

**St. Mary's Pre-School
Prospectus
2022-23**



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**Pre-School Manager
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Welcome to St. Mary's Pre-School

Mission statement – our aims and objectives

St. Mary's Pre-School aims to provide an inclusive and child-centred setting, with a safe, caring and stimulating environment in which children can play and discover the world around them. Within a Christian environment that respects the diversity of cultures, races, religions, children of all abilities and stages of development will be able to experience a wide range of play activities, to develop the whole child. We believe that the most important way a child can learn is through play. It is our aim to pray for each child regularly, whatever their religious background.

The Pre-School is for children aged 2 years 2 months up until they enter a nursery class or full-time school.

The building

The Pre-School takes place at the Church Centre. It looks out over a sensory garden and ancient graveyard which has been awarded a green flag. The Pre-School has a garden which is accessible from the room and the children have the freedom to choose from a range of activities both indoors and outdoors. There is a well-equipped kitchen, a hallway for hanging coats, and good toilet facilities. The Church Centre joins on to the Church, which we hope will become a familiar and friendly place to the Pre-School children.

Times of sessions

The Pre-School runs on Monday to Friday mornings, from 9.15am to 12.15, during school term-times. Please try to be prompt when dropping off and when collecting your child to save any distress.

Admissions

The Pre-School accepts children from all backgrounds, regardless of race, religion, language, special needs, or background. In the event of over subscription, priority of places will be given in the following order:

- a) "Looked after" children
- b) Children referred by other agencies
- c) Children with special needs
- d) Children of nursery age who do not have a suitable nursery place
- e) Children of regular congregation
- f) Siblings of children who are/have previously attended the Pre-School
- g) Children who have been on the waiting list the longest

Your child will usually be offered 3 sessions per week at first. If spaces allow, the number of sessions may increase at an appropriate stage. We strongly encourage parents to consider how many sessions is best for their child and the family especially as we usually have a long list of children waiting for space at St Mary's.

Settling in

We aim for all new children to settle into Pre-School quickly. You are welcome to visit the Pre-school with you child before they start, this will help you both know what to expect. We carry out home visits before your child starts. This is a time for us to gather information about your child to help them settle in and get to know us in the comfort of their own home. Parents are also encouraged to only leave their child for an hour on their first day. Each child is different, and some may need longer to settle in. The first few sessions can sometimes be harder for the parent than the child! If there are any difficulties with settling in, we will work with each family to find a solution to the problem.

Fees

The table below outlines when children can receive a free place.

Child born between	Can have a free place from
1 st April - 31 st August	September after their 3 rd birthday
1 st September - 31 st December	January after their 3 rd birthday
1 st January - 31 st March	April after their 3 rd birthday

To claim a free place, we must see your child's Birth Certificate and we need your child's NHS number. You will be asked to sign a form to say which Pre-Schools or Nurseries your child is attending as your child may attend another Pre-School as well if you wish. Your child is entitled to a total of 15 hours free per week.

If you do not qualify for a free place, then the cost per session is £17.85 per session. You will get an invoice at the beginning of each month and payment needs to be done by 10th of each month. We cannot give refunds for holidays, illness, or other absence, but it may be possible to make up for missed sessions.

Late Fees

If you are persistently late when collecting your child/children, then a late payment fee will be issued. The cost will be £5 for every 10 minutes you are late.

Special Needs

We welcome children with special needs. Our Special Needs Co-ordinator is Adriana Aitkaci Komarova. It is helpful to know if your child has any sort of Special Need before they start, so that we can ensure that we have any necessary resources or extra support staff ready for them. Special needs include any problems your child may be having, including special diets or

allergies, ongoing medical needs such as asthma or eczema, behavioural difficulties, poor speech development, eye-sight problems, etc. Please feel free to discuss any aspects of your child's development with any member of staff, who will be happy to help you.

Staffing

The manager who has an Early Years Qualification study takes the lead on the Early Years Foundation Stage (EYFS).

We have a mixture of staff. Between us we can speak several different languages.

Our staff ratios are as follows: -

1 adult to every 4 children under 3 years of age

1 adult to every 8 children over the age of 3.

It is our aim to have more adults available by accepting voluntary help whenever possible.

Children are always within sight or hearing of an adult. There will always be at least one adult in the garden if children are outside and children will not be allowed out of the Pre-School room unattended.

We also accept students and volunteers into our staff team, as well as temporary staff members.

Parent Helpers

Parents and carers are fantastic teachers. It would be great if parents who are able could come to help. Please ask the manager or deputy if you would like to help. This is a fantastic way of helping your child to get the best from Pre-School. We really value parent involvement.

The Curriculum

The Pre-School staff are constantly reviewing your child's progress so they can plan "next steps". This ensures that your child is given every opportunity to develop and learn. Activities will take the form of PLAY. When a child is busy playing, then they are busy learning. Parents will be given the opportunity to attend a parent's consultation morning once a term to see and discuss their child's development.

Tapestry

Every child has an individual learning journal. This is on tapestry, and you will receive an email to set up a password and access this. It has photos of them engaging in activities, and short observations of their achievements. This will also be shared with you at parent's consultations.

Prime Areas

Personal, Social and Emotional Development

Through games such as imaginary play, each child will be encouraged to express their own emotions as well as learning to see things from another point of view. All play activities will encourage your child to develop such skills as turn-taking, sharing, good manners and working together.

Physical Development

Your child will be able to play on slides, bikes, etc, as well as learning to use their hands carefully through threading beads, cutting out, colouring, and so on.

Communication and Language

The Pre-School is always full of chatter. The adult helpers will encourage the children to develop new words and phrases by being good role models. They will listen to each child and help to model good communication skills. There will be many examples of written language too, especially through books and the sharing of stories and songs.

Specific Areas

Mathematics

Every playing child is a thinking child. Play is the best way to learn many of the skills that your child will later need at school, such as sorting, reasoning, counting, matching, and so on.

Literacy

The children are given the opportunity to practise mark making, especially through role play, making shopping lists etc. They also develop the foundations for reading, by practising their listening skills. This is done not only through stories but also listening to and differentiating sounds in the environment and musical instruments.

Expressive Arts and design

By using a wide variety of materials and exploring a range of tools and equipment, children's play activities will help them to develop their creative ideas. They will have the opportunity to explore a variety of construction materials, and to be imaginative using the resources and equipment provided.

Understanding the World

The Pre-School play activities will help your child to learn new things about the world they live in and curiosity about how things work, including technology. We learn how families are all different, different occupations and encourage both children and parents to share their experiences.

The curriculum we follow is based on the Early Years Foundation Stage (EYFS) and is linked to the funding we receive from Government which allows children to receive free places.

Snacks

We ask that you can send in a water bottle everyday so that your child can drink whenever they feel thirsty not just at snack time.

During each session there will be a snack time, where each child can have a drink of milk or water and a healthy snack including fruit or vegetable. The children have bread or crackers with cheese or butter most days, to learn some key skills such as spreading. Snacks may vary according to the topic and the season. To help with provision of snacks, we ask for each child to bring a piece of fruit each morning when they arrive.

Trips

As part of the learning experiences provided by the Pre-School, visits within the local neighbourhood are made. These take place within the normal Pre-School hours and parents will be informed in advance. For example, we may look at the trees in the church garden, or hunt for insects. We may go to one of the local shops to buy something for our work in the Pre-

School, e.g., cooking ingredients. Whatever the occasion, we shall need extra adult help and hope that parents and carers will be delighted to be involved.

Management

The Pre-School is run by a committee made up of church members and Pre-School staff. We would welcome parent representation on the committee. Please speak to a member of staff if you would be willing to join us.

Parking

Please do not park on the Church forecourt, as this is reserved for those working at the church. For long-term parking, please use the multi-storey opposite.

Absences

If your child is unable to attend pre-school, please let us know, attendance is recorded and monitored for both funding and safeguarding concerns. If you are going on holiday, please let us know the dates if it is during term time.

Please remember that refunds cannot be given for missed sessions.

Bringing things home

Your child may have been creative during the Pre-School session, and often there may be something interesting to bring home. We hope you will respect their work and talk to them about it. This values them and their efforts and helps you to gain a little insight into the work of the Pre-School. But it may

be that your child does not have anything to bring home; this will be because they have been very busy working at other activities.

Behaviour

Staff in the Pre-School will act as role models for good behaviour, such as sharing and good manners. We understand the children are still learning how to share and play together, however, in the event of unacceptable behaviour we will talk the parent concerned and work together to help the child.

Uncollected Children

Occasionally a parent or carer may be unavoidably late when collecting a child. Please let the Pre-School know if you are going to be late. At the end of the session if a child is not collected after 10 minutes you may be issued with a late collection charge. Within a short while we will try to arrange with an "emergency contact" person to collect your child instead. If after one hour no one has been located who can collect your child, it is our policy to contact Social Services who will decide for your child to be cared for.

Illness and Accidents

Please do not bring your child to Pre-School if they are unwell, if they have any type of infection, or if they have sickness or diarrhoea. They should not return to Pre-School for **48 hours** after the last episode of illness.

If your child has a cold /runny nose but is feeling well then it is fine to bring them in - but not if they have a high temperature. We cannot give any medicines except those required in a life-saving situation, or where a child is on long term medication for a specific medical condition.

In the event of a child becoming ill during the morning, we would contact the parent or carer and ask for the child to be collected. Please make sure we have up to date contact details for you.

If your child has an accident at the Pre-School, appropriate First Aid will be given, and an ambulance called if necessary. A parent would always be contacted as soon as possible. For minor bumps or cuts, cold water will be applied, and a dressing if required.

If your child has an accident at home, for example a bump or cut, please let staff know when you bring them in.

Safeguarding Children

Children can sometimes be victims of emotional, sexual, verbal, or physical abuse, or neglect. If the Pre-School staff have concerns about a particular child, they will make a formal record of their worries. If necessary, advice from other agencies will be sought. The welfare of the child will always be our top priority. Also, if as a parent you have concerns for a child's welfare, please speak to the pre-schools safeguarding officer (name displayed on the parents notice board).

Equal Opportunities

Although St. Mary's Pre-School is run by Christians, it is a group which accepts children, families and staff from all races and religions. Children will see their own cultures and religions reflected and respected through the work and talk in the Pre-School. We celebrate the major Christian festivals of Christmas, Easter and Harvest, and where appropriate Bible stories will be shared with the group. There will be many opportunities for children and families from other religious backgrounds to share aspects of their own culture within the

group. We especially encourage parents to get involved so that we can learn from one another.

Policies

The Pre-school has policies relating to a range of areas. A folder of policies is available to view in the preschool. Please ask if you require to see them.

Complaints

Hopefully you will be happy with all aspects of the Pre-School, but if you are unhappy about anything, please come and talk to a member of staff, and we will try to resolve any difficulties straight away. In the unlikely event that you need to take a complaint further, then the Ofsted helpline is 03001234666 03001231231 or

by email to: enquiries@ofsted.gov.uk

Alternatively, their postal address is:

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