

St Anthony's Pre-school



Prospectus

**St. Anthony's Pre-School
St Peter's Community Centre
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Hove
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**Owner:
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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.



1. The Aims, Values & Principles.

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.

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 first hand 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 anytime.

2. Admissions Policy

- We accept all children aged 2 to 5 years of age, irrespective of gender, ethnic origin or religion. We are happy to take in 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.
- Children are accepted in birth order.
- We are also happy to accept children with special needs. We have a wide experience of many different conditions and 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.

3. Programme of Activities

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 daily 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.

4. Fees and Sessions

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. **£5.50 per hour.**
However, if you are entitled to the 2-year grant then 15 hours are free

Children entitled to Nursery Education. - Your Entitlement is **15 hours per week for 38 weeks free (see below).**
If you require extra hours on top of this, the hourly rate will be £5.50.
However, if you are entitled to the **30 free hours** 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 3rd 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.

5. Leaving and Holidays

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.

6. Starting at St Anthony's Pre-School

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 tea shirt and Jumper. Please note that we also provide aprons for painting and water play.

It is good for children to practise 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.

7. 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.

8. Outdoor Play

We have an enclosed area for outdoor play at the rear of the preschool. The children can 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.

9. Our Parents' Rota

Research shows that children learn better when their parents are involved. 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.

10. 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, 24 hours should elapse before returning to pre-school.

11. Smoking

Parents/staff are not allowed to smoke in the Pre-School or on Church property.

12. Telephone Contact

We have a mobile phone at the Pre-School. Please use this during opening hours or outside normal hours on my home number (see introduction).

13. 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.

14. Registration

A registration form is enclosed for you to complete. Please return it with the £30.00 registration fee, made payable to Lynne Butler, either at the home address shown in the introduction or at the Pre-School during opening hours. Once booked, this fee is not returnable.

15. St. Anthony's 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. On a health and safety issue it means they are easily identifiable and easier to spot on our pre-school outing.

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.

