general meeting within two months of a request to do so, any member may call that meeting.
8. No decisions may be taken at any general meeting if fewer than ...**5** members attend. A new meeting must be called.
9. Every member attending the meeting shall be allowed to vote.

## **Committee**

10. The committee shall consist of a Chairperson, Secretary and Treasurer and not less than three nor more than nine other members. Paid employees of the Association are not allowed by law to vote at Committee meetings. They may attend in an advisory capacity.
11. The Committee is responsible for the running of the Association.
- 12.(a) The committee (including invited members) shall retire each year at the AGM where they will then be able to stand for re-election. Elected officers are able to hold the same position for .6.consecutive years. If an elected officer resigns before the AGM, their position may be filled by a committee member. The new committee shall be elected either by a show of hands, or by written vote.

12 (b) A quorum shall be not less than half the committee, including 2 of the officers

### **Charity Trustees**

13. At the AGM the association will elect 3 charity trustees, elected either from the wider community or from the elected committee.
14. Trustees shall hold office until –
  - (a) Death, or
  - (b) retirement with the consent from the remaining trustees, or
  - (c) removal by the resolution of the association, or
  - (d) removal by operation of the law

However, no retirement or removal shall be effective unless there will be at least 2 remaining trustees.

### **Finance**

15. The Treasurer shall keep account of all income and expenditure and shall prepare accounts for the AGM.
16. All accounts shall be audited by an auditor to be appointed by the Committee.
17. The funds of the Association shall only be used for the purposes of the Association, and no payment shall be made to any member except
  - (a) if that member is employed by the Association
  - (b) as repayment of money properly spent on behalf of the Association
  - (c) as interest at a reasonable rate on money lent to the Association.
18. If the organisation is a registered charity the committee shall comply with their obligations under the charities act 1993 with regard to the preparation of all annual reports and annual returns and its transmission to the commissioners.

### **Dissolution**

19. If members decide to end the Association any funds or equipment remaining after all debts have been paid, shall be given or transferred to the Pre-School Learning Alliance. If there is no AGM for two successive years, and if no member of the Committee makes the necessary arrangements, any other member may do so.

### **Change of the constitution**

20. This constitution may only be altered if the Charity Commissioners approve and if two thirds of the members at a general meeting vote in favour of changing it.

### **Useful Information**

Community Kids Preschool and After School Club- 01749-813933

Mobile 07596766869

E mail [communitykids@live.co.uk](mailto:communitykids@live.co.uk)

Website [www.communitykidsbruton.co.uk](http://www.communitykidsbruton.co.uk)

Facebook

Community Kids PreSchool, Breakfast, AfterSchool and Holiday Club.

Twitter communitykids@community kids

Chairperson- Helen Jennings 01749-813984

Charity Number- 276095

Ofsted Registration Number- EY236403

### **Complaints**

To Chair and or to the Manager

or

Ofsted,

Piccadilly Gate,

Store Street,

Manchester

M1 2WD

Tel: 0300 123 1231

E mail- enquires@ofsted.gov.uk

**Community Kids (please complete and return)**

Required start date: .....

Parent's Name: .....

Child's Name: .....

Child's Date of Birth: ..... Gender : Male / Female

Address: .....

.....

Post Code: ..... Telephone No: .....

Email address: .....

<b>Days Required (please tick)</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Breakfast club 8am-9am £4.00</b>					
<b>Preschool am 9-12 £ 13.50</b>					
<b>Lunch Cooked        £2.20</b>					
<b>Preschool pm 12.30am - 3.30pm £13.50</b>					
<b>After school club 3.30pm – 6pm £10.00 Or £4.00 per hour</b>					



