St John’s Pre-School

Prospectus

## Tel 07814 155110

Website: saintjohnspreschool.co.uk

E.mail: stjohnspreschoolmanager@hotmail.co.uk

Revised April 2018

**Welcome -** Welcome to St John’s Pre-School and thank you for showing an interest in us as your child’s early years’ education provider.

Here at St John’s we pride ourselves on our safe, warm, friendly and nurturing atmosphere. We work in partnership with you the parents and carers to ensure that all the children at St John’s Pre-School get the best possible start in their early years learning.

We encourage your child’s learning through free choice of play both indoor and outdoor, following the Curiosity Approach. We work with all the children in small groups to promote literacy and numeracy through a variety of learning games. Each child is encouraged to learn at their own pace, discovering ideas and concepts through play.

This prospectus is designed to provide you with information on what you can expect from us, and as this is a partnership - what we expect from you.

**Sections:**

|  |  |
| --- | --- |
| 1 - Staff and Management | 2 - Sessions and Terms |
| 3 - Getting Started | 4 - Routine - What We Do Each Day |
| 5 - Parent Roster | 6 - Equipment - What To Bring |
| 7 - Fees and Payments | 8 - Fundraising - Why and When |
| 9 – Children’s Learning Journeys | 10 - Other Important Information |

**1 - Staff and Management**

We are a community Pre-School, a member of the Pre-School Learning Alliance (PLA) and with a charitable status, owned and run by the parents of the children attending the group. The committee, responsible for the general running of the group, is elected annually in April and includes a Chair, Treasurer, Secretary, and Fund-Raising Team. The Pre-School is staffed by a manager, a deputy manager, several pre-school practitioners and pre-school assistants. Both committee and staff work together to ensure the Pre-School is run efficiently and in the best interests of the children at all times.

**2 - Sessions and Terms**

The Pre-School operates on a term-time only basis for 38 weeks per year. Sessions run Monday to Friday from 8.30am -11.30pm 11.30-2.30pm, or all day 8.30-2.30pm. We also offer an additional breakfast club from 8-8.30am (additional charges apply)

Sessions are offered on a first come first served basis. We can take up to 24 children per session and the minimum age is two years, although we can only take up to eight under-threes per session.

**3 - Getting Started**

To enrol your child, you will need to complete the Initial Enrolment Form attached to this Prospectus and pay a registration fee of £30, which includes a Pre-School bag and t-shirt for when your child starts. We advise parents to book an appointment to view the pre-school if your child is approaching 2 years, even if you are already on the waiting list. This will give you a flavour of what we do in pre-school and the latest information will be available. Your child will be offered a place as soon as one becomes available. Once a place has been offered, please advise as soon as possible if you wish to accept or decline it. New starters will be invited to attend free settling sessions before they start. Parents are expected to remain with their child on the first visit but will be asked to leave their child for a short period on subsequent visits (this will be arranged between the key-person and parent). This is an opportunity to meet the staff and familiarise yourselves with our routines, as well as ask any questions. **Please ensure that you have completed all the necessary forms and submitted them prior to your child starting with us**. You should also use the visit to familiarise yourself with our full set of policies and procedures, these are also available on our website. Prior to your child’s start date, we would recommend that you talk to them about what they are going to do at Pre-School (see below). Role playing e.g. hanging up their coat and saying goodbye to you, and then being ‘collected’ again, is a good way to prepare them for their first day. In addition to this we will also allocate you a home visit where possible, although not mandatory, we would recommend that you take up the opportunity for us to visit your home. The children love us visiting their home and are keen to share their toys from home.

**Key-Person –** Your child will be allocated a key-person when they start at pre-school. The key-person will build an attachment with your child to ensure they feel safe and secure and have high Well-Being. This in turn will allow your child to have high involvement in their play which will foster and enable brain development and progress.

**Grouping –** Children are placed into groups according to their age and School entry cohort year. Children who are in their Pre-School year, are called Snowy Owls and children who have 2 years before reception school entry are called Little Owls. Children who are with us for 2 years will move from Little owl Key-Staff to Snowy Owl Key-Staff to indicate a progression.

**4 - Routine - What We Do Each Day**

The routine we follow at St John’s Pre-School and all the group activities are in line with the Statutory Framework for the Early Years’ Foundation Stage.

**Our day begins at 8.30 a.m**. We encourage your child to say goodbye to you at the door so that they can go into Pre-School for self- registration on their own. If your child is not comfortable with this at first, please feel free to come in with them for the first few weeks.

Please advise a member of staff if there is anything you would like them to know (e.g. if your child has had a bad night or is feeling under the weather). To safeguard all of the children in our care, you will be asked to sign in your child at the start and sign them out at the end of the session.

**Self-Registration** - Your child will have a Photo with their name on it, your child can then place this on the registration board which is in the circle time area.

**Late Arrivals** – Please make sure your child is on time. Late arrival can unsettle your child as they arrive after all of their peers.

**Curiosity Approach**: St John’s Pre-School is committed to being an accredited Curiosity approach setting. This approach is influenced by Steiner, Montessori and Reggio Emilia theorist along with ‘in the moment’ approach which fosters child initiated play and learning. The pre-school fosters an environment that allows the children to explore and learn with loose parts and real life resources. In addition, allowing for risk and adventure in a safe environment.

**Child initiated learning-** During this time the children are free to choose any activity/toys to play with (indoors or outdoors). This could include the home corner, messy play (water/sand), construction, computer, writing and drawing, reading, dressing up, scooters and tricycles, woodwork, art and playdough area.

**Adults role:** During child initiated play and adult directed play the adult will teach through a range of methods which include; communicating and modelling language, showing, explaining, demonstrating, exploring ideas, encouraging, questioning, recalling, providing a narrative for what they are doing, facilitating and setting challenges.

**Cafe and Refreshments -** We operate a self-service fruit café both morning and afternoon. Children can access a range of fruits, milk and water throughout the sessions.

**Lunch time** – If your child is staying all day, they will be required to bring a packed lunch into pre-school. As we are a Healthy Eating Pre-School, we have guidelines on what can and cannot be brought into pre-school. A brief suggested list for your child’s lunch would be: Sandwich (no jam/ chocolate or peanut butter spread), Fruit and yogurt. Fruit bars or similar are suggested snacks which should be kept as a treat for home. We will provide all children with water for lunch. Please ensure that lunchboxes include icepacks to keep all food fresh.

**Steposaurus-** In keeping with our Healthy living ethos, we encourage children to walk or scoot to pre-school. In reward for this we work in partnership with West Berkshire council and children are rewarded with stickers, key-rings and a free swim after they walk 15 times.

**What Do I Do As Parent Helper?**

**Stay and play** – Parents are asked to sign up to the stay and play rota at least once a half term.

This is an ideal opportunity for you to see how the Pre-School runs and get a glimpse of how your child interacts during the sessions.

The Parent stay and play Rota is in calendar form and is kept in the corridor at the Pre-School. Parents may bring younger siblings with them. Parents of new starters are exempt from helping for the first half-term to avoid unsettling their child. Mums with newborn babies are also exempt for the first term in which their child is born. Please note it is the parent’s responsibility to take care of any siblings. Childminders covering the parent rota are **NOT** permitted, as per registration requirements, to bring their own or another minded child into the group unless they are on the register for the particular session.

Please familiarise yourself with the routine outlined above so that you can assist staff as required e.g. helping the children in their free play (joining in with your child’s game, remembering to let them take the lead); keeping a watchful eye for inappropriate behaviour and pointing out any issues to staff.

If a child requests assistance in going to the toilet (unless it is your own child) please ask the child to ask a member of staff to help them. You are **not** permitted to assist children in the toilet unsupervised.

**Small Groups -** Small group work takes place alongside free play, this is normally with the child’s key-group. Any small group work would be focussed on the child’s next steps and interests which support development in their Prime or Specific areas.

**Tidying Up** - The children are encouraged to put things away/tidy up throughout the session. Towards the end of the session we have our “tidy-up” time where every child is expected to help.

**End of Session circle time-** The children come together for stories, songs and phonic games. This is an opportunity for the children to wind down after the session and a clear indication that the session is coming to a close. Small group work with the Snowy owls may run alongside end circle.

**Dough Disco and Write Dance** – These are both early literacy programmes to help the children develop muscle control and development which are used when the children are ready for formal writing. These programmes may be used at any time during our sessions as and when it is deemed appropriate to support learning.

**Collection -** Please ensure that you arrive promptly to collect your child. Please wait outside until your child’s name is called out – they will then come out to the hallway to meet you.

**Notes Home . –** Please check your child’s book bag and tray every session to ensure that any letters and notes are not missed.

**Pink diary-** Each child is given a pink diary to be used to put pictures of home and to document any events from home. Your child’s key-person will also write down any thoughts from sessions or progress in their development. Pink diaries should be brought in every session and put in your child’s key-persons box located in the hall way.

**Forest School –** Around the time when your child is 3 years they will be invited to attend Forest school every other week, which is in the grounds of Cheam school. You will be asked to help support this by being a parent helper for some of your child’s sessions in the woods.

**Community walks –** Each week a small group of children go into the community to explore where they live. This may include visit to the market to buy snack, Walk to the park, Visiting the library or museum and much more.

**Transition and dual setting** – Transition onto another setting or School is a big part of your child’s life. It is important that it is handled sensitively and in the correct way. At St John’s we work closely with other settings and Schools to arrange visits before moving. We also do sessions with the children on moving on, along with Graduation for the school leavers and parties at the end of term. In addition to this, where a child attends another Early years provider, we will work closely with that setting to share development and learning to ensure next steps are tailored to your child’s needs.

**Yoga**- To support our curriculum and enhance the well-being of the children. We have a visiting teacher who attends every week to provide a Yoga session for the children. Additional fees apply for this.

**Heartbeeps-** To support our curriculum and enhance the well-being of the children. We have a visiting teacher who provides a music sensory session for the children in session. All children will take part and additional fees apply.

**5 - Equipment - What To Bring**

Please bring the following **named** items to each session to be kept in their book bag in their tray.

Full change of clothes (including underwear) appropriate for the weather and time of year - if your child is still in training pants or nappies please ensure that there are spares available;

Children must have appropriate clothing as we will attend Forest School, community walks and free-flow play in ALL weathers. If your child is not well enough to go outside, we would assume they are not well enough for pre-school.

Suggested list of clothing:

* Sun hat for summer months – sun protection is your responsibility, so please apply sun cream etc **BEFORE** the session as outdoor play takes place throughout the session;
* Outdoor wear e.g. warm coat and hat and/or waterproof and wellies depending on the weather that day – outdoor play takes place all year round whatever the weather (within reason, of course!).

**All items must be clearly marked with your child’s name**.

**6 - Fees and Payments**

Government-funded places (15 or 30 hours free entitlement per week) are provided from **the start of the term after your child’s 3rd birthday (2 year old 15 hour funding is also available, if you are eligible).** If you require additional hours over your 15/30 hours free entitlement you will need to pay **£5.00 for each additional hour.** Children aged 2 years and children not getting funding are also charged at £5.00 per hour. Snack charge is 50p per session. In addition, there is also a £5 maintenance charge to cover the cost of maintaining the pre-school building and grounds. You will be invoiced for half a term in advance and **payment is due before the start of the term** (**please note there is no free childcare offered if fees are not paid**). If, for any reason, you have problems with meeting the payment date, then please do inform the manager or the Pre-School Treasurer immediately). No refunds can be given for missed sessions or holidays during term time. Once your child becomes eligible for grant funding, you will receive a parent declaration form to complete and sign at the start of each term. The grant is paid directly to the Pre-School. Please note that the use of other childcare providers may reduce the amount of grant we can claim for your child.

**Breakfast club** from 8-8.30am is charged at £3. This includes a breakfast of cereals and toast. No government funding is available for this time.

**Yoga** is charged at an additional fee of £2 per week (please check which day Yoga is on, all children who attend the session will be charged).

**Heartbeeps** is charged at an additional fee of £2 per week (please check which day Heartbeeps is on, all children who attend the session will be charged).

**7 - Fundraising**

Each term the Pre-School undertakes fundraising activities - usually one or two activities a term. **Fundraising is extremely important** to the Pre-School as it allows us to purchase additional equipment and subsidise trips.

In the past, fund-raising events have included sponsored bounces, reads and treasure hunts, filling sweet tubes with small change, Christmas and summer raffles, coffee mornings and book stalls. If you have any ideas for alternative fundraising events, please let us know. We would particularly like to know if you or your partner is employed by a company who offer a matched-funding scheme, e.g. Vodafone, as this gives us the potential to double the amount of money raised!

**Being on the committee or fundraising team**

As the pre-school is run by a parent committee it is imperative that we continue to have volunteers to take on the roles of chair, vice chair, treasurer, secretary, committee members and fundraising team. Without these roles being filled we will not have a pre-school. If you think you can fill one of these roles, please speak to the manager who will give your details to the committee.

**8 – Children’s Learning Journeys**

As part of the Government’s Early Years’ Foundation Stage, we record the developmental progress of each child. This is recorded in their own ‘Learning story’. Key-staff make stories of their key children and share their learning in the format of a learning story. This is shared with the parents every half term when a story is taken home. Data of your child’s progress is tracked through a secure online platform called Tapestry, parents are also able to view their child’s journal and make comments via tapestry. Key-staff will use data of cohorts and of individual children to help progress and support development. Parents are welcome to come in and go through your child’s story and discuss progress with his/her key person at any time, however parent- key-staff consultations are scheduled 3 times per academic year. As with all details of your child, these development records are kept confidential.

9 **- Other Important Information**

**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 subject [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 [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.

**Contact Details -** You will be asked to provide us with contact details for yourself or the primary carer for your child. It is important that we have current contact details in case your child is taken ill during a session. This must be a telephone contact where we can reach you or the carer during your child’s session(s) at the Pre-School. **Please inform us if the details change.**

**Alternative Person Collecting Your Child –** We operate a password security system and if for any reason you or the main carer is unable to collect your child from the session, you **MUST** advise staff at the beginning of the session and your child will only be released if the password is known.

**Absences -** You are required to notify a member of staff if your child will be absent from Pre-School for any reason. For holidays, please advise the staff at least one week prior to your holiday dates.

**Infectious Disease/Sickness/Allergies** - Should your child contract an infectious disease, you must notify the Pre-School immediately by telephoning 07814 155110 and leaving a message. In the case of sickness or diarrhoea, the child must **NOT** attend the Pre-School until **48 hours after** all symptoms have ceased. Please inform the staff if your child suffers from or develops any allergies.

**Photographs** - We take photographs of Pre-School activities to provide evidence for sharing learning with parents and the children and for publicity purposes. If you do not wish your child to be photographed, please highlight this on your registration form.

**Notice to Leave or change sessions** - Should you decide to remove your child from the Pre-School, we require a minimum of 6 weeks’ term-time written notice.

**Keeping Children Safe**  -The safety of your child is of utmost importance to us. All of our staff and committee members are subject to enhanced police checks. We adhere to all relevant legislation to ensure that the children and families are safeguarded.

**NO Mobile phones –** St John’s Pre-School is a NO Mobile phone site. Please do not use your phone while in the grounds or in pre-school. This is in keeping with our Safe guarding policy.

**Complaints** - Complaints should be addressed to the manager in the first instance or to the Chair of the Committee. All complaints will receive a response within 28 days. If the matter is unresolved, you should contact:

Ofsted National Business Unit  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Tel: 0300 123 1231