



*St Peter's Pre-School*

*St Peter's Centre*

*Pedmore Lane*

*Pedmore*

*Stourbridge*

*West Midlands*

*DY9 0SW*

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St Peter's Pre-School, St Peter's Centre, Pedmore Lane, Pedmore, DY9 0S



# “Learning through play”

St Peter's Pre-School is registered with & approved by the OFSTED Early Years directive. We are registered to receive the 15 hours Nursery Education Funding for all those children aged over 3 years and Time for Twos funding for eligible children from the age of 2 years. We are members of the Pre-school learning Alliance and Dudley Early Years Development and Childcare Partnership.

St Peter's Pre-School was founded in 1985 as a charitable run organisation to provide high quality care and education to children aged two and a half to below statutory school age. We are situated within St Peters Centre, Pedmore, Stourbridge, offering excellent facilities and “outstanding” (OFSTED report Feb 2010) pre-school education for your child. The Pre-School is managed by a parent/guardian Committee who work in close co-operation with the Pre-School Leaders and staff and, are responsible for reviewing policies, employing staff, fundraising and strategic decision-making. Parents/guardians are recognised as the most important educators of their child and at St Peter's Pre-School we encourage parents/guardians to:

- Work in the group with the children
- To assist with fundraising
- To take part in the running of the Pre-School by joining the committee
- To strengthen the links between home and pre-school by taking an active interest in your child's experiences in the group

New committee members are always welcomed and if you would like to become involved as a member of committee you can join at any time during the year; more information can be obtained, in the first instance, from the Pre-School Leaders, Karen Jackson and Lesley Baker.

The information provided on the following pages is an overview of the services we provide and how our Pre-School operates. After reading this prospectus, you feel you would like to visit our Pre-School please contact us and we will arrange this with you. If your child is currently on our waiting list, you will receive an invitation to an Open Morning shortly before places are allocated. If your request is successful, we will contact you with further information prior to your child's start date.

We look forward to providing high quality care & education for your child.

*Karen Jackson, Lesley Baker & all staff*

St Peter's Pre-School



St Peter's Pre-School, St Peter's Centre, Pedmore Lane, Pedmore, DY9 0S



## Staffing structure

Joint Pre-School Leaders

Mrs Karen Jackson

Mrs Lesley Baker

Assistants

Mrs Jill Grove

Mrs Julie Stokes

Mrs Claire Lloyd

Mrs Rafina Naveed

## Opening hours

	From	To
Monday	09.00am	12.00 noon
Tuesday	09.00am	12.00 noon
Wednesday	09.00am	12.00 noon
Thursday	09.00am	12.00 noon
Friday	09.00am	12.00 noon

We are open during term time only and close for all public bank holidays

## Fees

All children aged 3 and four years are eligible to receive 15 hours per week Nursery Education Funding (available the term following the child's 3<sup>rd</sup> Birthday). Pre-School staff will supply all relevant documentation to enable funding to be claimed. Some children may be eligible for earlier funding through the Time for Twos scheme.

For all children who do not qualify for funding our current fee is £12.00 per session. Fees are payable monthly and are notified via invoice to parent/guardian on a monthly basis. We ask that all fees are paid on or before due date to secure your child's place. Fees continue to be payable if your child is absent through illness, holiday etc. For your child to keep their place at St Peter's Pre-School fees must be paid.

One months notice is required if your child intends to leave St Peter's Pre-School, fees will be payable for that month.



## *Admissions Policy*

We arrange our waiting list in order of date of birth.

Priority will be given to:

- Children with Special Educational Needs and Disability
- Siblings
- Children who live in the locality

Parents of children wishing to be admitted to St Peter's Pre-School should contact the Pre-School to be placed on our waiting list. A Registration Form together with a Parental Group Agreement Form will be forwarded to yourself upon the offer of a place.

It is free to register your child on our waiting list, but upon formal acknowledgement of a Pre-School place for your child, a £25.00 (non refundable) admissions fee will be charged. The admissions fee is inclusive of a St Peter's Pre-School logo T-shirt and sweatshirt for your child, presented to them on their first day's attendance. Further Pre-School clothing is available to purchase on request, please speak to a member of staff for details.

### *Our settings aim is:*

- To provide high quality care & education to children below statutory school age.
- To work in partnership with parents and committee to help children learn and develop.
- To add to the life and well being of the local community.
- To provide a safe, secure & stimulating environment.
- To offer children and their families a service that promotes equality and values diversity.



## *Parents/guardians:*

Parents/guardians are regarded as members of our setting who have full participatory rights. These include a right to be:

- Valued & respected
- Kept informed
- Consulted
- Involved; and
- Included at all levels

We aim to ensure that each child:

- Is in a safe and stimulating environment
- Is given generous care and attention, because of our ratio of qualified staff to children under three years (1:4 ratio) and children over 3 years (1:8), as well as volunteer parent/guardian helpers
- Has the chance to join with other children and adults to live, play, work and learn together
- Is helped to take forward his/her learning and development by being helped to build on what she/he already knows and can do
- Has a personal key worker who makes sure each child makes satisfactory progress
- Has a specially tailored curriculum leading to approved learning outcomes
- Is in a setting that sees parents/guardians as partners in helping each child to learn and develop; and
- Is in a setting in which parents/guardians help to share the service it offers

## *The role of parents/guardians*

We offer parents/guardians the opportunity to become involved in our “Stay and Play” sessions. Research shows that children learn better when their parents/guardians are involved. “Stay and Play” gives you the opportunity to come and take an active part in the group as often as you wish. It enables parents/guardians to see what happens and to talk about it with their child. In addition it provides a valuable opportunity for all children to see their parent/guardian in a new role. If you would like to be involved in our “Stay and Play” sessions then please approach a member of staff who will be more than happy to give you further details.

## *Children’s development and learning*

The provision for children’s development and learning is guided by The Early Years Foundation Stage (DCFS 2007). From September 2008 the Early Years Foundation Stage became law. This brings together Birth to Three matters and the Curriculum Guidance for the Foundation Stage. From September 2012, Development Matters in EYFS document was launched in all settings. Our provision reflects the four



overarching principles of the Statutory Framework for the Early Years Foundation Stage.

### *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 experience responds to their individual needs and there is a strong partnership between practitioners, parents and carers.

### *Learning and Development*

- Children learn and develop in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

### *How we provide for development and learning*

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps the children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

## *The Areas of Development and Learning comprise:*

### *Prime Areas*

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

### *Specific Areas*

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

The *Development Matters* guidance sets out the likely stages of progress a child makes along their learning journey towards the Early Learning Goals. Our setting has regard to these matters when we assess children and plan for their learning.



Our programme supports children to develop the knowledge, skills and understanding they need for:

### *Personal, Social and Emotional Development*

- making relationships;
- self confidence and self awareness; and
- managing feelings and behaviour.

### *Physical Development*

- moving and handling; and
- health and self-care.

### *Communication and Language*

- listening and attention;
- understanding; and
- speaking.

### *Literacy*

- reading; and
- writing.

### *Mathematics*

- numbers; and
- shapes, space and measure.

### *Understand the World*

- people and communities;
- the world; and
- technology.

### *Expressive Art and Design*

- exploring and using media and materials; and
- being imaginative.



## *Our approach to learning & development and assessment*

### *Learning through play*

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the *Development Matters in the Early Years Foundation Stage* guidance to plan and provide a range of play activities, which helps children to make progress in each of the areas of learning and development. In some of these activities, children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities, information from '*Development Matters*' in the *Early Years Foundation Stage* has been used to decide what equipment to provide and how to provide it.

### *Characteristics of Effective Learning*

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the *Development Matters in the Early Years Foundation Stage* guidance as:

- playing and exploring – engagement;
- active learning – motivation; and
- creating and thinking critically – thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

### *Assessment*

We assess how our children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask you to contribute to assessment by sharing information about what your children like to do at home and how you as parents are supporting their development.

We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement. We undertake these assessment summaries termly and at times of transition, such as when a child moves onto another setting or they go to school.



## *The progress check at age two*

The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three Prime Areas of learning and development: Personal, Social and Emotional Development; Physical Development; and Communication and Language; when a child is aged between 24-36 months. St Peter's Pre-School adheres to this requirement by offering each child's parent/carer an appointment with their child's Key Person approximately 6 weeks after their first day. During this appointment, the parent/carer will be shown their child's first Summative Sheet detailing areas of achievement in the 3 Prime Areas and their child's next steps. The Key Person is responsible for carrying out the check using information from ongoing observational assessments carried out as part of everyday practice, taking account of the views and contributions of parents/carers and other professionals. A copy of the Summative Sheet will be placed in the child's Individual Learning Journal which will be passed to the parent/carer at the end of their child's time with our setting and, in the mean time, can be accessed by the parent/carer at any time by speaking to a staff member.

## *Key Person & your child*

At St Peter's Pre-School each child has a Key Person. This means that each member of staff has a group of children for whom she/he is particularly responsible. When your child first starts at St Peter's Pre-School she/he will help your child settle in and throughout your child's time with us she/he will help your child to benefit from the many activities available to them.

Your child's Key Person will make periodic assessment summaries and keep records of achievement for your child. Staff and parents work together on children's records of achievement and this is one way in which the Key Person and parents can work in partnership. Your child's record of achievement helps us to celebrate together his/her achievements and to work together to provide what your child needs for his/her well-being and to make progress. Your child's Key Person will work with you to keep this record. To do this information about your child's needs, activities, interests and achievements will be collected. This information will enable the Key Person to identify your child's next stage of progress and make decisions on how to help your child to move on to the next stage.

Children's progress will be at different rates and individual achievements will vary. However, all children will be encouraged to make maximum progress towards their early learning goals.

## *Staff Training & Development*

As well as gaining qualifications in Early Years Care and Education, St Peter's Pre-School staff are members of the Pre-School Learning Alliance and have excellent links with Dudley Early Years development which ensures they are constantly in touch with new thinking in the field of child care and education. We have access to a range of



professionally produced publications including the Under 5's magazine and publications through the Pre-School Learning Alliance.

We ensure that we have fully qualified First Aiders trained specifically in administering first aid to young children and update these every 3 years to comply with current legislation.

Members of staff are also hold valid Basic Food Hygiene Certificates, again updated every 3 years.

## *Safeguarding your child*

St Peter's Pre-school has a duty under the law to help safeguard your child against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our pre-school and we have a procedure for managing complaints or allegations against a member of staff. All staff are thoroughly checked via the Disclosure and Barring Service to ensure their suitability to work in a pre-school setting.

Our way of working with children and parents ensures we are aware of any problems that may emerge and we can offer support, including referral to appropriate agencies where necessary, to help families in difficulty.

All members of staff hold current Child Protection Certificates, with two members of our staff undertaking more advanced training qualifying them to be Pre-School's designated Child Protection Officer and reserve Child Protection Officer.

## *Special Needs*

As part of our policies we ensure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We are experienced in working in close liaison with outside professionals across a range of special needs and St Peter's Pre-School works to the requirements of the 1993 Education Act and The Special Educational Needs & Disability Code of Practice (2014).

We have an appointed SENCO (Special Needs Coordinator) who is trained in offering support & guidance in this area and if you would like to discuss the pre-school's ability to meet your child's specific needs, please ask for further details from the Pre-School Leaders.

## *Policies*

Our policy statements are available for parents to read and can be located on the table in the reception area or requested from the Pre-School Leaders.

The policies help us to make sure that the service provided by us is a high quality one and that being a member of our Pre-School is an enjoyable and beneficial experience for each child and parent.

Our policies are reviewed on a regular basis and comments and suggestions from parents/guardians are always welcomed.



## *Management & Administration*

The Pre-School is managed by an elected parent/guardian committee and are elected during our Annual General Meeting. The committee are responsible for:

- Managing the Pre-School finances
- Employing the Pre-School staff
- Making sure that the Pre-School has, and works to, policies that help it to provide a high quality service; and
- Making sure that the Pre-School works in partnership with parents/guardians.

The Annual General Meeting is held each October, where new committee members are elected, and is open to all parents/guardians of children who attend St Peter's Pre-School. The date of the AGM will be notified to parents/guardians via newsletters and notice board.

## *Sickness Procedure*

Parents/guardians are requested not to bring their child to Pre-School when they have infectious/contagious diseases, and to make sure that they are fully recovered before they return to Pre-School. In the event of diarrhoea and/or sickness 48 hours must pass from the last symptom before a child can return to Pre-School. This is to eliminate the chances of these being passed to other children within the group.

**The Pre-School Leaders have the right to refuse any children into pre-School who are visibly unwell on arrival.**

In the event of a child becoming ill during Pre-School, the child will be comforted and looked after by a member of staff in a quiet area of the room. A Pre-school Leader will contact the parent/guardian by telephone and request that they collect their child. If the parent/guardian is not available then an emergency contact (designated by the parent/guardian) will be contacted.

If a child's condition deteriorates and staff feel that a child requires hospitalisation, an ambulance will be called and the parent/guardian will be informed which hospital the child has been admitted to. The child will be accompanied by a member of staff on the journey to hospital and will remain with the child until the parent/carer arrives.

## *St Peter's daily routine*

At St Peter's Pre-School we believe that care and education are equally important in the experience we offer your child. The routines and activities that make up the day are provided in a way that:

- Will help your child to feel that he/she is a valued member of pre-school
- Will ensure the safety of yours and every child
- Will help your child gain from the social experience of being part of a group; and
- Will provide your child with the opportunity to learn and help them to value learning.



We organise our daily routine so that your child will be able to choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. Your child will also be helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to your child's health, their physical development and their knowledge of the world around them. Your child will have the opportunity, and be encouraged, to take part in outdoor activities on a daily basis (weather permitting).

## *Snack Time*

We ask for a voluntary contribution of 50p per week per child.

We operate a cafe system for snack time; this enables your child to decide for themselves when they would like to have their drink/snack. On occasions all children will eat their snack together, both these routines promote Personal/Social and Emotional development.

We offer milk, water and dilute cordial to drink and a variety of fresh fruit, raw vegetables, toast/muffins/crumpets or a plain biscuit as snacks to encourage healthy eating. If your child has a particular dietary requirement please make this known to staff.

**Fresh drinking water is available throughout the session to all children**



# *Starting St Peter's Pre-School*

## *The First Days*

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child settle into Pre-School. A child who is tense or 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 your child feel confident and secure in the group. This takes longer sometimes for some children than others and parents should not feel worried if it takes their child a while to settle.

## *Clothing*

We provide protective clothing for your child when they play with messy activities. In order for your child to feel free to explore and experiment with all kinds of materials it is best to dress your child in clothes which are easily washable or not too new. We encourage your child to gain the skills that help them to be independent and look after themselves. This involves taking themselves to the toilet and taking off, and putting on, outdoor clothing. Simple clothing which they can handle themselves will enable them to do this.

T-shirts and Sweatshirts with the Pre-School logo are provided on payment of the admissions fee. We encourage you to dress your child in these as we feel that this gives your child an identity within school and makes them feel part of the group; this also helps to prepare them for the next stages of their education into main stream school. If you would like to purchase any further Pre-School clothing please ask a member of staff.

**We look forward to welcoming you and your child into St Peter's Pre-School and we hope that your child's time with us will be a very happy and productive one. If you have any queries please do not hesitate to contact the staff or committee at any time.***Updated February 2014*

