

St Peters Pre-School
Memorial Hall,
105 Leicester Road
Mountsorrel,
Loughbrough,
Leicester
LE12 7AJ
Tel: 0116 2301559
(Session time only)
07877785197

St Andrews Pre-School
St Andrews Church,
Hinckley Road,
Leicester
LE3 3PF
Mobile Tel: 07934699176
(session time only)

St Marys Pre-School,
Rothley Village Hall,
Fowke Street,
Rothley,
Leicester
LE7 7PJ
Mobile Tel: 07868850544

Early Years PreSchool Limited



ST ANDREWS, ST PETERS & ST MARYS Prospectus 2010-2011

Pre-School's Directors – Mrs Elaine M Bird & Mr John R Bird
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Welcome to the prospectus of St Andrews, St Peters and St Marys Pre-schools, the prospectus provides lots of useful information about St Andrews, St Peters and St Marys pre-schools designed to aid you in making an informed choice as to a suitable pre-school setting for you and your child/children.

Whilst I have endeavoured to cover most of the relevant information for you to consider in this prospectus you may still have lots of questions to ask, my staff and I will be more than happy answer them.

Please do not hesitate to contact either of the pre-school settings or contact me directly on the contact numbers (listed above).

Elaine Bird.

Introduction

We are a dedicated staff group with a wealth of childcare and education experience providing a high standard of pre-school Education.

We are OFSTED and DFEE registered, with St Andrews offering a maximum of 30 places per session, St Peters offering a maximum of 30 places per session and St Marys offering a maximum of 24 places per session, between the ages of two and five years.

We work closely with local schools and have a teacher/ mentor supporting the pre-schools curriculum at the foundation stage. All festivals are acknowledged throughout the year and celebrated appropriately.

We place a high value on communications with parents. We have a Newsletter each term, and a notice board with all information clearly displayed. All Parents are invited to stay whenever they wish and encouraged to become regular volunteers. We have 'Parents Day' twice a year where each child's key worker will discuss areas of your child's development and interests at the pre-school. Key workers are also available at the beginning or end of a session by appointment throughout the year.

Each term we plan a trip for the children and this corresponds with the theme or topic of each term, these are optional and we ask for a ratio of 1 adult to 4 children. To make out of pre-school trips we ask for parent helpers, should there not be enough volunteers then trips will have to only be open to children on the register for that day.

Places we have visited:

Loughborough Farm Park

Fire Station

Twycross Zoo

Local canals and nature walks

And many more!

We also have visits to the Pre-Schools from a variety of professions including, fire fighters, dentists, post persons and many more.

Our Pre-Schools Staff

Position	Name	Pre-School
Pre-School Leader First Aider	Lisa Clarke	St Andrews
Deputy Pre-School Leader First Aider SenCo Lead	Sara Hubbard	St Andrews
Deputy Pre-School Leader First Aider	Sue Percival	St Andrews
Pre-School Assistant First Aider	Nicole Gibbard	St Andrews
Pre-School Assistant	Amanda Burrows	St Andrews
Pre-School Assistant	Lisa Taylor	St Andrews
Pre-School Assistant	Lynsay Mackay	St Andrews
Pre-School Leader First Aider SenCo Lead	Samantha Frost	St Peters
Deputy Pre-School Leader/ SenCo Lead	Denise Stenton	St Peters
Pre-School Assistant	Erica Taylor	St Peters
Pre-School Assistant	Samantha Stephens	St Peters
Pre-School Assistant First Aider	Michaela Layshley- Wardhaugh	St Peters
Pre-School Leader First Aider	Elaine Bird	St Marys
Deputy Pre-School Leader/ SenCo Lead First Aider	Marie Ashford	St Marys
Pre-School Assistant First Aider	Tracey Gudger	St Marys
Pre-School Assistant First Aider	John Bird	St Marys
Pre-School Assistant	Karen Maher	St Marys
Pre-School Assistant First Aider	Amanda Orton	St Marys

St Andrews Sessions and Times

Weekday	AM	PM
Monday	09:15 to 12:15	-
Tuesday	09:15 to 12:15	-
Wednesday	09:15 to 12:15	-
Thursday	09:15 to 12:15	-
Friday	09:15 to 12:15	-

St Peters Sessions and Times

Weekday				
Monday	-	-	-	-
Tuesday	09:15 to 11:45	12:15 to 14:45	09:15-12:15	9:15-2:45
Wednesday	09:15 to 11:45	12:15 to 14:45	09:15-12:15	9:15-2:45

Thursday	09:15 to 11:45	12:15 to 14:45	09:15-12:15	9:15-2:45
Friday	09:15 to 11:45	12:15 to 14:45	09:15-12:15	9:15-2:45

St Marys Sessions and Times

Weekday	AM	PM
Monday	09:00 to 12:00	-
Tuesday	09:00 to 12:00	-
Wednesday	09:00 to 12:00	-
Thursday	09:00 to 12:00	-
Friday	09:00 to 12:00	-

Aims and ethos of St Andrews, St Peters and St Marys Pre-Schools

- To provide a safe and stimulating environment for the children.
- To help each child to achieve their full potential in all aspects of development.
- To plan, prepare and carry out activities in accordance with the OFSTED guidelines.
- To prepare children with the skills for fulltime Education, through 'play', we want all our children to ENJOY their time with the group.
- We encourage all children to feel valued, happy, learn effectively through play and co-operate with others. All achievement will be acknowledge and recorded and we give children stickers at every opportunity to reinforce positive behaviour.

Terms, Conditions, Policies and Procedures

We work to policies and guidelines as dictated to by OFSTED and employment law these are outlined in the pre-schools, Policies, Procedures, terms and conditions document which you can request from either of the pre-schools or by contacting Elaine Bird.

Admission to St Andrews, St Peters and St Marys Pre-Schools

Application forms are available along with this prospectus. To secure a place this must be returned along with a deposit. Each application form is dated on receipt and placed on the waiting list according to date of application and term to start. A minimum of 5/6 hours is allocated per child.

We have admissions at the beginning of each new term and we are dictated to by the spaces that become available. School admissions are August/September and January each year this is when most new admissions to our pre-school occur. You will be contacted well in advance and invited to visit for part of a session. If a place becomes available during a term it will first be offered to children already attending who want more sessions. If there are no requirements, it will be offered to those on the waiting list.

St Andrews St Peters and St Marys Pre-Schools have high ratio of filled spaces so we strongly encourage the use of a combination of settings if you wish to maximise your child's exposure to a pre-school setting or utilise all of your funded sessions if your child is over three years of age.

Fees

- ❖ Fees are to be paid **one month in advance**. Cheques must be made payable to 'Early Years Preschool Limited'
- ❖ Non funded children's Fees are £3.00 per hour.
- ❖ Children may be able to receive local Government funding the term after their 3rd Birthday and this will continue until they leave for Primary School. We require a **Birth Certificate** and written confirmation of the sessions required the term before. 5 Sessions is the maximum, 2 minimum. Extra fees are payable for funded children if your child attends more than 15 hours per week.
- ❖ From April 2006 parents using their funded allocation at a different setting will be charged **£3.52 per Hour**.
- ❖ If individual's fees are going to be late, **please** approach us to make individual arrangements. Unfortunately if this is a regular occurrence, it may be necessary to terminate the sessions. The manager will inform you in writing if this is to be the case.
- ❖ A charge will apply to fees that are paid late, This being £5 for fees late by up to 10 days, £10 for fees late by up to 15 days. More than 15 days will incur administration costs of £20.
- ❖ **One** month's (written) Notice is required for children leaving the setting for any reason other than moving to school.
- ❖ Children who do not attend a **minimum of 4 weeks** in a single term may be asked to reimburse the pre-school if **County Hall Education FABS team** decline your child's attendance as appropriate to receive funding.

Absence

- ❖ **Full fees** are required for this period without exception.
- ❖ In the event of a long term absence please contact the manager.
- ❖ A total of 2weeks sickness is permitted by the education authority per Year; any more than this can be deemed as too much & risk funding being withdrawn by the FABS team.
- ❖ A maximum of 2 week holiday is permitted per year for children during term time. Please see the full policy at the end of the prospectus.

A Child Born between:	Will be Eligible for a free place from:
1 st April & 31 st August	Start of the Autumn Term following their 3 rd birthday until statutory school age
1 st September & 31 st December	Start of the Spring Term following their 3 rd birthday until statutory school age
1 st January & 31 st March	Start of the Summer Term following their 3 rd birthday until statutory school age

Organisation and Teaching Methods

The sessions are arranged so that the children have the maximum opportunity to learn through play.

Staff organise a different topic each week, e.g. autumn, shapes, festivals, colours, etc. These are displayed on the notice board for your inspection and follow the foundation stage curriculum. The following areas are covered through activities (to achieve Early Learning Goals)

Language & Literacy

- ❖ This involves speaking and listening, reading and writing – our aim is to help each child to communicate confidently with speech and then in writing.
- ❖ Each day a table is provided that enables children to write and draw freely. It offers different materials each week such as biro's, felt pens, lined paper, colouring pictures, tracing, and stencils.
- ❖ We want children to enjoy books from the earliest age and encourage this through story times which also give pleasure and understanding.
- ❖ The book corner is designed for comfort and free choice and is available at any time during the session.

Problem Solving, Reasoning & Numeracy

- ❖ Our emphasis is placed on practical work using objects to help the children acquire mathematical concepts. Children enjoy mathematics when it is closely related to their own experiences. Our planned schemes include money, shape, size, sorting and finally number recognition. An activity to promote any of these concepts is available each day.

Science

- ❖ This will be incorporated within all areas and themes including weights and measuring and natural resources such as sand, water and magnets.

Technology

- ❖ At the earliest age children are readily making, building and knocking down constructions they have built and we make it our duty to give them resources to continue this learning. We also provide electrical equipment in the form of cassette players, calculators and computer games for the children to experiment with.

History and Geography

- ❖ Children have a natural curiosity about the past and how things change. We will explore subjects related to their own experiences such as families, local geography and weather observations.

Physical Education

- ❖ During each session there will be, an opportunity for free play to develop games skills using balls, hoops, skittles or similar equipment, creative dance and traditional ring games or music and movement with the piano as a whole group.

Craft and Adult Led Activities

- ❖ Each week a prepared and adult guided activity is offered and usually relates to that week's planned topic, e.g. autumn – leaf printing, food – baking, floating and sinking, turn taking games. Opportunities for free expression are available every session through chalks, paint, collage, junk modelling, glue, sand, cutting, etc.

Social Skills

- ❖ At different times throughout each session the children join together as a group – at register, for a snack, at story time and music sessions.

- ❖ Opportunities to play games in small groups and to play alone are all encouraged during the session. Social skills are developed and staff reinforce positive behaviour at all times.

Transfer to Full Time School

- ❖ We liaise with the local Primary Schools and other schools which aids continuity for moving into full time education.
- ❖ Each child will be given their records of achievement prior to starting school.
- ❖ It is the parent's responsibility to register children at a chosen state school.

All of the above INFORMATION is correct at the time of print. We retain the right to
Change parts if & when found necessary.