



# St Anthony's Pre-School

LOVING. LEARNING. TOGETHER

**PROSPECTUS 2022/23**



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# INTRODUCTION

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Thank you for enquiring about St Anthony's Pre-School . We have been situated in Hove for over 30 years and are immensely proud of helping all of our children to be the best that they can be.

As a local Mum of three young children (ages 6, 4 and 2), I know how hard it is to make the decision when selecting the best environment for your child. The truth is, that nothing will feel “right” at first, as the decision to leave your child is a tough one. But knowing how hard it is, makes it a lot easier for us to help you.

I am a qualified schoolteacher of over 15 years, and I am delighted that I have such a strong team around me. The team are dedicated and experienced in our setting, which helps to build the caring, nurturing environment which is vital for your child's growth and development. The final member of our team is you as we embark on this journey together – LOVING. LEARNING. TOGETHER.

This prospectus has been put together to help answer some of the questions that you might have. While reading, I am sure that you will have many more, so please feel free to email me anything that you might need at [sophie@stanthonyspreschool.co.uk](mailto:sophie@stanthonyspreschool.co.uk) or even better if you would like to come and see us in action so we can speak directly.

Enjoy learning more about our setting, and I look forward to hearing from you soon.

Sophie

Manager/Owner

07763 651 764

# 1. OUR VISION AND MISSION

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## Our Vision...

We aspire for all our children to become confident, secure, caring individuals who achieve personal success and develop a love of learning.

## Our Mission Statement...

- To provide a warm welcoming secure environment for all children,
- To encourage, value and extend every child's contribution to the school,
- To recognise and celebrate success in everyone,
- To provide a broad, balanced, carefully planned curriculum,
- To build strong collaborative partnerships with families and the local community,
- To encourage and enable the continuous professional development of all staff.



## 2. AIMS, VALUES AND PRINCIPLES

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Our aims will be:

- To provide a safe, happy and caring environment in which each child will have fun, grow in confidence and become more independent.
- To create a community in which each child is treated as an important individual. All children in the community will be given appropriate support to access the Early Years curriculum.
- To develop and widen their knowledge and experience by providing a range of appropriate experiences - as reflected in the framework of the Early Years Foundation Stage (EYFS).

The EYFS foundation consists of four themes:

- A UNIQUE CHILD - every child is a competent learner from birth who can be resilient, capable, confident & self-assured.
  - POSITIVE RELATIONSHIPS - children learn to be strong & independent from a base of loving & secure relationships with parents and/or a key person.
  - ENABLING ENVIRONMENTS - The environment plays a key role in supporting & extending children's development & learning.
  - LEARNING & DEVELOPMENT - children develop & learn in different ways & at different rates, & all areas of learning & development are equally important & inter-connected.
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- At St Anthony's this means making sure that the very best practice is continued for each individual child.
  - To ensure that we meet the national standards for childcare as regulated by Ofsted.
  - To provide an atmosphere of trust and understanding in which the children can enjoy a sense of security and gain self-discipline.
  - To plan an appropriate curriculum that has regard to the EYFS framework and which provides opportunities for children to learn in meaningful context and through firsthand experience.
  - To help children learn that courtesy, good manners and a consideration for others are essential qualities.

- To help children develop lively, enquiring minds, the ability to question and think rationally, to develop the ability to apply themselves to tasks and gain physical skills.
- To work with parents to help children fulfil their potential. At St Anthony's, we value the part that parents and carers can play and we welcome the support and involvement that they can give through sharing information, skills and talents, helping on the Parent Rota, ideas, suggestions and their involvement in our themes.
- The policies of St Anthony's Pre-School are available for reading at any time.



### 3. ADMISSIONS POLICY & REGISTRATION

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Our aim is to be as flexible to your needs as possible. If you have any questions, please ask us.

- We accept all children aged 2 to 5 years of age and celebrate inclusivity by learning about many different cultures as much as possible. We are happy with children who are not yet toilet trained, but please let us know the stage that they have reached (e.g. Nappies, pull-ups or uses a potty). Please note that you will need to supply the appropriate nappies or pull-ups and wet-wipes, and nappy bags for their disposal, together with a set of spare clothes in a named bag.
- We have a wide experience of many different conditions and children's special needs, but please discuss them with us first so that we can tailor our services to your child's particular requirements.
- We require a minimum of 2 sessions per week for your child to have continuity and enable the Key Worker to adequately assess and enable progression.
- You are required to give 4 term weeks' notice of a change of sessions or leaving. If this is not possible, payment in lieu of notice will be required. In addition, once sessions are booked, all absences, such as sickness, holidays etc. must still be paid for.
- A registration form is enclosed for you to complete. Please return it with the £45.00 registration fee. Payment details are on the form. Once booked, this fee is not returnable.



## 4. PROGRAMME OF ACTIVITIES

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We offer a wide range of activities covering all of your child's physical, intellectual, social and emotional needs. We provide a programme of activities to develop all the skills needed for personal and social development, language and literacy, numeracy and problem solving, knowledge and understanding of the world, creative and physical development, science and technology.

A typical session will include

- **Free play:** which includes painting, sticking, playdough, puzzles, games, art and craft, water play, construction toys, climbing frames, slides, trampoline, see-saws, home corner, book corner, soft play, out-door play etc.
- **Theme and discussion:** time for a quiet sit down in small groups for our theme in which the children discuss, show and look at items which have been brought in.
- **Milk time:** sitting down for milk and a healthy snack which are provided free by the Pre-School.
- **Nursery rhymes and songs:** the children are taught a variety of different nursery rhymes, songs and actions to go with them.
- **Physical games and activities:** we have a large selection of board and physical games such as bean bags, balls, hoops, streamers, etc., - musical instruments, cars and bikes. The children participate in a wide range of other activities such as dance, music and movement and other games etc. aimed at developing their mental and physical skills. These are varied daily and our plans cover all aspects of the curriculum.
- **Story time:** sitting on the carpet and listening to a story.
- **Getting ready for parents collection or lunch, if staying.** Lunch hour is from 12:00



## 5. FEES AND SESSIONS

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**We are open Monday to Friday- 08.30 – 16.00 during term time only.**

We have morning, afternoon and all-day sessions available on Monday - Friday.

Morning sessions are from	8.30 or 9.00 to 12.00
Afternoon sessions are for 3 hours and can be taken between	12.00 and 4.00*
These sessions can be extended by adding a lunchtime	12.00 to 1.00
All day sessions are	8.30/9.00 to 3.00 /3.30 or 4.00

*\* Please note these sessions run for 3 hours, starting and ending on the hour or half the hour and the door will be opened at the end of each session. Unless in an emergency, please do not disturb these sessions by asking to collect your child early.*

Children 2 years until Nursery Funding.	<b>£5.80 per hour</b> However, if you are entitled to the 2-year grant then 15 hours are free
Children entitled to Nursery Education	Your Entitlement is <b>15 hours per week for 38 weeks free (see below)</b> . If you require extra hours on top of this, the hourly rate will be £5.80. However, if you are entitled to the <b>30 free hours</b> entitlement you can choose between the hours of 8.30 to 4.00.

(Children to bring a packed lunch which they will have under supervision at 12.00)

Note - there is a minimum of 3 hours per session and 2 sessions per week.

We operate a discount for twins & siblings (10% off for 1 child) until they are entitled to the nursery grant.

### Nursery Education Funding

All children are currently entitled to 38 weeks, of 15 hours per week free nursery education from the Term after their 3<sup>rd</sup> birthday. The Pre-school operates 3 hours per session. These may be taken mornings or afternoons, or 6 to 7.5 hours in any one day.

All payments must be made half-termly in advance. I regret that there is no refund for absences, such as holidays or illnesses, since expenses of hall rent, wages etc remain constant. If you should experience difficulties in payments, please let me know so that alternative arrangements can be made such as fortnightly payments.



## 6. STARTING AT ST ANTHONY'S

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As mentioned earlier, a registration form is enclosed for you to complete. Please return it with the £45.00 registration fee. Payment details are on the form. Once booked, this fee is not returnable.

- **The First Days:** A child who is unhappy will not be able to play or learn properly, so it is important for parents and Pre-School staff to work together to help the child feel confident and secure at the Pre-School. This takes longer for some children than others and parents should not feel worried if their child takes a while to settle.
- **What to wear:** In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes, which are easily washable. We provide a uniform of T-shirt and Jumper. Please note that we also provide aprons for painting and water play.

It is good for children to practice the skills which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other peoples help.

- **Weekly theme:** Each week we have a “weekly theme” and interest table. Such as nature, pets, seasons, weather, the alphabet etc. This is a valuable learning experience for all of the children and particular benefit is gained from talking about it at home and bringing in something to talk to the others about.
- **Outdoor play:** We have an secure garden area for outdoor play at the rear of the preschool and a secure all weather area. The children will be outside with a wide variety of activities, such as; water play; sand play; cars; bikes; prams, construction toys etc, as well as painting in a safe and supervised environment.
- **Our parents’ rota:** Research shows that children learn better when their parents are involved and aligns with our motto “*Loving. Learning. Together*”. Our rota system involves all parents in helping in the Pre-School approximately once a term. This helps to maintain a high ratio of adults to children guaranteeing individual care and attention for each child. It also gives parents the opportunity to take an active part, to see what happens here and to talk about it afterwards with their child. We welcome the opportunity to use this time to discuss your child’s progress with you and any concerns that you may have. In addition, the rota system provides a valuable opportunity for all children to see their own parents in a new role. We greatly welcome any talents, ideas or suggestions that you may be able to bring to the Pre-School.

- **Notifiable illnesses:** Can you please let us know if your child comes in contact with any infectious illness such as; Measles, Rubella, Mumps, Chicken Pox etc. Please note that to prevent the spread of infections, after bouts of sickness and diarrhoea, 48 hours should elapse before returning to pre-school.
- **Smoking:** Parents/staff are not allowed to smoke in the Pre-School or on Church property.
- **Telephone contact:** We have a mobile phone at the Pre-School, 07763 651 764. Please use this during opening hours or if you need to contact me outside normal hours.
- **Helpful hints:**
  - Try not to let a favourite toy or comforter be brought in, as we encourage sharing of toys and this could lead to upset if it is taken by another child.
  - Let us know about your child's stage of toilet training, any change in your family's circumstances, or if anyone different is collecting your child.
  - Please ensure that all removable items of clothing (hats, coats, gloves, lunch boxes etc.) are clearly marked with your child's name.
- **Uniform:** Our policy at St. Anthony's is to wear our own light blue polo shirt /jumper with our name and rainbow emblem printed on. One polo shirt and jumper will be given free once booked and registration paid. You may if wished purchase a second set. This looks smart at all times and means they won't ruin their own clothes while having fun. On a health and safety issue it means they are easily identifiable and easier to spot on our pre-school outings.

I hope that your child's time at St Anthony's will be a very happy and productive one. If you want any further details or would like to discuss your child's particular needs. Please do not hesitate to contact me on my home number outside of normal opening hours.

## 7. CONTACTS

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- **Owner:** Sophie Weal
- **Telephone:** 07764 651 764
- **Email:** [sophie@stathonypreschool.co.uk](mailto:sophie@stathonypreschool.co.uk)
- **Web:** [stanthonypreschool.co.uk](http://stanthonypreschool.co.uk)
- **Address:** St Anthony's Pre-School, St Peter's Community Centre, Holmes Avenue/Hangleton Road, Hove BN3 7LQ





# ST ANTHONY'S PRE-SCHOOL



## REGISTRATION FORM (please complete in block capitals)

Registration Fee £45.00 by BACS which will be invoiced on receipt of completed form. Please also note that LEA only covers for 38 weeks annually, so the 39th week of the academic year will be added to your first half-term invoice. A copy of their birth certificate will be required for Nursery Grant purposes and your completed "All About Me" form.

Name of Child:  Child's Date of Birth

Name of Parents: (or legal guardian)  Parent Date of Birth

Address:

Post Code:  Email (Use Capital letters)

Eligibility Code (for 2 year old 15 hours FREE or 3 year old 30 hours FREE)  Emergency Telephone Number:

Mobile number  National Insurance number

Parent(s) Place of employment (If applicable)

Names and ages of other children in the family

Name and address of the family doctor

Doctor's Telephone Number

What language is used at home?  Ethnicity

Details of any serious conditions requiring hospitalisation or ongoing medication?

Are there any concerns regarding your child's speech?

Are they attending Speech Therapy?

Any Special Educational Needs, or anything else you would like us to know about?

Select the sessions you require and specify times you need.

	Mon AM / PM / Both	Tue AM / PM / Both	Wed AM / PM / Both	Thur AM / PM / Both	Friday AM / PM / Both
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I give consent for action to be taken in the event of a medical emergency to my child.	
I give permission for staff to take photographs of my child for craft activities and record purposes.	
I give permission to put photos of my child on Facebook, stanthonyspreschool.co.uk and Google Business Profile	
I agree to give 4 term weeks' notice of leaving and changes of sessions, or payment in lieu of notice.	
I have been given the opportunity to read the pre-school policies.	

Signed: .....

Date: .....