



Laugh and Learn Pre-school Tarring

Prospectus

West Tarring Young Peoples' Club, 9b High Street, Tarring, Worthing, West Sussex, BN14 7NN
Pre-school Mobile: 07568443352

Office Mobile : 0780 9254917, Email : laughandlearnbennett@yahoo.co.uk, www.laughandlearn.co.uk

Where is the Pre-school?

Laugh and Learn Pre-school is situated in Tarring Village and is set back well away from any traffic offering safe easy access for parents and children. The main hall is bright and spacious and there is a 'quiet' room where the children can do more peaceful activities such as reading/small group work and there is a large outside play area.

Pre-school Ethos

The ethos of the Pre-school is to provide a safe, caring environment for children to take their first steps into the world of learning and the development of social relationships with other children and adults outside of their own immediate family. We will endeavour at all times to promote equality of opportunity for all children in our care, including support for children with special educational needs or disabilities, and to promote and value diversity and difference by promoting British Values throughout our entire provision, which include Democracy, The Rule of Law, Individual Liberty and Mutual Respect and Tolerance and to be observant to the signs of extremism in any form. This prospectus should be read alongside our Pre-school policies and our Terms and Conditions for a full description of our services. All of which can be found online or in paper form upon request.

Ofsted Registered

The pre-school was last inspected by Ofsted in June 2021 and gained 'good' in all areas. You can view a copy of the report on the Ofsted website: <https://reports.ofsted.gov.uk/provider/16/EY553408>

The Early Years Foundation Stage Curriculum (www.early-education.org.uk)-

The Pre-school covers all seven areas of Learning and Development by planning for every child's individual needs with a balance of adult-led and child-initiated activities in these areas: Personal, Social and Emotional Development (PSED); Communication and Language (CL); Physical Development (PD); Literacy (L); Mathematics (M); Understanding the World (UW); Expressive Arts and Design (EAD)

The staff complete online individual development records for every child for parents to view. There is a keyworker system in place whereby each staff member has a group of children to nurture and observe and is available for parents to discuss any issues with.

Current opening hours (Open 38 weeks per year):

½ Hour Early Bird session	Monday - Friday	8.30-9.00
3 Hour Session	Monday - Friday	09.00-12.00
5 ½ Hour Session	Monday - Friday	09.00-14.30

Fees (next review date April 2024):

The hourly rate for 2-year-olds is currently £6.40 based on a higher staff ratio of 1:4.

The hourly rate for over 3-year-olds *once in receipt of the Free entitlement* is currently £6.10 based on a staff ratio of 1:8.

½ hour session for 2-year-olds £3.20, 3-hour session for 2-year-olds £19.20 5 ½ hour session for 2-year-olds £35.20

½ hour session for 3-year-olds £3.05, 3-hour session for over 3-year-olds £18.30, 5 ½ hour session for over 3-year-olds £33.55

There is voluntary daily consumables charge at £1.00 per day.

Any additional hours will be charged at the above hourly rates.

- Fees and voluntary consumable charges are paid half termly in advance by the first day of term.
- There is a £10 administration charge for any late **fee payments**.
- Non payment could result in your child losing their place.
- Fees and voluntary consumable charges are reviewed annually.
- Fees and voluntary consumable charges are still payable in the event of any absences, for example Bank Holidays, holidays, or sickness.
- Fees and voluntary consumable charges are still payable in event of pre-school having to close due to unforeseen circumstances that are out of our control (e.g., lack of staff due to illness such as swine flu, circumstances due to bad weather, unable to use premises due to heating failure, floods, damage to premises causing it to be unsafe for our use etc)
- 12 weeks notice must be given in writing if you wish to withdraw your child.

In the term after your child's 3rd birthday, they are eligible for the Universal Free Entitlement which will fund up to 15 hours per week and an additional charge will be made for any hours over and above the number of FE hours being claimed. For the 30 hours Free Entitlement for working parents, you will need to apply online and provide us with the relevant code to enable us to claim the funding.

Admission policy:

- An application form must be completed signed and returned with a £35 registration fee before a place can be offered. The registration fee will be returned once the child has taken up their place with us by way of a credit against any fees due.
- Applications are accepted on a first come first served basis.
- Please feel free to make an appointment and see the pre-school during opening hours.
- If you are already in receipt of a letter confirming, you are entitled to the 2 Year Free Entitlement Funding the registration fee will be waived.
- Health policy: No children must attend pre-school whilst suffering from or carrying any infectious or contagious diseases (including COVID and chicken pox). For sickness and diarrhoea children must not attend pre-school until 48 hours after the last bout. All jewelry and hooped/drop earrings must be removed before attendance. Only stud earrings only will be permitted.

Information we hold about you and your child.

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

The data we collect is.

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [i.e., 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 subjects [i.e., 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.