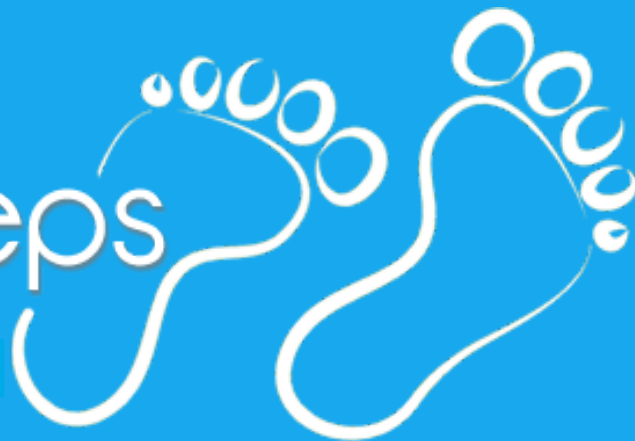


First Steps



First Steps Beaumont Leys

Church of Christ the King

Beaumont Way

Beaumont Leys

Leicester

LE4 1DS

Tel - 07834705621

First Steps Barley Croft

Linney Road

Beaumont Leys

Leicester

LE4 0UU

Tel - 07858761040

01162354444

www.firststepsleicester.co.uk

contact@firststepsleicester.co.uk

Thank you for your recent enquiry.

We would like to welcome and introduce you to First Steps.

Our pre-schools are open term-time, Monday to Friday from 9:00am until 3:00pm and within these hours we offer a variety of sessions for children aged from 2 to 5 years.

All sessions are based on the Early Years Foundation Stage (EYFS) including the Prime Areas (Personal, Social and Emotional Development, Communication and Language and Physical Development) and Specific Areas (Literacy, Mathematics, Understanding the World and Expressive Arts and Design), offering a stimulating and balanced curriculum, which is carefully planned and monitored to help all children reach their full potential.

Our settings are well equipped and offer a wide range of activities; both of our pre-schools have outside areas that are completely enclosed and secure, with a wide range of outdoor toys and equipment.

Enclosed, you will find more details about First Steps which we hope you will find informative. Please contact us by phone, text or email if you want further details or to arrange pre-visits. You are not charged for these sessions of 1 hour each and you can leave your child in the room with us for a short time, while you wait in the foyer, to see how they settle into the pre-school. Depending on the outcome of these visits, we will advise you which sessions will be available and most suitable for your child.

We hope to hear from you soon.

Yours sincerely,

The First Steps Team

Early Years Foundation Stage (EYFS)

Within the EYFS there are four themes:

- ✓ A Unique Child
- ✓ Positive Relationships
- ✓ Enabling Environments
- ✓ Learning and Development

There are also seven areas of learning split into two:

Prime Areas

- ✓ Personal, Social and Emotional Development
- ✓ Communication and Language
- ✓ Physical Development

Specific Areas

- ✓ Literacy
- ✓ Mathematics
- ✓ Understanding the World
- ✓ Expressive Arts and Design

It is well known that the best way for children to learn is through play and practical experiences. With this in mind, we have developed a play based, free flow curriculum which will allow us to support the needs and interests of all the children.

The children's learning environment is planned in response to both the children's interests and activities to ensure a balance across the curriculum. The children will become more confident in requesting activities and making their own choices. As part of the daily routine, we will continue to observe the children to find out about their needs, interests and capabilities and to help with future planning.

The children will still have lots of opportunities for stories and music sessions, either as a whole group or in small groups, as appropriate to the time and activity.

We recognise very much the importance that parents and carers play in children's development and we aim to continue good partnerships with our parents and carers. By keeping us informed of your child's interests and needs, you are helping us to plan a more enabling environment for your child and all the children.

Main Aims and Objectives

First Steps aims to offer a warm, caring, safe and stimulating environment, together with a good foundation for education based on the EYFS guidelines. We believe that each child is unique and we encourage each one to have respect for themselves and each other, to develop confidence and independence and to have a sense of self-worth. We always 'praise' our children for each step they take because we know effort is a real key to success. We believe that, with a variety of stimulating activities and opportunities, we can help children to be prepared for their future development. We also aim to create an atmosphere where parents are happy and confident to leave their children.

Staffing

The staff have a mixture of qualifications and experiences and have all been chosen carefully.

Members of Management have at least Level 4 in a relevant Childcare Qualification. They have a SENCo qualification, complete Health and Safety Officer training, Safeguarding in Early Years training, Designated Safeguarding Lead training and Paediatric First Aid training. All these are updated every 2 or 3 years, in line with current requirements.

Pre-School Officers have at least Level 3 in a relevant Childcare qualification.

Pre-School Assistants have at least Level 2 in a relevant Childcare qualification.

Apprentices are training at Level 2 or 3 in a relevant Childcare qualification.

Students - we often have students from various colleges. Some are for with us for work experience and usually attend for 1 week. Other students are with us long time and attend for 1 to 2 days per week.

All staff have to complete training in Paediatric Aid, Safeguarding and Level 2 Food Safety and Hygiene for Catering and update the training every 2 or 3 years, in line with current requirements.

Staff are encouraged to participate in Continuous Professional Development and many have completed courses in:

Early Phonics; Speech, Language and Communication; Theories Underpinning the EYFS; Being a Key Person in an Early Years Setting; Intro to GDPR; Importance of Self-Evaluation; Managing an EY Inspection; Infection Prevention and Control; Effective First Aid Management; Understanding Children's Rights; Introduction to Yoga with Young Children; Effective Use of EYPP; Supporting Early Language Development; Improving Children's Learning through Play; Supporting Children with SEND; Supporting Children with Autism; Equality and Inclusion in an Early Years Setting; Mental Health Awareness; Guide to Employing an Early Years Apprentice; Getting to Grips with EYFS; Creating an Effective Communication and Language Environment; Understanding and Addressing Behaviour in EY; Managing Anxiety; Providing a Healthy Food Environment; Making it Better for Boys; Sustained Shared Thinking in EY; Effective Transition and Emotional Wellbeing in EY; Reflective Practice in EY; British Sign Language; Promoting Positive Behaviour; Characteristics of Effective Teaching and Learning.



Kat
**Director - First Steps Beaumont Leys and
First Steps Barley Croft**

Manager at First Steps Barley Croft
*Designated Safeguarding Officer, SENCO, Health and
Safety Officer, GDPR Officer*

Staff at First Steps Beaumont Leys



**Sarah - Manager - Health and
Safety Officer, SENCO, Designated
Safeguarding Officer**



**Natalie - Senior Pre-School Officer
(Management) - SENCO**

Caterpillar Room Staff



**Aziza
Pre-School Officer**



**Gina
Pre-School Officer**



**Tam
Pre-School Officer**



Butterfly Room staff



Deb
Pre-School Officer



Tash
Pre-School Officer



Shaurie
Pre-School Apprentice

Staff at First Steps Barley Croft



Kat - Director/Manager
*Designated Safeguarding Officer, SENCO,
Health and Safety Officer, GDPR Officer*



Sarah - Cover Manager
*(based at Beaumont Leys)
Health and Safety Officer, SENCO,
Designated Safeguarding Officer*

Caterpillar Room Staff



Nicola
Pre-School Officer
SEND 1:1 Support



Belle
Pre-School Officer



Becky
Pre-School Officer



Beth
Pre-School Officer

Butterfly Room Staff



Daisy
 Pre-School Officer



Charlotte
 Pre-School Officer



Grace
 Pre-School
 Apprentice



Imaan
 Pre-School
 Apprentice



Emily
 Pre-School Officer
On Maternity

Staffing Ratios

2-3 years → 1 per 4 children
 3-5 years → 1 per 8 children

Policies and Procedures

First Steps has an extensive set of policies and procedures that are always available on the premises for you to read, should you wish to see them.

Health and Safety

We ensure that the standards of safety and hygiene practised within First Steps maintain the health and well-being of all our children and adults. We carry out regular risk assessments and monitoring.

Accidents, Medication and Sickness

If your child is taking prescribed medication, please inform a member of staff. Medication should never be left in your child's bag, but always handed over to a member of staff. You will be asked to fill out the relevant form, requesting parental consent to administer the medication. We cannot administer medication unless it has been prescribed by your child's doctor, is in its original packaging and has not reached its expiry date.

If your child becomes ill we will contact the parent/carer, as indicated on your registration form. If we are unable to contact anyone, then we will contact one of your emergency contacts.

If your child suffers with sickness and diarrhoea, the child should not return to pre-school for a minimum of 48 hours after the last episode of sickness or diarrhoea. It is really important that we keep to this, to avoid cross-contamination and to ensure the safety and welfare of all the children and staff.

In the event of an accident, parents/carers will be notified by telephone, if necessary. All accidents are recorded on accident forms and are signed and witnessed by staff and parents.

Records

All children who attend will have their learning and development monitored and assessed by their Key Person, by means of a Learning Journey which shows their individual interests and their unique progress in learning and development throughout their time at First Steps. We use Tapestry, an online Learning Journey, to which all parents/carers have access and to which they can contribute. With your permission, these will contain photographs and observations of your child at play. Please ensure you read and sign the Tapestry Agreement on the Registration Form. Once you have provided your email addresses, you will be sent log in details and a link to get onto the Tapestry website. There is also an App for Smart and Android devices that you can use. If you require a User Guide, please ask a member of staff.



Parent Partnership

All staff are approachable and willing to discuss your child's progress at any time. We send out regular newsletters but may also contact you by telephone, and/or text message, and Tapestry with relevant information. Text messages will be sent to the main parents/carers, as stated on your registration form. We value all communication between staff and parents/carers, as working together is the best way to help your child to develop. Information about what your children have eaten at snack and/or lunchtime, what they have enjoyed doing and anything else you may need to know is given to you after each session, usually by your child's Key Person. We tell you who your child's Key Person will be. Staff are always available to have a longer chat with you, if you wish. We hold Parents' Evenings twice each year.

On Tapestry you can also tell us **anything** that your child has done and maybe something that they have never done before, for example: counted to 20, written their name or even learnt all the colours. Please contribute to this. Also on Tapestry, you are able to see activities etc your child takes part in during their time at First Steps. Staff upload as many photos and as much information as possible, but please understand that they are primarily there to interact with and support your child. There are things that your child's Key Person will be working on with your child and, if you are also able to help at home, this should hopefully result in better outcomes for your child.

These initiatives don't stop you talking to us at any other time, as your interest and support are important to us.

Information Sharing

We have a duty to keep all children in our care and their families safe and know that we have to use our professional judgement in holding, using and sharing information. Parents want to know that what they share will be confidential but they also have to be made aware when we are obliged to share information with the appropriate authorities. We seek to be honest with parents and details about information sharing are in our Information Sharing Policy which has been updated in line with GDPR, the General Data Protection Regulation.

When children move to another setting or to school, we ask permission from parents/carers to share their child's learning and development with the setting/school.

We are asked by the Leicester City Council to share information regarding children to be able to claim their Funded Early Education Entitlement and Early Years Pupil Premium.

Safeguarding Children

First Steps takes all the necessary steps to safeguard and promote the welfare of children. We have in place a written procedure for dealing with concerns and complaints from parents. All our staff are aware of the need to maintain privacy and confidentiality. Our premises, indoor and outdoor, are safe and secure. We carry out regular risk assessments. We have an effective policy for ensuring equality of opportunities and for supporting children with SEND (Special Educational Needs and Disabilities). The care and well-being of the children is paramount at all times.

Nappies and Wipes

Parents should provide their own nappies and wipes for their child/ren. Please bring these in on a daily basis.

Clothing

We ask all children to bring a labelled bag containing spare clothes, in case of accidents or spillages and all clothing should be clearly labelled. All children enjoy painting, gluing and many more messy activities, so please try to make sure that they are wearing appropriate clothing, because they may get messy. Even though we do supply aprons, we cannot guarantee that their clothes will remain clean.

During hot weather please provide a sun hat and sun cream and during the cold, wet weather, please provide wellies, a hat, a scarf, gloves and waterproofs, clearly named.

Toys

As we have an adequate supply of toys, we do not feel it necessary for your child to bring in his/her own toys other than a comforter. If they do bring toys in occasionally, this is at your own risk and we cannot be responsible for any damage or loss.

Parking

There is short term parking off the premises for dropping off and collecting your child/ren. The car parks at both First Steps sites are for **staff only**. You are responsible for your children when in the carpark with them so please be aware that, if you/your child cause damage to any part of the carpark or to a vehicle, you will be responsible for paying for any repairs necessary.

Free Milk

Fresh milk is available each day. Milk is excellent as a mid-session drink. It provides a nutritional boost and keeps children hydrated between breakfast and lunch or between lunch and dinner, helping them to concentrate and learn.

Snacks

We encourage and teach children the benefits of healthy eating.

We ask that you provide a mid-morning snack of prepared fruit, salad or vegetables, in a clearly named bag or container, and also a **clearly labelled drinks bottle** that we can refill with water for your child during the day.

We ask all parents who have children staying for lunch to provide a packed lunch for their child. This can include:

Sandwiches/cold pasta/crackers, etc.	Cheese
Yoghurt	Crisps
Fruit	

✚ **Please cut grapes into quarters, lengthways.**

✚ **We cannot reheat food.**

We ask that parents **do not provide nuts at all** (as there may be children/staff with allergies), chewing gum, sweets and large amounts of chocolate. Your child's drink is available throughout the day, along with access to water to refill.

Funding

Our pre-schools are registered to receive Funded Early Education Entitlement for eligible 2*, 3** and 4** year olds. Each child is entitled to 15 hours (UNIVERSAL hours) of care each week during term time. Our funded sessions are:

- 9am until 12:00pm
- 12:00pm until 3pm

You can choose to do all mornings, all afternoons or have a combination of either of the above.

***For 2 year old funding, please see pages 14 and 15**

**** Some 3 and 4 year olds are entitled to an extra 15 hours (EXTENDED hours) of FEEE each week. Please see page 16 for more details.**

Funding is received by the pre-school each term and the amount claimed is deducted from your weekly bill. Terms are as follow:

- Spring Term - January → March
- Summer Term - April → August
- Autumn Term - September → December

Complaints

Members of the First Steps team are available should parents wish to discuss a query or complaint. Any matter reported to a member of staff will always be referred to Management. Should a parent feel they have a justifiable complaint which has not been satisfactorily dealt with by First Steps, they should contact Ofsted.

Ofsted National Business Unit,
Royal Exchange Building,
St Anne's Square,
Manchester
M2 7LA

Complaints: 0300 123 1231
General Helpline: 0300 123 4666

Fees

Parents are asked to pay in advance: weekly or monthly, whichever suits your family needs. Fees can be paid via the bank before your child's first session each week or month. To pay fees by a Bank Transfer or Standing Order, please ask a member of Management for our bank details.

If fees are not paid for in advance for two consecutive weeks, a 10% late charge will be added each week. This will continue to happen until fees are paid in full and in advance. Please understand that we will instruct an external agency to recover any unpaid fees owed after 4 weeks. Any additional charges incurred will be added to the debt. We do offer a discount for siblings attending at the same time.

Booking/Changing/Reducing Sessions

We ask that you give 4 weeks' notice should you wish to change or reduce any of your booked sessions. If you want any additional sessions, please ask a member of staff and we will try to accommodate these. We ask that you book a minimum of six hours per week, either one full day or two half days.

Termination

4 weeks' notice **must** be given if you wish to terminate your child's place. If you withdraw your child without giving notice, we will automatically start your notice from the first day your child does not attend. You will be liable for 4 weeks' fees (even if your child only attends funded sessions). If your child does not attend for 4 weeks, we will terminate their place automatically.

Absence

Parents will be charged for their child's absence as we still have to cover the overheads. Please inform us if your child will not be attending, either by phoning or texting. If your child has a hospital appointment and you give prior notice with proof, you will not be charged.

Holidays

Parents will only be charged 50% of their usual fees for holidays if they give at least 4 weeks' notice. This is to keep their session places open, so they are available when they return. If less than 4 weeks' notice is given, they will be charged the full rate.

Late Collection Charges and Dropping off your child

Staff lead busy lives and have their own families so, with that in mind, we have put a late penalty-surcharge system in place. A charge of £1 for every minute that you arrive late to collect your child will be incurred and added to the following week's fees.

Please remember the times of your sessions.

Closures

As First Steps Beaumont Leys is in the church, very occasionally it is forced to close if there is a funeral but we will try to give you as much notice as possible and, if possible, offer that session at First Steps Barley Croft.

If for any reason, for example the weather, we have to close at short notice, you will be contacted either by a phone call or text message before 8:00am on that day.

Thank you for your time and, if you have any queries, please do not hesitate to talk to us.

Funded Early Education Entitlement (FEEE) for 2 Year Olds

From September 2013, some two year olds are entitled to receive FEEE at an approved childcare setting. Our settings, First Steps Beaumont Leys and First Steps Barley Croft, are approved to offer this funding.

If eligible, your child will be able to attend First Steps for a maximum of 15 funded hours per week for the 38 weeks in an academic year.

Who is eligible to receive the FEEE for 2 year olds?

The offer of FEEE for 2 year olds is currently only available to children:

- **Who are Looked After by the Local Authority;**
- or
- **Whose parents meet the Earnings and Benefits Criteria- see below**
 - Income Support
 - Income-based Jobseeker's Allowance (JSA)
 - Income-related Employment and Support Allowance (ESA)
 - Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax
 - Tax credits and you have an annual income of under £16,190 before tax
 - The guaranteed element of State Pension Credit
 - Support through part 6 of the Immigration and Asylum Act
 - The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Both you and your spouse or partner's combined income will be considered when checking your eligibility.

If eligible, the offer will start at the beginning of the term following the child's 2nd birthday. The table below will demonstrate this:

Child turns 2 years old between	Eligible From
1 September - 31 December	Spring Term
1 January - 31 March	Summer Term
1 April - 31 August	Autumn Term

How to apply for Funded Early Education Entitlement - FEEE

- ❖ If you feel you meet the criteria, there are three ways to apply:
 - by post
 - online - <http://families.leicester.gov.uk>
 - or we can help you here at First Steps

- ❖ **However you choose to apply, you will need your National Insurance Number or Asylum Seekers Reference Number.**

Postal application forms are to be sent to:

*Free Nursery Education Administrator
10 York Road
Leicester
LE1 5TS*

Your application will be processed by matching the information you have given against the records held by the Government's Eligibility Checking Service and a letter with the decision will be either sent to the email address you applied with online or posted to your home address. You will usually find out if you are eligible within 7-10 days.

If we, First Steps, help you to apply, we will find out your eligibility immediately.

Eligible?

If your child is eligible, please bring in the letter you have received from Leicester City Council and we can discuss the hours and sessions you require for your child.

Not Eligible?

If you do not meet the current **Earnings and Benefits Criteria**, it will not be possible to receive 15 hours funded early education entitlement for your 2 year old child.

If you dispute the decision, you should contact the telephone number printed on your decision letter.

If your financial circumstances change and you now meet the criteria, a further application can be made.

Your child will become eligible for funded early education entitlement from the term after their 3rd birthday, regardless of income. For more information, see **Funded Early Education Entitlement for 3 and 4 year olds.**

30 Hours Funded Early Education Entitlement - FEEE **15 hours (Universal) and *15 hours (Extended)**

ALL 3 and 4 year olds are entitled to the Universal 15 hours funding the term after they have had their 3rd birthday.

At the bottom of this letter you will find the link to the website you will need to use to apply for the ***Extended** 15 hours offer, which is open for working families with 3 and 4 year old children.

Before you go to the website, be sure of the following:

You, and any partner, must each expect to earn (on average) at least £152 a week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible. You can't get the extended 15 hours childcare if you, or your partner, expect to earn £100,000 or more.

Before you go to the website:

Check what help you could get with childcare costs, and which support might be best for you, using the childcare calculator.

Make sure you have (for you, and your partner if you have one):

- Your National Insurance number
- If you're self-employed, your Unique Taxpayer Reference
- The date you started, or are due to start work
- Details of any other government support you get

The link is: <https://www.childcarechoices.gov.uk/>

When you have completed the online application, if you are eligible, you will be given a DERN code, which you will need to give to a member of Management.

Each term you will be required to reapply because, if your circumstances change, you may lose the funding for the extended 15 hours.

If you need more help, please ask a member of Management.

The Early Years Pupil Premium - EYPP

Since April 2015, nurseries, schools, childminders and other childcare providers have been able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. We wanted to write to you to explain what the Early Years Pupil Premium is, to explain who is eligible for this funding and, importantly, to ask you to fill out the enclosed forms so that we as a provider can claim the extra funding.

National data and research tell us that children eligible for free school meals tend to do less well. For example, in 2014, 45% of children eligible for free school meals achieved the expected level at the end of the early years foundation stage compared with 64% of other children. The Early Years Pupil Premium will provide us with extra funding to close this gap.

The Early Years Pupil Premium provides an extra 60 pence per hour for three and four year old children whose parents are in receipt of certain benefits or who were formerly in local authority care but who left care because they were adopted or were subject to a special guardianship or child arrangements order. This means an extra £342 a year for each child taking up the full 570 hours funded entitlement to early education. This additional money could make a significant difference to us.

We can use the extra funding in any way we choose to improve the quality of the early years' education that we provide for your child. This could include, for example, additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language and also additional suitable resources to further their learning and development.

It is well documented that high quality early education can influence how well a child does at both primary and secondary school so we do want to make the most of this additional funding. You may be aware if you have older children that a pupil premium has been available for school-age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

Therefore we ask that ALL PARENTS/CARERS fill in the EYPP section of their Parental Declaration. This will allow us to claim the additional Early Years Pupil Premium as soon as your child turns 3.

If you have any questions, please speak to a member of Management.

First Steps

Session	Non-Funded per day
9:00am - 12:00pm <i>Snack required</i>	£14.00
12:00pm - 3:00pm <i>Packed lunch required</i>	£14.00
Full Day <i>Snack and packed lunch required</i>	£28.00
	Non-Funded per week
Full Week	£140.00
5 mornings 9:00am - 12:00pm	£70.00
5 afternoons 12:00pm - 3:00pm	£70.00

Autumn Term 2022 - Latest fee increase

Previous fee increase Autumn 2015

Previous fee increase Autumn 2009