

MEMBERS OF STAFF

SUPERVISOR

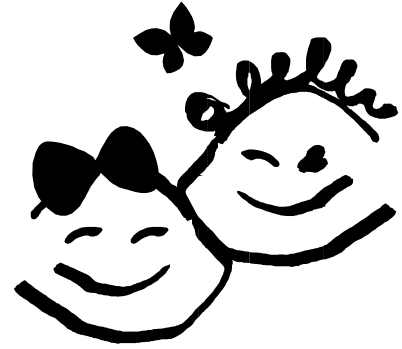
Catherine Palmer

DEPUTY SUPERVISOR

Holly Lacey

PRE-SCHOOL ASSISTANTS

Michele Blackman
Christine Simmonds
Rebecca DeSpeville



SUPPLY ASSISTANTS

Jan Sullivan
Sue Smith

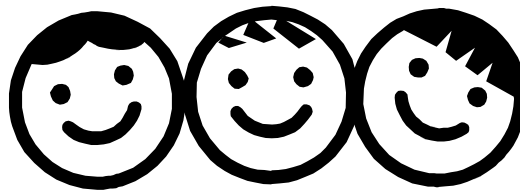
Our staff have relevant child-care qualifications such as NNEB, DPP, NVQ Level 3, and IPP.

Our Paediatric First Aid training is also kept up to date.

All staff attend regular training courses to ensure that the care and education offered is of the highest standard.

The pre-school is affiliated with the Pre-school Learning Alliance and registered with Ofsted.

The latest Ofsted report is displayed in the lobby, copies are available on request.



AIMS AND OBJECTIVES

St. Francis pre-school caters for children in the age range of 3 – 5 years.

Our aim is:

- To enhance the development and education of children under statutory school age in a group which encourages the inclusion and cooperation of parents
- To provide a safe, secure and stimulating environment
- To work within a framework which ensures equality of opportunity for all children and families
- To further the aims of the Pre-school Learning Alliance and comply fully with Ofsted regulations

We offer your child:

- A specially tailored curriculum using the 'The Early Learning Goals' leading to approved learning outcomes.
- Individual care and attention made possible by a high ratio of adults to children
- Fun and friendship with other children and adults
- Opportunities for you and your family to be directly involved in the activities of the group and in your child's progress.
- The use of a wide variety of equipment, including computers with appropriate software
- Older children are sensitively prepared for the transition into school (whether or not your choice is St. Francis Primary school) via more structured activities during our four-plus sessions. Once your child reaches the age of four years you will be offered these sessions subject to availability. This system has proved to be very beneficial to the children

*You say you love your children and want them to learn today, so do we,
That's what we're providing, lots of kinds of play.*

*You're asking us the value of blocks and other such play?
Your children are solving problems: they will use that skill every day*

*You're asking what's the value of having children play?
Your daughter's creating a tower: she could be a builder some day.*

*You're saying you don't want your son playing in the 'sissy' way!
He's learning to cuddle a doll: he may be a father some day.*

*You're questioning the interest tables; they just look like useless play?
Your children are making choices: they'll be on their own one day.*

*You're worried you're children aren't learning, and later they'll have to pay
They're learning a pattern for learning for they'll be learners always!*

OUR DAY

General session: for the three year olds

As the children arrive they are greeted by members of staff and will be encouraged to find their names. The register is taken as they come through the door.

The first part of the session:

This is usually free choice. The children are able to make decisions as to the activities they choose. Activities are very varied and usually related to a theme/topic. Dough, paint, sand/water, craft/cookery, construction, computers, home corner and book corner are always available during the session. Staff will work with small groups or individuals offering encouragement.

After a while the children are encouraged to help tidy the playroom, we then meet together in the book corner for a chat and formal taking of the register. This helps the children get used to listening in a group, speak out, give news and help with the weather chart etc.

The second part of the session:

Some form of physical activity follows, this is a time for developing skills and fostering a desire to participate in physical fitness activities. We provide opportunities for the following activities:

- Gym
- Games
- Move to music
- Singing games
- Running
- Jumping
- Climbing
- Balancing
- Use of a variety of sport equipment
- Walks

These activities take place in the school hall, back playground or field.

After hand-washing a snack is shared together, giving the children time for sharing, socialising and relaxing.

The third part of the session:

This begins with a group activity such as a story or music, giving time for listening skills to be enhanced and giving encouragement for the enjoyment of books and stories.

This is followed with time for quiet play, slightly more structured activities such as drawing, puzzles, board games etc.

We then tidy up again and come together as a group at the end of the session to say goodbye with a song.

Four plus sessions:

These offer the same activities as the general session, but in a more structured format.

For example, after collecting their names, the children make their way to the book corner. Once everyone has arrived the register will be taken followed by a discussion about the activities for the session.

Children are encouraged to share their news with the group and maybe bring things for show and tell time

The children will be encouraged to take part in each activity; a member of staff will work with each group of children and keep developmental records.

For some physical activities the children are encouraged to change into shorts and t-shirts, they also help to prepare their own snack at break-time.

They also have the opportunity to take home a story book to share with their parents each week, and will sometimes work in a nursery workbook.

Mixed Sessions:

The mixed sessions on Wednesday and Friday, are designed to offer a greater opportunity for the children to act as a group. To take part in team games, group creativity and social interaction. This will happen within the basic three part format, but with a greater element of flexibility.

*'Gardeners don't plant runner beans in January to get an earlier harvest than their neighbours; if they tried they would get at best, shrivelled and stunted beans.
They fertilise the ground in the early months of the year, so that when the beans are planted at the right time they will flourish.*

Those of us who have the opportunity to work with pre-school children are fertilising the ground trying to give it all the richness that it needs.

We believe that the most worthwhile education at this or any other age comes from concentrating on the here and now, on the understanding, feeling and needs of children and then arranging that things happen which satisfy and build on these.

Children have the need to be valued for who they are now, not who they will be in the future. They need adults to help them who will not constantly shatter their self esteem by measuring them against future standards and expectations.

*At four as at forty or eighty people should be helped to live their lives more for today. The better they do this the better they will be prepared for the future.
(this was taken from the PLA Rising Five booklet)*

SESSION TIMETABLE

Time	Monday Full Day Option	Tuesday Full Day Option	Wednesday Full Day Option	Thursday Full Day Option	Friday Full Day Option
9am to 12.00am	Mixed session	Mixed session	Mixed session	Mixed session	Mixed session
12.00pam to 3pm	Mixed session	Mixed session	Mixed session	Mixed session	Mixed session

Admission Policy

The Pre-School is open to all. We do not have a catchment area, sibling or **religious** admission criteria. Our only limitation is age. We normally take children at three, but if we have space we can take children the term that they turn three.

We should point out that a child is not eligible for Government funding until the TERM AFTER THEY TURN THREE.

Allocation of places on to the Pre-School register is done purely on the basis of the order in which the registration forms were received.)So if tow children apply and there is only one place available it will be offered to the child who registered first)

Ensuring that everyone can attend the ssessions they prefer is the role of our Admissions Officer.

The Pre-School is registerd to care for 20 children in any one session, only 4 of whom can be under three years old.

The allocation of specific sessions is done as follows:

- 1 New children are offered up to 5 sessions a week (subject to availability)
- 2 The remaining sessions are offered in date of birth order starting with the eldest, firstly ensuring everyone has the opportunity to take up their statutory 5 sessions.
- 3 Children seeking more than 5 sessions are offered the last remaining options
- 4 No child will be offered more than three full days a week
- 5 No child will be offered more than 8 sessions in total

Term topics:

We endeavour to keep parents informed of the topics by way of news-letters, notice board and weekly plans posted on the information boards.

*I hear and I forget, I see and I remember, I do and I understand.
(Translation of a Chinese Proverb)*

SETTLING IN

A happy introduction to pre-school is very important

During the term before your child is due to start, you and your child will be invited to visit and spend a session or two with us. The amount of times you visit will be entirely up to you. We are very flexible and the visits help us to get to know each other. Home visits can also be arranged if you so wish.

When your child starts pre-school we will ask that you stay with him/her until you both feel comfortable with the new surroundings. If you give your child time to get to know us he/she will soon be happy to let you go home.

All children are different and some may need longer than others, we like to treat children as individuals and settle them in the way that seems best for each child.

During your child's time with us we will ask that you always let us know if he/she is upset for any reason, or on medication. In either of these cases please have a word with the supervisor or assistant supervisor.

Practical clothing (marked with your child's name) and soft soled shoes that are easy to get on and off would be advisable.

We do have a uniform available, this consists of a t-shirt £7, polo shirt £9, sweatshirt £12, and a cap £4. These items are available from the pre-school.

Most days we do go outside so the children will need their coats and maybe a change of shoes in the winter and a sun hat for the summer.

During the morning a drink of milk or water and a healthy snack will be provided.

**If your child does not drink milk, or has any allergies,
please be sure to let us know**

All children attending an afternoon session need to bring in a **pack lunch**, which they will eat between 12 – 12.30pm

It is also helpful to us if you would let us know if your child uses any special words regarding toileting.

Very importantly please always inform us if someone previously unknown to us will be collecting your child. We do operate a password system, but would still prefer to have confirmation from you. We never let children leave the premises with any person unknown to us without pre-warning from you.

FUNDING AND FEES

Children attending the Pre-School can receive Government funding the **TERM AFTER** their third birthday. From September 2010 each child will be entitled to funding for five, three hour, sessions per week. (i.e. 15 hours per week) for up to 38 weeks a year. The funding is sent directly to the Pre-School based on pupil information we send to the Local Education Authority.

If a child attends more than one school the parent can choose to split the funding between each school, you must inform us if you wish to do this.

The Pre-school operates three-hour sessions, so if a child attends five sessions or less a week there is NO charge.

If a child attends before they are entitled to funding or they attend for more than five sessions there is a fee of £12 each for non-funded sessions.

Fees for sessions NOT covered by Government funding	£12.00 per three hour session
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Fees are invoiced at the beginning of each term and can be paid in full or for half a term at a time. The Pre-School **does** accept **employer education vouchers**.

There are no additional or hidden fees. Healthy snacks and drinks are provided free of charge. Lunch time is incorporated into the afternoon sessions at no additional cost and the children bring a packed lunch. If they want **a hot lunch**, provided by the school canteen, on Wednesdays and Fridays, they cost £2.10 each and must be ordered and paid for a half term in advance.

ADMISSION POLICY

The Pre-School is open to all. We do not have a catchment area, sibling or religious, admission criteria. Places are offered on the basis of the order in which the registration forms were received. The Pre-School accepts children from the ages of 3-5 years. However, if spaces are available we will allow children to start in the half term in which their 3rd birthday falls (e.g if born in November they could start after October half-term).

Ensuring that everyone can attend the sessions they prefer is the role of our Admissions Officer. Once you have been offered a place she will liaise with you to allocate the sessions to meet your child's needs.

Please note that a full half terms notice must be given in writing, prior to a child being withdrawn from the Pre-school. Failure to do so will result in the half terms fees being sought.

The pre-school and St. Francis primary school have very close links and pre-school staff work in close partnership with the infant department of the school.

We are always kept up to date with the day to day activities of the school and join them on some occasions such as the reception class collective worship

The pre-school can use the school hall, field and playground every day. We have found that having such close links with the school proves very beneficial to the children.

To further develop this partnership reception teacher, Miss Tanya Swan is a member of our committee.

St. Francis RC Primary school admission policy

St. Francis Pre-school and St. Francis School both operate separate registration and admission procedures and policies.

Acceptance of a place at St. Francis Pre-school **will not** guarantee your child a place at St. Francis RC School.

If you are interested in your child attending St. Francis School you will need to contact the school secretary for an application form:

Telephone number: 01344 622840

St. Francis pre-school registration

If you would like to register your child please complete the enclosed form and return **with the £35 registration fee (non returnable, unless we fail to offer you a place) to:**

The Admission secretary
St. Francis pre-school,
Coronation Road,
South Ascot,
Berkshire,
SL5 9HG

You will be sent confirmation by post.

You are always very welcome to make visits to the pre-school, just telephone: 01344 291140 and make an appointment.

**ST. FRANCIS PRE-SCHOOL
CORONATION ROAD
SOUTH ASCOT
SL5 9HG
01344 291140**

REGISTRATION FORM

Parents can register a child to attend St Francis Pre-school from birth. Please fill in the details below and return with a £35 registration fee (non refundable,

unless we are unable to provide your child with a place) to the Admissions Secretary. You will be sent confirmation of the registration by post. Please make cheques payable to St Francis Pre-school.

PLEASE COMPLETE THE FORM USING CAPITAL LETTERS

Please note that registration does not guarantee a place

Name of child:	
Date of Birth:	
Name of Parents:	
Address:	
Post code	
Home Telephone number	
Mobile telephone number	
Siblings in pre-school?	
Nationality (for Local Authority census info)	

Name of Primary school child expected to attend:
Expected date of entry to Primary school:

Our Pre-school is a charity run by Parent Committee and parental involvement is essential to the school's well being. There are many ways parents can be involved, please tell us of any skills you would be willing to offer the Pre-school. E.g. Music, art & craft, computer or administration skills, accounting etc....

If you find that you no longer require the place, please inform the Pre-school as soon as possible, so we can reallocate it to another child
WE HAVE READ AND UNDERSTOOD THE REGISTRATION AND ADMISSION PROCEDURES AS SET OUT IN THE ACCOMPANYING BOOKLET.

Signature of parent	Date
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Please note: Acceptance to St. Francis pre-school does not gain entry to St. Francis Primary school

Letter:	Cheque:	Receipt:	Intake:
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