

Anstey Early Learning Pre-School



# PROSPECTUS

Anstey Early Learning Pre-School  
St. Mary's Church Rooms  
Church Lane  
Anstey  
Leicester

Tel: 07904 170 196

Registered by OFSTED - (Office For Standards in Education)  
Tel: 0845 6014771

## **AIMS AND OBJECTIVES**

Anstey Early Learning Pre-School aims to help your child to develop independence and confidence within a group of children of similar age, in a safe, happy and caring environment.

Through play activities your child will learn to mix socially, with respect, kindness and consideration for others, and will come to know the meaning of caring and sharing. We hope that the time your child spends with us will be a preparation for school, accepting the discipline of a group and the authority of other adults.

Anstey Early Learning aims to encompass a whole new world of fun and enjoyment through play away from home, as part of a group. To provide support and stimulation, to give help and understanding and, most of all, to ensure their time spent in Pre-school can be looked back on with a smile.

The day to day running of the group is in the hands of the Pre-school staff, who are selected to work with the children because of their suitability, experience, reliability and above all the caring attitude they show towards children. All the staff hold high qualifications and regularly attend further training.

We received an outcome of GOOD at our previous inspection from OFSTED the report for which can be viewed by parents at the OFSTED Website [www.ofsted.gov.uk](http://www.ofsted.gov.uk) , we also received a very high early years result from Leicestershire County Council.

### **STAFFING**

#### **Owner:**

Lisa Sterland

#### **Leader:**

Penny Garner

#### **Deputy:**

Laura Lee

#### **Volunteers:**

Denise Tonks/Sue Rayner

#### **Practitioners:**

Stacey Mulligan

Angela French

Emma Winder

Nicola Martin

Rachel Morley

## **ABOUT PRE-SCHOOL**

We are open Monday, Tuesday, Wednesday, Thursday and Friday during term time only. Our sessions are from either 9am - 12pm/9am - 1pm. We also run sessions on a Tuesday and Thursday until 2.30pm, sessions attended after 12pm will include Lunch Club until 1pm.

Fee's are £ 10.50 per 9am - 12pm session and £ 3.50 for any additional hours thereafter. Fee's are payable within 4 weeks of the invoice date. Cheques made payable to: Anstey Early Learning Pre-School. (We accept Childcare Vouchers from various organisations).

Please post any correspondence to: 43, Vicarage Close, Kirby Muxloe, Leicester. LE9 2AS as St. Mary's Church Rooms does not accept any mail on our behalf.

The setting will claim (FEEE) - Free Early Education Entitlement on your behalf and the current charge of £ 3.52 per hour will apply for any hours attending over and above the 15 free hours per week available (Full Funding entitlement details are enclosed).

Parents must provide one months notice in writing if they wish to reduce their child's sessions or withdraw the child from the Pre-School.

The staff ratio is 1:4 for children aged 2-3 years and 1:8 for children aged 3+ whilst children are on Pre-school premises, and this changes to 1:2 for all children out on Pre-school trips. Parents are also invited to join on school trips.

## **FOR YOUR INFORMATION**

Before your child attends the Pre-school on their own, we recommend that you visit with your child at the group. This will familiarise you both with the setting and with the staff, and it would be an ideal time to discuss any requirements that you may have with your child's key person.

Whilst attending Pre-school your child will be offered milk or water at snack time, we offer a healthy nutritious snack in line with EYFS guidance & occasionally foods from around the world to celebrate festivals and other cultures. It is therefore essential that you inform us of any known or suspected food allergies that your child may have on their registration form.

## **LUNCH TIME SESSION**

During your child's time at the pre-school if they are attending a session from 12pm onwards they will join other children at our lunch club which runs from 12pm to 1pm, your child will need to be provided with a packed lunch and drink which are clearly labeled with their name, this includes tubs, pots and lunch bag.

Could we also ask that you include an ice pack of some description in your child's lunch box in order to keep their food as fresh as possible and that 'fruit shoot' lids or similar drinks that you kindly remove the plastic lid beforehand.

As empty packets and left over food are sent home with the children we advise that a sandwich bag of some description is also provided in their lunch box as left over yogurts etc can make the lunch box a little messy!

## **ADMISSIONS**

Children can attend Pre-school from the age of 2 until they start school. During the sessions we work in line with the EYFS curriculum and the activities are planned from the children's individual interests, abilities and staff observations.

We always have a waiting list at Pre-school so if you wish your child to attend Pre-school we would advise you to send your child's registration form in as soon as possible. Registration forms are added to the waiting list in the order in which we receive them.

Children don't need to be toilet trained when they attend Pre-school and we are happy to implement a routine in the setting for those children who are still in pull ups. However all nappies will be sent home with the child as we do not have the facilities to dispose of them at the setting.

## **CURRICULUM**

The Pre-School is validated as part of the LEA's Early Years Development and Childcare Plan, which is concerned with nursery education.

The Early Years Foundation Stage (EYFS), which was introduced 1<sup>st</sup> September 2008, sets the foundations for learning which your child will experience at Pre-school. More information on the Early Years Foundation Stage is available on the OFSTED Website [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

The EYFS framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of Learning and Development.

Children should mostly develop the 3 prime areas first:

- Communication & Language
- Physical development; and
- Personal, Social and Emotional Development

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them develop skills in 4 specific areas:

- Literacy
- Mathematics
- Understanding the world; and
- Expressive arts and Design

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like the curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

### **LEAVING AND COLLECTING YOUR CHILD**

No child must be left unattended until they have been admitted into the Pre-school premises by a member of staff at the beginning of their session. For insurance reasons we cannot allow children to be left before the start time of their session, and parents should be aware that if their child is not collected at the end of their session, they will not be covered by our insurance.

At least two members of staff must be on the premises when children are present.

If anyone other than yourself or those who are listed on the child's registration form are to collect your child, prior notification must be given to a member of staff, either when you drop off your child or added to the registration form. All children should be collected promptly in order to avoid distress.

Unless pre-arranged, the procedure for late collection (after 15 minutes) will result in your home telephone number being called, followed by the other telephone numbers on your child's registration form under "authorised child collectors".

If no contact can be made to any adult on the pick-up forms, and children have not been picked up after 45 minutes, we will contact local authority. If children are regularly late being picked up without reasonable explanation, we will contact OFSTED and social services, inform them of what has been happening, and their advice will be followed.

### **STUDENT PLACEMENTS**

From time to time students from local schools and colleges attend Pre-school for work experience. The students may, from time to time, take photographs, or write observations on a number of children as part of their course work. If parents have any concerns or objections to this, please speak to a member of staff. At no time will a student or volunteer helper be left alone with the children.

### **PARTNERSHIP WITH PARENTS**

Our aim is to work together with parents for the benefit of the children, so we invite your views and ideas.

Parents and families are welcome to visit the Pre-school at any time, and to become involved in its activities.

It has been acknowledged that parents and practitioners working together benefit their children, and we believe this to be true.

When your child starts at the pre-school there will be a Learning Journal created for recording their achievements and for planning their development. This folder is to be completed by practitioners to record your child's ongoing development. Parents input are always welcomed if your child achieves something you want to be included let the staff now and it will be recorded or if it is a work of art add to the Journal. Pre-school could even expand on their learning.

Photographs of family members, pets and familiar things to your child will also be requested for the journal. At any time you or your child can access their journal, please ask your child's key person and it will be arranged for you to collect and take home to read if you wish.

We organise a parent coffee morning each year which gives parents the opportunity to come into the setting and discuss their child's development whilst watching their child at play.

### **HYGIENE**

When dressing your child for Pre-school, please bear in mind how frustrating it can be for a child trying to wash hands with tight cuffs on, and to toilet themselves struggling with buttons or dungarees.

As children leave it to the last minute, it is easier for them to be able to quickly pull something down. We have a very limited amount of spare clothing in case of an accident, but would appreciate it if you could supply a spare set of clothes each time your child attends the setting as they will be taking part in messy activities and water play.

For those children who will attend in nappies or pull ups - please be advised that due to not having the facilities to dispose of soiled/wet nappies, they are to be sent home with your child.

Whilst every effort is made to protect your child's clothing from paint etc, it can be upsetting and costly for parents to have their child's clothes stained or damaged. We strongly recommend suitable clothing for your child's enjoyment.

The wearing of jewellery is not encouraged as it can lead to accidents, and the Pre-school will not be responsible or liable for the loss of or damage to, jewellery.

### **MULTI-CULTURAL PROVISION**

The aim of our group is to integrate all members of society within our Pre-school; the Pre-school welcomes everyone regardless of their racial origin, religious persuasion, and cultural or linguistic background. Multi-cultural items of dress, cookware, food and ideas would always be appreciated. The use of a variety of such items is invaluable to break down the social barriers through play.

People working with young children should value and respect the different racial origins, religions, cultures and languages in a multi-cultural society, therefore, each child within the group has the ability, as an individual, to mix without racial or gender stereotyping.

It is important that people working with young children are aware of this, so that their practice enables the children to develop a positive ability in their attitudes to the differences of race, culture, language and differences of gender.

## **EQUAL OPPORTUNITIES**

Our Pre-school welcomes adults and children of mixed abilities and sex. Your child, at some stage, may be mixing with others in our group who may have special needs or disabilities. Regardless of ability or gender, boys and girls will be treated as individuals and allowed equally to use and experience any items of play they choose, playing independently or in a group.

## **MANAGEMENT OF CHILDREN'S BEHAVIOUR**

All children will be encouraged and guided gently into accepting certain guidelines which are followed in order for the safety and well-being of each and every individual. We encourage and give praise for positive behaviour, such as kindness and sharing, and avoid situations in which children receive attention only because of undesirable behaviour.

Physical punishment, such as smacking or shaking, will neither be used nor threatened. Techniques intended to single out and humiliate individual children such as a "naughty chair", will not be used. Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern. Where appropriate this might be achieved by a period of "time out" with an adult. In any case of misbehaviour it will always be made clear to the child, or children involved, that it is the behaviour and not the child that is unwelcome.

## **HEALTH AND SAFETY**

In the interests of health and hygiene, parents are requested to keep their child at home if he/she has any infection, such as sickness, chicken pox, measles etc. Also it is not advisable for a child to return to Pre-school until 48 hours after the last attack of sickness and diarrhoea - this is in line with the Health Authority guidance. We would also appreciate a telephone call so we can fill in our records and warn appropriate parents (e.g. those who may be pregnant).

If a child should become ill during their time in Pre-school, we will inform parents by telephone, and keep the child comfortable until they are collected. If a child should need urgent medical attention, we will inform parents, and phone for the emergency services (permission forms will be checked).

A first aid box is kept for use on the premises, and we have one which we take out on trips. Both of which are regularly checked and maintained. At least half of the staff working during the session holds a current first aid qualification.

All accidents are recorded in our accident book and a parent/guardian/carer will be informed at the end of the session (or sooner in case of a severe bump on the head, suspected broken bones, or bad cut requiring stitches). In both cases the accident form needs to be signed by the person collecting the child. Where a bump to the head is received a slip detailing the time of the incident will be given to whoever collects the child in the event of a delayed reaction to the accident. We may also ask parents to fill in an injury form, when children have had an accident outside of Pre-school.

Ideally, children who require medication should have it before they come into Pre-school. If it cannot be avoided, a medication form will need to be completed upon arrival at the pre-school and signed by the parent at the end of each session. It needs to include the dosage, and how to administer the medication, time required, time of last dose and the name of the medication. All medication is to be given by a leader or manager, and witnessed by another member of staff. This is to make sure overdoses are not given, and the medication is given correctly.

In case of any child suffering from asthma, one medicine form will need to be filled in to cover the staff to give Ventolin etc in case of an attack. Parents will always be informed if their child has needed their inhaler, and

they will need to sign a medicine form to show that they have been informed. As part of the CHILDREN ACT 1989 our Pre-school is regularly checked by fire prevention officers. We are also inspected by OFSTED.

All members of staff are familiar with the emergency evacuation of the building in the event of a fire etc. Staff are also aware of the positions of the fire alarm and extinguisher, and are familiar with how they are used. A fire procedure is on display at all times. A fire drill is held half termly on different days, and a log book is kept to record any evacuations (practice or not).

### **CHILD PROTECTION**

The protection of children must be every adult's first priority and we must be concerned for the well being of each and every child in our care. It is essential that we are informed if your child has had an accident outside of Pre-school, as we will need to record it on an injury form, and, in case of a bump on the head/car accident etc, we may need to keep a close eye on your child who may show a delayed reaction to the accident. This is to comply with our Child Protection Policy. We do realise that some children are more accident prone than others, and this may also reflect with how many accidents they have whilst attending Pre-school.

### **MOBILE PHONES**

Mobile phones are kept in a central place at all times and are only used for emergencies. Mobile phones are never used to take photographs of your children.

### **SMOKING POLICY**

The whole of the building at the setting is a non smoking building to comply with government legislation. We would also request that smoking is not undertaken at the entrance of the setting.

### **COMPLAINTS PROCEDURE**

If parents/guardians have a concern about the Pre-school or the staff, we recommend that you first talk to the leader who will try and resolve the problem with you. It may be advisable to make an appointment out of Pre-school hours. Complaints will be taken seriously and dealt with fairly, and in a way that respects confidentiality. Full procedures for complaints are available for you to see in our policies, which are on display in the foyer.

### **TERM DATES - 2014/15**

#### Autumn Term:

Pre-School Opens:	Thursday 28th August
Mid-Term Break:	Monday 20th - Friday 24th October
Last Day of Term:	Friday 19th December

#### Spring Term:

Pre-School Opens:	Tuesday 6th January 2015
Mid-Term Break:	Monday 16th - Friday 20th February
Last Day of Term:	Friday 27th March

#### Summer Term:

Pre-School Opens:	Monday 13th April
May Day:	Monday 4th May
Mid-Term Break	Monday 25th - Friday 29 <sup>th</sup> May
Last Day of Term:	Friday 10 <sup>th</sup> July

## POLICIES & PROCEDURES

A list of our current Policies and Procedures are always accessible to parents in the foyer and comprise of the following:

- Risk Assessments
- Behaviour Management
- Biting Policy
- Mobile Phone
- Equality & Diversity
- Non-Collection of Children
- Special Educational Needs/Disability
- Confidentiality
- Equipment & Resources
- Complaints Procedure
- Admissions
- Settling In
- Staffing and Employment
- Food & Drink
- Lost Child
- Safeguarding Children
- Photographs
- Health & Safety
- Safety at the Memorial Hall
- Fire Drill
- Parental Involvement
- Student Placement
- Children Leaving
- Expectant Mother
- Illness Exclusion Periods



## Common Infections:

For your information in order to control the spread of infections, the following advice has been taken from the Health Protection Agency (HPA) website on some of the more common child infections/illnesses.

Chicken Pox	-	not to attend the setting for 5 days from the onset of the rash
German Measles	-	not to attend the setting for 6 days from the onset of the rash
Measles	-	not to attend the setting for 4 days from the onset of the rash
Shingles	-	not to attend if the rash is weeping
Scabies	-	can return after their first treatment
Scarlet fever	-	can return 24 hours after commencing antibiotics
Diarrhoea & Vomiting	-	can attend the setting 48 hours after the last episode
Impetigo	-	can attend 48 hours after commencing treatment
Flu	-	not to attend the setting until fully recovered
Whooping Cough	-	not to attend the setting until 5 days after commencing antibiotics
Diphtheria	-	Exclusion is essential
Hepatitis	-	not to attend the setting until 7 days after onset of jaundice
Meningitis	-	not to attend the setting until fully recovered
Mumps	-	not to attend the setting until 5 days after the onset of swelling
Tuberculosis	-	please consult the local HPA

If you are unsure whether to keep your child away from the setting, please speak to either Wendy or Lisa or search the HPA website.

Thank-you

# **Lunch Box Safety Tips**

## **Keep Kids Lunches Free from Spoilage, Contamination, and Germs**

Trying to pack a healthy meal in a child's lunch box? A truly healthy lunch is also a germ free one. Here are some useful lunch box safety tips for parents.

What germs are festering in the kids' lunch boxes? It is a thought that may or may not occur to parents as they quickly pack all those wonderfully healthy snacks, sandwiches, and drinks for their children's school lunch in the morning. Using a few lunch box safety tips could help to avoid the possibility of illness due to food spoilage, contamination, and germs.

## **Keep Bacteria Away from Kids' Lunches**

When putting together a school lunch, parents should practice good hygiene by making sure that their hands and countertop work surfaces are clean. Wipe the work area down with antibacterial wipes or spray before getting started on preparing food and snacks for the children's lunch boxes, and this will help avoid cross contamination.

Check the lunch box to be sure that it is clean. Doing a daily wipe down of the lunch box inner lining and making sure that it is completely dry before packing the new lunch is an important lunch box safety tip.

## **Avoid School Lunch Box Spoilage**

One of the biggest issues with lunch boxes is the potential for food spoilage. Most schools do not provide an opportunity for children to refrigerate their food until it is time for lunch. Therefore, things like milk and mayonnaise will sit out for several hours at room temperature where harmful bacteria may grow. Using an ice pack is one way to keep a lunch from spoiling.

## **Other Lunch Box Safety Tips**

There are many other important lunch box safety tips that can help to keep a child's lunch from spoiling or being contaminated. Try some of these ideas to keep kids' lunches safe:

- Freeze water, juice, and milk before packing
- Keep packed snacks chilled in the refrigerator overnight
- Freeze items such as grapes, yogurt frubes and carrots before packing
- Wash fruits and vegetables thoroughly
- Use small, reusable containers or sealed bags to keep wet and dry snacks separated

Children will need to contend with plenty of germs at school. Parents can help to keep them at bay by packing a healthy lunch in a safe and germ free lunch box. Use the sensible lunch box safety tips listed above to keep kids' lunches free from spoilage, contamination, and harmful bacteria.

Please ensure that your child's lunch bag/box is clearly labelled with their name and also all tubs, drinks etc. Your child will be encouraged to bring all of their leftover food, packets, cartons etc home with them in their lunch bag in order for you to monitor what your child has ate. Would you please pack a sandwich bag for the waste to be put into in order to avoid any mess in the lunch box.

## Accessing the Free Early Education Entitlement (FEEE) A Guide for Parents and Carers

### What is FEEE?

FEEE is a national government scheme which allows all parents/carers of children aged 3 and 4 to be able to access up to 15 hours of FREE early learning and childcare each week for a maximum of 38 weeks per year. Your child will be eligible at the start of the school term following their 3<sup>rd</sup> Birthday as detailed in the table below.

<b>A child born between:</b>	<b>Will be eligible for a free place from:</b>
1 <sup>st</sup> April and 31 <sup>st</sup> August	The start of the autumn term following their third birthday until statutory school age
1 <sup>st</sup> September and 31 <sup>st</sup> December	The start of the spring term following their 3 <sup>rd</sup> birthday until statutory school age
1 <sup>st</sup> January and 31 <sup>st</sup> March	The start of the summer term following their 3 <sup>rd</sup> birthday until statutory school age

There is also 2 year funding available for those who are eligible – for more information, please go to [http://www.leics.gov.uk/index/children\\_families/family.htm#2yold\\_funding](http://www.leics.gov.uk/index/children_families/family.htm#2yold_funding) or contact 0116 3056208. Eligible children include those whose family meet the criteria for free school meals and also those under the local authority such as foster children.

### Why should I use the FEEE?

When your child attends an early years provider they will follow the Early Years Foundation Stage, which is a play based curriculum. Children will learn how to develop their social, physical, speaking, listening, reading and writing skills and will learn through mathematical and creative activities. Access to high quality early education and childcare can give your child the best possible start and prepares them for starting school. Your chosen setting will create a learning journey detailing your child's progress and achievements, this should be shared with you throughout their time at the provision and can be used to aid transition into school or between providers.

### Where can I access FEEE?

There are different types of provisions available including full day care nurseries, pre-schools, playgroups, some children centres and childminders. Staff are trained and qualified to care for your child, helping them to learn and develop.

All providers offering the FEEE will be registered with OFSTED and be on the Local Authority's Directory of Early Education Providers.

Leicestershire's Family Information Service is a free and impartial service that can help you choose the right kind of place for your child and provide you with the contact details of settings in your area. For more information contact them on: 0116 305 6545.

**Although you have a choose of providers as detailed above, you may not always be offered the full entitlement at the times you want or at the provider of your choice.**

### **Are there any restrictions on accessing the funding?**

Although Early years Providers will try to meet your individual needs, when accessing your 15 hours of FEEE the following rules apply:

- you can take no more than 10 hours in any one day
- you can't use less than 2.5 hours in any one day
- you can access your 15 hours between 7.00 am and 7.00 pm
- you can spread your 15 hours free early learning entitlement between a maximum of 2 providers. In cases of over claims the local authority will determine how your payments are split between the two providers
- your child must be in attendance for all of the funded time claimed for by your early years provider, unless there is a valid reason such as illness or holiday
- in order to access your hours you must ensure you sign a Parental Statement of Undertaking (PSOU) for the setting and provide the setting with proof of your child's age i.e a document such as a birth certificate, passport, or medical card.

Please be aware that although you can split your 15 hours over 2 provisions, if there is a combined claim for more than 15 hours the local authority will decide how to pay each provider and you may find that you are charged for any additional hours taken over and above the free entitlement.

### **What do I need to do to get funding?**

Once you have decided which provision you would like your child to attend and have negotiated the hours, you will be asked to complete a PSOU and to provide a copy of your child's birth certificate. The provider will then claim for the funding on your behalf.

Your child must be attending your chosen provision before the dates shown in the table below. If your child is not in attendance (due to holidays or sickness etc.) but is registered with the provision and is able to take up their place within two weeks of this date, then you can still receive your free entitlement from the start of the term.

Term of Funding	Headcount Date
Autumn 2014 term	11 <sup>th</sup> September 2014
Spring 2015 term	15th January 2015
Summer 2015 term	23 <sup>rd</sup> April 2015

## **Do I need to pay anything up front?**

No. Your 15 hours is totally free and you should not be asked to pay any costs towards it. However, if you need to use the setting for more than the funded 15 hours, you should agree the charges for these directly with the setting, preferably before you take up your place.

In addition you should discuss any further costs, i.e. meals (funding does not cover this element), nappies, wipes, drop off and collection charges and dance or music classes etc, prior to your child taking up their place at the provision.

Whilst funding does not cover services such as the food/snacks etc. You should, if only attending 15 hours per week or less of funded time, be given the opportunity to provide your own snacks/lunches/nappies etc. In order that the place remains completely free of charge.

You are not required to pay a retainer fee (i.e. to secure your place from term to term) or a deposit (prior to starting at the provision), however in some cases, providers may not be able to guarantee your child a place if these are not paid. In most cases, the retainer or deposit will be refunded once the place is taken up.

The local authority is unable to dictate what a provider charges for any additional hours taken or services offered outside of the free entitlement.

## **Can I access the FEEE in the holiday periods?**

If you do not wish to take up all of your 15 hours free entitlement during term time and attend a setting which is open for more than 38 weeks per year, you may be able to utilise the unclaimed hours during the holidays. Not all settings can offer this flexibility, so for more information on how to access this 'stretched offer' please speak to your provider.

## **Is there any additional support for my child if they have Special Educational Needs or Disabilities (SEND)?**

If your child has SEND and attends either Sketchley Hill or Wigston Menphys Centre's you may be able to access up to an extra 6 hours of FEEE per week. If this is the case you should speak to your provider about claiming for this time.

## **What about starting school?**

Legally, your child does not have to start school until he or she is of compulsory school age which is the term after the child turns 5, you may still receive the FEEE until this point.

From the Autumn Term 2014, for children born between 1<sup>st</sup> September 2009 and 31<sup>st</sup> August 2010, parents/carers can request a part time 4+ place for their child, until they reach compulsory school age. You can also defer your child's place, however the child must have attended school for pre-admission visit/s (usually for

two half days) before the summer break to Year 1, as the place cannot be held beyond the year it was applied for.

All schools under the control of Leicestershire County Council have a single entry point, i.e Autumn term, for first time admission at 4+. However parents must ensure full-time education for their child from compulsory school age.

When you apply for a school place before your child has reached compulsory school age, you may be offered a part time place in a nursery or reception class at primary school, when he or she is four years old. This place will be free except for meals and trips.

Once your child is attending school (even on a part time basis), your childcare provider will no longer be eligible to claim for the FEEE on your behalf. This also applies to out of county schools who may take children at different entry points.

<b>For those children born between</b>	<b>Leicestershire's school admission date for children aged 4+</b>
1 <sup>st</sup> September 2009 to 31 <sup>st</sup> August 2010	Autumn term 2014
1 <sup>st</sup> September 2010 to 31 <sup>st</sup> August 2011	Autumn term 2015 (Parents must apply for a place prior to 15 <sup>th</sup> January 2015).

For more information on schools admissions please visit: [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions)

# Early Years Privacy Notice – Data Protection Act 1998

We, Anstey Early Learning Pre-School, are the Data Controller for the purposes of the Data Protection Act.

## What information does the Early Years setting hold?

This information includes your child's contact details, attendance information and personal details such as ethnicity, special educational needs and any relevant medical information.

## Who has access to the information?

By law we are required to pass some of your child's information to the local authority, Leicestershire County Council (LCC) and the Department for Education (DfE).

## Can I see the information that the Early Years setting holds?

If you want to see a copy of the information we hold and share about your child then please contact Lisa Sterland on 07904 170 196.

## Where can I find out more about what the LCC and the DfE use the information for?

If you require more information about how LCC and the DfE hold and use your child's information, then please use the following websites:

### Leicestershire County Council | Privacy Notices

[http://www.leics.gov.uk/index/your\\_council/council\\_publications/data\\_protection/schoolsfpnhtm](http://www.leics.gov.uk/index/your_council/council_publications/data_protection/schoolsfpnhtm)

**Note:** The above page may be updated throughout the year and parents are responsible for checking for any changes, particularly in terms of how the data is used and shared.

### Department for Education | Schools | Administration and Finance | Information about children, education and schools | Data management | Privacy notices:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-childrens-data>

If you are unable to access the DfE website, please use the following information:

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

Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288

## Can I see the information that Leicestershire County Council holds?

If you want to see a copy of the information the local authority hold and share about your child then please contact:

Leicestershire County Council  
Early Learning and Childcare Service  
County Hall  
Glenfield  
Leicestershire  
LE3 8RF

Telephone: 0116 305 5788

Email: [childcare@leics.gov.uk](mailto:childcare@leics.gov.uk)