

# **ST MARY'S PRE-SCHOOL**

**Mill Street, Brierley Hill**

**West Midlands**

**DY5 2TH**

## Pre-school staff

Mrs D Homer	Pre-school Leader	NVQ3 Childcare & Education
Mrs D Crumpton	Pre-school Assistant	NVQ2 Childcare & Education

## Committee

Mrs T Cutler	(Chair)
Mrs Liz Hipkiss	(Treasurer)
Mrs Nadine Hancox	Committee Member
Ms. A Maher	Deputy head
Mrs Katherine James	Secretary
Mrs Debbie Homer	(Pre-school Leader)
Mrs Debbie Crumpton	(Pre-school Assistant)

## Session Times/cost

Monday-Friday morning's	9.00am-11.30am
Monday Afternoon's	12.15pm-2.24pm
Cost per session £3.50 (unless fund granted)	

**Please not the door will remain closed until the above start times.**

## **Aims of Pre-school**

The main aim of the Pre-school is to provide a happy, secure and stimulating environment in which your child can develop to his or her full potential, and in which you as parents can feel relaxed and confident, with every aspect of care channelled to the needs of your child.

Through play the children will be encouraged to develop their skills in the following areas:-

- Language and literacy
- Mathematics
  
- Knowledge and Understanding of the World
- Creative development
  
- Personal and social development
- Physical movement
  
- To promote the early learning goals as set out for the educational provision for 3 or 4 year olds by The Office for Standard in Education (OFSTED), a department of central government.
- Parents will be given a copy of the OFSTED report upon request and a copy will be displayed in the unit.

**Daily Routine**  
**Learning Through Play**

	<b>Routine</b>	<b>Early learning goals</b>
9.00am	Children arrive. Hang up own coat. Put name tag in the registration pocket.	Personal & Social Language & Literacy
9.10am	Welcome Registration Circle time Weather Board	Personal & Social Language & Literacy Knowledge & Understanding Mathematics
9.25am	Free Play + Structured Activities	Personal & Social Language & Literacy Knowledge & Understanding Mathematics Creative Fine Motor Skills
10.25am	Tidy up time Toileting	Personal & Social Language & Literacy.
10.40am	Snack Time milk/juice fruit and biscuits	Personal & Social Language & Literacy Mathematics Knowledge & Understanding.
10.55am	Group time Story time Song time	Personal & Social Language & Literacy Creative Mathematics Knowledge & Understanding
11.10am	Outdoor Play (Weather permitting)	Physical Personal & Social Language Skills
11.30am	Collecting coats Home time.	Personal & Social Fine Motor Skills Language Mathematics

## **Admissions Policy**

The Pre-school Standard Number is 16 children per session.  
Admissions to pre-school are open to all children from the age of 2 ½ years.

## **Please may we make you aware of the criteria for admissions into school which are as follows:-**

If the number of applications exceeds the standards number, places will allocated in the following order of priority:

1. Baptised children living within the Parish of St.Mary's who also wish to attend St. Mary's school.
2. Baptised Catholic children living outside the Parish of St. Mary's who also wish to attend St Mary's school.
3. Non-Catholic children who have a sibling attending St. Mary's school.
4. Children who will be attending other local schools.

## **Registration**

A waiting list for Pre-school is in existence. Anyone wishing to enter their child into Pre-school will be required to add their name to the list

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We are concerned for the care and happiness of all the children. If, after a reasonable period of time, it is clear that a child is not going to settle, despite our efforts, then the pre-school leader may advise that he or she is re-admitted at a later date.

## **Diet**

During Pre-school sessions there is a social time where we share a drink and a light snack. We encourage each child to drink milk, but if they prefer orange juice, this is available. The snack may be fruit, biscuit or toast.

This is an enjoyable time when socialisation skills are reinforced.

You are asked to send your child with one item of fruit each week to share with others. If your child does not eat fruit you may wish to bring a packet of biscuits.

## **Toileting**

We do realise that at this age they are still likely to have accidents, and we have spare clothes available to cater for this should the need arise.

You may wish to send a spare set of clothes with your child.

Please let us know of any family or medical problems that may be upsetting your child. No matter how small, it helps us to know. All information will be treated in the strictest confidence.

## **Pre-school Fees & Funding**

- Pre-school fees are payable at the beginning of the week unless otherwise agreed.
- Fees may be paid by cash or by cheque, (payable at St. Mary's), in an envelope with your child's name on and given to the person in charge.
- Fees are also payable during absences.
- If your child is absent due to illness or holidays the full fee is still payable. In the case of prolonged absence a retainer fee is payable.
- The Pre-school is registered with the department for Education and Employment (DfEE) for nursery grants for 3 and 4 year olds
- When the grant has been received then parent's fees are no longer required.
- The Pre-school will notify parents when funding becomes available.

## **Attendance.**

- Once your child's place has been confirmed they should attend the sessions allocated. If you decide to remove your child a half term notice is required.
- If you fail to give this notice then you will be responsible for the fees payable for the remainder of the half term.
- It is very important for the welfare and safety of your child that the Pre-school Staff be advised of the identity of the person (s) collecting him/her on any given day.
- If your child is unable to attend Pre-school, please notify a member of staff on the first day of absence. (Please ring the pre-school number)
- If you are unable to collect your child at the specified time, please contact Pre-school immediately. Failure to do so may incur a charge.

Pre-school Staff will care for any child remaining after the pick up time.

## **Policies**

Our full policy statements are available, but a brief outline of the policies are listed for easy reference. All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome.

## **Summary of policies**

### **Behaviour Policy**

Pre-school committee will ensure that this policy is available to parents and that all staff and volunteers are aware of the policy and comply with it.

Children will at all times be encouraged to adopt a caring attitude to staff and fellow children within the pre-school.

The main points of which are:

- Never knowingly hurt anyone else
- If hurt themselves then tell the staff or a helper
- To share with others
- Not to run around the classroom
- Not to be spiteful with others
- To do as the staff or helper asks
- To always tell the truth
- To remember to say please and thank you
- To look after the books, toys and furniture
- To always wash hands after going to the toilet
- Never to say naughty words

## Equal Opportunities policy

- The pre-school welcomes, values and respects all children, families, staff and volunteers into the unit.
- The pre-school will seek to promote the attitudes on which respectful and tolerant behaviour are based.
- It is not acceptable for anyone to make fun of any respect of a person's identity

The above attitudes will be encouraged through role-play.

The Pre-school will try to ensure equality of opportunity for employees.

## Child protection

We intend to create in our Pre-school an environment in which any suspicion of abuse is promptly and appropriately responded to.

## Health and Hygiene

Our Pre-school promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults. It is important that we are notified as quickly as possible if your child is absent for any reason. If your child comes into contact with infectious diseases, i.e. chicken pox/meningitis, it is particularly important that you notify us as soon as possible, so that we can inform other parents, and because of the obvious danger to pregnant mothers through German measles.

If your child becomes ill at Pre-school or has an accident (other than minor bumps and grazes), we will make every effort to contact you. **It is important that we have your current contact telephone numbers. PLEASE KEEP US UPDATED.**

When children play together, small accidents sometimes occur. Minor bumps and bruises will be dealt with by the members of staff trained in First Aid, and your child will be cared for and reassured. The incident will be noted in an accident book, and you will be asked to sign to verify that you have been advised of the incident.

Should a situation appear to warrant an emergency procedure, we will take a child to hospital, **but please note that consent for treatments cannot be given by Pre-school staff.**

## **Parental Involvement**

All parents are actively encouraged to work together with Pre-school staff in obtaining the best results for your child.

We aim to keep you informed by regular letters and news updates, and staff are always available at the end of a session to talk with you. Please feel free to talk about any problems you or your child may be having, but please bear in mind that it is a bit hectic at the start of a session, so please be patient and if possible talk with us at the sessions end.

## **Safety and Security**

Safety of the children is of paramount importance!

A bell situated to the left of the door is available should you require entry before collecting time.

Please bring your child **into our Pre-school and ensure a member of staff receives your child.**

Usually children will only be released at collection time to known parents and/or known and fully identified collectors. Where for some reason this is not possible, the following is essential:

**You must inform us by telephone or in writing if anyone else is to collect your child from Pre-school and they must provide suitable identification.**

## **Records**

Certain records must be kept in accordance with the requirements of the Children Act 1989, and the following are kept in a locked filing cabinet to ensure confidentiality:

- Children's individual information sheets
- Staffs individual information sheets
- Details of children awaiting places
- Fire drills
- Accidents to staff and children
- Cleaning and safety checks on toys and equipment
- Details of medication administered if vital
- Staff appraisal forms.

Only the Pre-school staff have access to these records.