



'Where the imagination has no limits and each day is a new play adventure'

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 within the EYFS - The Early Years Foundation Stage.

Your children will be loved and cared for as if they were our own children. If they need a cuddle they will get one, if they need a chat we will make time for them, if they are having a bad day we will encourage them and make them feel better.

The Early Years Foundation Stage

The Early Years Foundation Stage sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up'.

(EYFS 2021)

The EYFS seeks to provide:

- **Quality and consistency** in all early years settings, so that every child makes good progress and no child gets left behind
- **A secure foundation** through planning for the learning environment of each individual child, and assessing and reviewing what they have learned regularly
- **Partnership working** between practitioners and with parents and/or carers
- **Equality of opportunity** and anti-discriminatory practice, ensuring that every child is included and supported

Four guiding principles shape practice in early years settings. These are:

- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured
- Children learn to be strong and independent through **positive relationships**
- Children learn and develop well in **enabling environments with teaching and support from adults**, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.
- Importance of **learning and development**. Children develop and learn 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 (SEND).

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected.

Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

These are the **prime areas**:

-  communication and language
-  physical development
-  personal, social and emotional development

Providers must also support children in four **specific areas**, through which the three prime areas are strengthened and applied.

The **specific areas** are:

-  literacy
-  mathematics
-  understanding the world
-  expressive arts and design

Our Curriculum

Our curriculum is a collection of core experiences that our children experience every day. A balance of child-led and adult-led activities. We provide an environment that enables every child to follow their own interests and become independent learners. We absolutely believe that children should lead their own learning, they learn far more when they are interested and excited about something. By thinking carefully about children's interests and giving them the resources and confidence to pursue them in a well-structured environment, children are able to take ownership of their explorations, engage in positive 'deep' learning experiences and master new skills. By basing our curriculum around core experiences, we believe that all children, whatever their ability, background or ethnicity, can access the curriculum and thrive. Praise and encouragement are essential to give children the confidence to believe in themselves, we ensure that children always have a positive day. We want our children to be kind and caring, independent and resilient and to have good language skills. We want them to have all that grounded, underpinning knowledge they need to be able to take risks and make thoughtful decisions about what they are doing, so when they go into the big, wide world they can make risk-benefit decisions and think about the impact of what they do.

We are a free-flow setting, children can choose to play outside or inside and move between the two throughout the day. We ensure our environment is rich in both areas and let the children take ownership of our environment, listening to what they want and taking note of how they are playing and investigating and acting accordingly.

Your child will be encouraged to explore and investigate. **THEY WILL GET DIRTY!** Please do not send them in any clothes that are precious to you. We are big believers that if a child goes home mucky then they have had a good time!

Please ensure you dress your child appropriately for all weathers as we go out all year round.



"There is no such thing as bad weather, only bad clothing"

Key Persons

Each child has their own key person here at St. Charles Catholic Pre-school. Each key person will:

-  Develop a strong bond with your child, allowing them to play freely and confidently whilst feeling safe and self-assured
-  Give your child a cuddle if they need one
-  Build confidence in your child to learn in many ways
-  Plan quality activities and learning experiences based on your child's individual needs
-  Build a strong, collaborative partnership with parents
-  Support transitions to school
-  Monitor and celebrate your child's progress with you through our online learning journey

The Learning Journey at St Charles Catholic Pre-school

All children attending St Charles' Catholic pre-school have a personal online Learning Journey which we use to upload photos and let you know what your child has been doing at pre-school. The Tapestry system is hosted on a secure, dedicated server based in the U.K. Information and images of your child will not be shared with outside agencies or other parents. The only people able to access their online Learning Journal are members of the pre-school staff and yourself. You will have password protected access to your child's online Learning Journey and we encourage you to contribute information and evidence of your child too by uploading photos, videos and comments of their learning development and experiences. We want Tapestry to be exactly that - a woven blend of information and evidence from pre-school and home about your child, their abilities and progress made. It also has the added benefit which IT offers to give instant access in a paperless instance. You are also able to comment on observations made by the staff at pre-school too.

We ask you not to share any images uploaded by staff onto your child's Learning Journey on any social medias and trust you adhere to this policy. If you do not have access to the internet we are able to download and print your child's online Tapestry Learning Journey as a pdf file.

Patient

Positive

Resilient

Creative

Strong

Kind

Intuitive

Happy to get muddy!

Self-Confident

Individual

Investigative

Affectionate

Here at St Charles we want our children to be...

Confident

Imaginative

Energetic

Curious

Unique

Happy

Independent

Inquisitive

Safe

Risk Takers

Believers!

Full of wonder

Good Communicators

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 3.5 hours (*pack lunch would need to be provided*)
- A full day of 6.5 hours (*pack lunch would need to be provided*)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.50am-11.50am (3hrs)	8.50am-11.50am (3hrs)	8.50am-11.50am (3hrs)	8.50am-11.50am (3hrs)	8.50am-11.50am (3hrs)
8.50am-3.20pm (6.5hrs)	8.50am-3.20pm (6.5hrs)	8.50am-3.20pm (6.5hrs)	8.50am-3.20pm (6.5hrs)	8.50am-3.20pm (6.5hrs)
11.50pm-3.20pm (3.5hrs)	11.50pm-3.20pm (3.5hrs)	11.50pm-3.20pm (3.5hrs)	11.50pm-3.20pm (3.5hrs)	11.50pm-3.20pm (3.5hrs)

Providing places are available, a *minimum* of 2 sessions (6/7 hours) or 1 full day (6.5 hours) per week is offered to a new child wanting a place. Our fees at present are £6.50 per hour for 2 year olds and £6.30 per hour for 3 and 4 year olds.

- ❖ Fees may be increased annually, however 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
- ❖ If you pay an invoice of any kind towards your child's free education entitlement you will be asked for a £50 registration fee. This will be returned to you when your child leaves pre-school. **This will not be required if you are only using your free entitlement.**

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

We are signed up to the government Tax-Free Childcare Scheme, and you can save money on your childcare bills with this.

If you are a working parent or carer, you can get up to £500 every three months (up to £2,000 a year per child) to help with the costs of childcare. You will need to set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2, up to a maximum of £2,000 a year. You can then use the money to pay your childcare provider. You will need to reconfirm your eligibility for Tax-Free Childcare every three months. You'll get a text reminder and it's easy to do through your online childcare account. To get Tax-Free Childcare, you need to be working at least 16 hours a week, earning at least the National Minimum Wage or National Living Wage. This includes being:

- self-employed
- on maternity or parental leave
- on sick leave or annual leave.

Each parent or carer can earn up to £100,000 per year and still be eligible for Tax-Free Childcare. Your eligibility doesn't depend on how much tax you pay, so it won't affect your income tax liability or any other tax, like VAT. You can't claim Tax-Free Childcare at the same time as Working Tax Credit, Child Tax Credit or Universal Credit. To find out how much you could get towards your childcare costs and check whether you are eligible, please visit www.childcarechoices.gov.uk

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 year 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 £6.50 per hour for 2 year olds and £6.30 per hour for 3 and 4 year olds.

If you are an eligible working parent your child may be entitled to 15 hours childcare for 2 year olds or the extended 30 hours FEEE for 3 & 4 year olds. This entitlement is intended to support working parents with the cost of childcare and enable them, where they wish, to return to work or to work additional hours.

How do I know if I am eligible?

- ❖ Working parents in England who each earn more than £8,670 - equivalent to at least £167 per week or 16 hours at the National Minimum Wage - but less than £100,000 adjusted net income per year, will be eligible.
- ❖ Eligibility is calculated on an individual basis rather than by household. This means if you have a partner, you must both individually earn between these two amounts.
- ❖ If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.
- ❖ You **can't** get 30 hours free childcare if **either** you, or your partner, each **individually** expect to earn £100,000 or more.
- ❖ Parents already receiving some additional forms of government support, such as Universal Credit, working tax credits or child tax credits, can also receive 15 hours of fully funded early education, including childcare, for 2-year-olds, separate from the new entitlement for working parents.

The definition of 'working' will include employed and self-employed persons and parents on zero hour's contracts who meet the criteria. Many parents have irregular working patterns and the government have designed the extended entitlement to be flexible enough to accommodate these. Parents who are studying and grandparents or other family members with parental responsibility for a child aged 3 or 4 will be eligible for the extended entitlement if they meet the above criteria.

To find out if you are eligible and to find the right childcare support for your, please visit www.childcarechoices.gov.uk

***Please note** Funding must be applied for every term by the parent.*

We also offer hours to children who are eligible for 2 year funding, which consists of 15 hours per week. Eligible children include those whose family meet the criteria for free school meals and also those under the care of the local authority such as foster children. To see if you can access free childcare for your 2 year olds, please call Leicestershire County Council on 0116 305 6208 on weekdays between 9am - 4pm, visit www.childcarechoices.gov.uk, or see Theresa Miller in the setting. Children who are eligible will be able to access the funding in the term following their 2nd birthday.

During all sessions at St. Charles' Catholic Pre-school at least 80% of staff hold a recognisable childcare certificate. A minimum of 3 staff will be present at each session. Our ratio's are as follows:

1:5 for children aged 2yrs - 3yrs

1:8 for children aged 3yrs - 4yrs

1:1 for children with special educational needs

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

Uniform

We have a uniform at pre-school, however, it IS NOT compulsory and it is entirely your decision as to whether your child wears it or not. We do however ask that you purchase a book bag from the uniform website. If you would like to purchase any uniform please visit <https://pupilsschoolwear.co.uk/> or alternatively you can visit Pupils Schoolwear shop in West Street, Swadlincote.

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 ensure the following items are always in this bag: a spare change of clothes, pair of slippers, sunhat, sun cream, winter hat and gloves and nappies and wipes (if applicable). THIS BAG WILL STAY ON THE PREMISES.

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 as it could 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

Snack 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.

If your child attends a full day session you are required to provide a packed lunch for your child. Please ensure this is a healthy lunch, with no sweets or fizzy pop in it. You are welcome to bring a hot food flask with warm food in if you would prefer. For some great packed lunch ideas please visit <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

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, 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 that 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 8.50am followed by a very busy routine! Parents are asked to wait outside until the pre-school opens before a member of staff lets the children 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 visit. 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 to record as much information as possible about your child so that we can make the settling in procedure as stress free as possible. Prior to your visit it is important that you register your 'Tapestry' account and complete the 'About me' section so that your child's key person knows as much about your child 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 and on our website. 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, our website, and also on 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.

Members of Staff

All members of staff are carefully interviewed by the Manager, Chairperson and Head teacher of St. Charles Catholic Primary School. Health declaration forms and a criminal record check (DBS) 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 as Leicestershire Early Learning and Childcare Service and OFSTED.

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



Theresa Miller

Pre-school Manager and Leader

Foundation Degree in Children and Young Peoples Services

NVQ 4 - Children's Care, Learning and Development

NNEB - Diploma in Child Care and Education

Level 3 Award in Paediatric First Aid



Kat McCausland

Deputy Leader and SENCO

Level 3 - Certificate in Children and Young People's Workforce

Level 2 - Certificate in Children and Young People's Workforce

Level 3 Award in Paediatric First Aid



Jayne Rawlins

Pre-School Assistant

NVQ 3 - Children's Care, Learning and Development

NVQ 2 - Children's Care, Learning and Development

Level 3 Award in Paediatric First Aid



Emily Moore

Pre-school Assistant

Level 3 - Diploma for the Early Years Workforce (Early Years Educator)

Level 3 Award in Paediatric First Aid



Sam Ankcorn

Pre-school Assistant

BA Honours in Sociology

Level 3 - Diploma for the Early Years Workforce (Early Years Educator)

Inclusive Practice for SEND in the Early Years

Level 3 Award in Paediatric First Aid



Monika Ingamells

Pre-school Assistant

Level 3 Award in Paediatric First Aid



Lacey Miller

Childcare Apprentice

Level 3 Award in Paediatric First Aid