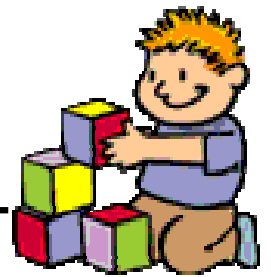




ST. FRANCIS PRE-SCHOOL



# Information Booklet

Coronation Road  
South Ascot  
Berkshire  
SL5 9HG

Telephone - 01344 291140

Charity number – 1023639

## MEMBERS OF STAFF

### **SUPERVISOR**

Catherine Palmer

### **DEPUTY SUPERVISOR**

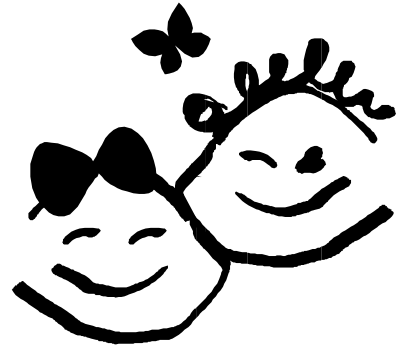
Holly Lacey

### **PRE-SCHOOL ASSISTANTS**

Michele Blackman

Christine Simmonds

Rebecca DeSpeville



### **SUPPLY ASSISTANTS**

Jan Sullivan

Sue Smith

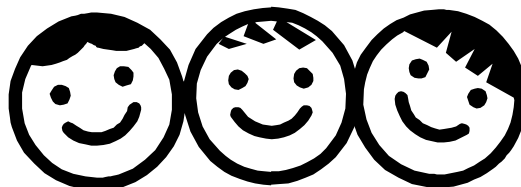
Our staff have relevant child-care qualifications such as NNEB, DPP, NVQ Level 3, and IPP.

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	Tuesday	Wednesday Full Day Option	Thursday	Friday Full Day Option
9am to 12.00am	Three Year olds session	Three Year olds session	Mixed session	Four plus session	Mixed session
12.00pam to 3pm	Four plus session	Four plus session	Mixed session	Three Year olds session	Mixed session

This arrangement gives the 4+ and the 3s the opportunity of 3 separate, age specific sessions each, per week.

In addition the Wednesday and Friday sessions will be for all ages and offer the opportunity for a full day. Given that we are only allowed 20 children in Pre-School at any time, allocation of places on Wednesdays and Fridays will be done using the following priorities:

1. 4+ children wanting a full day
2. 3 year old children wanting a full day
3. 4+ children just wanting one session
4. 3 year old children just wanting one session

The sessions for 3 year-old children are designed to meet their learning needs. The emphasis is on laying the foundations for more formal learning as they progress through pre-school. It may look like play, but all necessary learning is going on.

4 plus sessions will normally be offered in the term **after** the child's **4<sup>th</sup> birthday**. Where space is available, children may be offered the 4 plus sessions before their 4<sup>th</sup> birthday.

You will be approached by the supervisor regarding the change to 4 plus at the appropriate time.

The mixed sessions offer the opportunity for the pre-school community to get to know each other across the age range, and for the children to experience a full day at school.

### **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.

## FACTS AND FIGURES

### Fees:

<b>Registration fee:</b>	<b>£35 non refundable</b>
<b>Session fees:</b>	<b>£10.00 without grant funding or, £ 2.00 with grant funding**</b>

\*\*A child's eligibility for grant funding is dependent on their birth date and being on the Pre-school's register on the Head Count Date set by the Local Authority. Pre-school charges £2 for the half hour of its sessions not covered by the Government's funding. Please see the Pre-school's Fees policy for further details.

You will be invoiced at the beginning of each term for the full term, the bill be split into two amounts i.e.

- First half term
- Second half term

You have the option to pay the fees either for each half term or full term. If this presents a problem other payment methods can be made.

Payment is made to the pre-school preferably by cheque (but cash is acceptable)

Cheques should be made payable to 'St. Francis pre-school.'

Cheques or cash must be handed to a member of staff and should always be in an envelope with your child's name on it.

We do ask that fees are paid promptly please; we work on a very tight budget and have fixed costs that have to be met.

**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.**

## **ST. FRANCIS PRIMARY SCHOOL**

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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