



Prospectus and Parents Information

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Welcome to St. Charles' Catholic Pre-School

St. Charles' Catholic Pre-School is a registered charity supported by 'government funded' places for children aged between 2yrs and 5yrs.

The pre-school opened in 1982 and operates from a mobile classroom in the grounds of St. Charles' Catholic Primary School in the village of Measham.

Children are encouraged to achieve their full potential in this safe, welcoming and stimulating environment.

Aims of the group

The Pre-school's aims are to provide a safe and stimulating environment in which children will thrive. Children will be encouraged to develop their own individual needs as well as learn new skills. Learning through play is an integral part of our routine. We work with the EYFS - The Early Years Foundation Stage.

The EYFS is based around four Themes:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

Each Theme is linked to an important Principle:

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong and independent through positive relationships.

Enabling Environments

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.

Learning and Development

Children develop and learn in different ways. The framework covers the education and care of all children in early year's provision, including children with special educational needs and disabilities.

Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development.

During your child's time here at St. Charles Catholic Pre-school we will compile an 'Early Learning Journey'. This will consist of a collection of observations, drawings, photos and 'Next Steps' for your child which will show your child's individual progress/journey during their time at Pre-school. At any time you can come in and have a look through your child's 'Learning Journey'. Your child can contribute to these Learning Journeys by putting things in them. It is also important too that you as a parent/carer also contribute to your child's Learning Journey. You can do this by talking to your child's Key Person and telling them what your child is doing at home. We encourage parents to come in and help for the occasional session. This is a great time to look through your child's 'Early Learning Journey' and talk to your key person. It also gives you a great insight into what we do here at St. Charles' Catholic Pre-school.

Sessions

We are open 5 days a week, with the following sessions available for your child to attend. The pre-school operates within the Leicestershire school term timetable.

Options of attendance are as follows:

- A morning session of 3 hours
- An afternoon session of 3 hours
- A full day of 6.5 hours (*pack lunch would need to be provided*)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9am-12pm (3hrs)	9am-12pm (3hrs)	9am-12pm (3hrs)	9am-12pm (3hrs)	9am-12pm (3hrs)
9am-3.30pm (6.5hrs)	9am-3.30pm (6.5hrs)	9am-3.30pm (6.5hrs)	9am-3.30pm (6.5hrs)	
12.30pm-3.30pm (3hrs)	12.30pm-3.30pm (3hrs)	12.30pm-3.30pm (3hrs)	12.30pm-3.30pm (3hrs)	

Providing places are available, a minimum of 2 sessions (6 hours) or 1 full day (6.5 hours) per week is offered to a new child wanting a place. Our fees at present are £3.80 per hour.

- ❑ Fees will be increased annually. You will be informed via a newsletter well in advance.
- ❑ Please note there is a 'late fee' that will be charged if/when collection is not on time without a given reason in advance.
- ❑ When your child starts at St. Charles' Catholic Pre-school we ask you for a £50 registration fee. This will be returned to you when your child leaves pre-school.

You will be given an invoice every half term for the hours that your child attends.

Your child will be eligible to receive government funding the first term after their third birthday. You are entitled to a maximum of 15 hours per week over 38 term time weeks for the year.

Below is the Leicestershire Birth Date Eligibility Table.

A child born between:	Will be eligible for a free place from:
1 st April and 31 st August	The start of the Autumn Term following their 3 rd birthday until statutory school age.
1 st September and 31 st December	The start of the Spring Term following their 3 rd birthday until statutory school age.
1 st January and 31 st March	The start of the Summer Term following their 3 rd birthday until statutory school age.

Each term you will be asked to complete and sign a PSOU (parental statement of undertaking). This will tell us how many hours funding you want to claim at this setting and how many, if any, you are claiming elsewhere. You will also need to provide us with a copy of your child's birth certificate or other approved documentation demonstrating proof of date of birth e.g. medical card or passport.

Funding can be topped up so that your child can attend for more hours per week at a rate of £3.80 per hour.

During all sessions at least 75% of staff hold a recognisable childcare certificate. A minimum of 2 staff will be present at each session. Our ratio's are as follows:

1:4 for children aged 2yrs - 3yrs

1:8 for children aged 3yrs - 4yrs

1:1 for children with special educational needs

We do however always ensure that we have at least one member of staff over the minimum amount required.

On starting at St Charles' Catholic Pre-school, your child will be given a blue pump bag (which we ask a £1 voluntary contribution). It will be your responsibility to keep in this bag: a spare change of clothes, and nappies and wipes (if applicable). **THIS BAG WILL STAY ON THE PREMISES!!**

We have a uniform here a pre-school, however, it IS NOT compulsory and it is entirely your decision as to whether your child wears it or not. An order form is attached to this prospectus should you wish to order some.

Holidays

Payments must still be paid regardless of your child's attendance. If your child is absent for any reason we require a phone call firstly informing us on the day, followed by a letter when they return to pre-school explaining their absence. This is very important and if not done could jeopardise your child's place at the pre-school. It could also result in your child's funding being withdrawn by the government. It is important if your child is receiving funding that they are not late. This could also result in your funding being withdrawn. It is stated by the government that a funded child is only allowed 2 weeks holiday a year.

Snack Times

Fruit is provided for the children in the form of a fruit bar. All dietary requirements are respected and noted.

We encourage the children to pour their own drink with support from staff members. Milk and water is offered. If your child would prefer to bring their own beaker then please ensure you provide one and bring it to session every day, ensuring it is labelled with their name. Fresh drinking water is available to the children throughout the session.

Illness

Children who are unwell should not attend pre-school, if in doubt please contact the pre-school prior to arrival.

If a child in our care does become unwell, the parent/guardian will be contacted immediately. Until they arrive, the staff will care for the child in a loving and professional manner attending to their individual needs.

If your child is unwell and absent from pre-school then we ask you please to keep us informed of any progress in your child's health.

Staff should be made aware of any children who suffer from a medical condition that requires medication. This is so arrangements can be made for administration of essential medication.

If medication is to be administered, it can only be administered to that child if it has been prescribed by a doctor, nurse, dentist or pharmacist.

Arrivals and Departures

Morning sessions start promptly at 9am followed by a very busy routine! Parents are asked to wait outside until the pre-school opens before bringing the child in. Afternoon sessions are started in the same way. When the session has ended we ask parents to wait outside the pre-school and then a member of staff will sign out each child to the appropriate parent/guardian.

To ensure total security, children under no circumstances will leave the pre-school with an unknown person (unless by prior written agreement). Security checks and a follow up call to the parent will be made. If the person does not know the child's individual password, the child will be kept in our care until a recognisable person is present.

Before a child starts at our pre-school we offer a taster session. This is so the parent can come in with the child and see how the pre-school runs and for the child to come in and get a feel for the pre-school, meet the staff and have a play. During this visit we will try and record as much information as possible about your child so that we can make the settling in procedure as stress free as possible. When a child is settling in, it is entirely up to the parent whether they would like to stay or not. We appreciate that every child is different and some children will take longer to settle in than others. After all, no-one knows their child like a parent does and so we assess every situation individually.

Policies and Procedures

We have a set of policies and procedures in the office. We advise all new parents to find time to browse through them so they have some understanding of how the pre-school operates. When policies have been amended or updated, it will be published in a newsletter. We would also draw your attention to our 'Complaints Procedure' which can be found in the policy folder and also in the parent's notice board.

One of our policies is 'parental involvement'. We aim to liaise closely with our parents to ensure messages are passed on daily. Parents are encouraged to share their knowledge and experiences, and to contribute when and where appropriate. They are also encouraged to come in and help if they would like.

St. Charles' Catholic Pre-school Group is a registered charity ran by a committee of parents who are elected each year at the Annual General Meeting. The pre-school is entirely self-supporting. The fees we receive pay the staff wages only. Bills such as the electricity and water are paid for out of funds raised, along with the resources for the

children. We ask that all parents support our setting by helping in various ways with the running and funding of the pre-school.

Committee and parents meetings are held regularly, at least once a term, with the time and date advertised at least a week before hand. Everyone is more than welcome (including children)!! You do not have to be a committee member to attend, we value input from everyone.

Documentation

Listed below are documents related to the pre-school, which are available for viewing to all parents/guardians only.

- ❑ Pre-School prospectus
- ❑ Application forms
- ❑ Own child's personal file - to include: accident, medication and incident forms
- ❑ Own child's 'Early Learning Journey'
- ❑ OFSTED inspection report
- ❑ OFSTED action plan/self evaluation form
- ❑ Minutes from AGM meetings
- ❑ Complaints File

All of these documents must stay on the Pre-School premises.

Parents are welcome to use the pre-school office (shed outside entrance/exit) to read over any documentation at any time. This office can also be used if you wish to speak to a member of staff in confidence about any matter.

We also have a suggestion box just inside the pre-school and would value any comments which you may have. You can also use this box to deposit fees.

Members of Staff

All members of staff are carefully interviewed by the Leader, Chairperson and Head teacher of St. Charles Catholic Primary School. Health declaration forms and a criminal record check are then carried out. The staff members working at our pre-school are all qualified and experienced and have been cleared by OFSTED to work with children. They have up to date knowledge of the EYFS as well as close involvement with outside professionals such Leicestershire Early Learning and Childcare Service and OFSTED.

The members of staff at St. Charles Catholic Pre-School are as follows:

- **Theresa Lees:** **Pre-school Manager and Leader**
NVQ 4 - Children's Care, Learning and Development
NNEB - Diploma in Child Care and Education
Working towards Foundation Degree in Children and Young Peoples Services

- **Sue Haigh:** **Deputy Leader and SENCO**
NVQ 3 - Children's Care, Learning and Development
NVQ 2 - Children's Care, Learning and Development

- **Jayne Rawlins:** **Pre-School Assistant**
NVQ 3 - Children's Care, Learning and Development
NVQ 2 - Children's Care, Learning and Development

- **Kat Hill:** **Pre-school Assistant**
Level 2 - Certificate in Children and Young People's Workforce
Level 3 - Certificate in Children and Young People's Workforce

- **Maz Priestland:** **Pre-School Assistant**
Working towards Level 3 Diploma in Children and Young Peoples Workforce

- **Martyna Drost:** **Pre-school Apprentice**
Level 2 - Diploma in Child Care and Education
Working towards Level 3 - Diploma in Early Years Education

We also have the following members of supply staff to cover for training courses and in emergencies. They also have criminal record checks and have been declared suitable to work with children.

- **Rachel Roadley:** **Pre-school Assistant**



Uniform Order Form

CHILDS NAME:

Fleece Jacket

SIZE	PRICE	QUANTITY
3-4yrs	£11.99	
4-5yrs	£11.99	
5-6yrs	£11.99	

Round Neck Sweatshirt

SIZE	PRICE	QUANTITY
2-3yrs (22)	£8.99	
3-4yrs (24)	£8.99	
5-6yrs (26)	£8.99	

Cardigan

SIZE	PRICE	QUANTITY
2-3yrs (22)	£10.50	
3-4yrs (24)	£10.50	
5-6yrs (26)	£10.50	

Round Neck T-Shirt

SIZE	PRICE	QUANTITY
3-4yrs	£4.50	
5-6yrs	£4.50	

Polo T-Shirt

SIZE	PRICE	QUANTITY
2-3yrs (20)	£6.99	
3-4yrs (22)	£6.99	
4-5yrs (24)	£6.99	
5-6yrs (26)	£6.99	

Sun Hat

STYLE	PRICE	QUANTITY
Baseball Cap	£4.00	
Legionnaires Cap	£4.00	

Bags

STYLE	PRICE	QUANTITY
Book Bag	£5.50	