

St. Mary's Under 5's Preschool

# Prospectus

October 2021 Version



**THE PRESCHOOL STAFF:**

Manager : Amanda McHattie MA (Early Childhood Education) / Designated Safeguarding Lead

Assistants : Merville Kow  
: Mary Skopila

**OUR BUTTERFLY ROOM (3-4-year-olds):**

Key Person : Jane King (Orange Group) Team Leader / Deputy Safeguarding Lead

: Jade Fletcher (Blue Group)

: Rhea Taylor (Yellow Group) / SENCO

: Haley Whiting (Acting Purple Group) - *covering maternity leave*

: Ashlee Murphy (Purple Group) / SENCO (currently on *maternity leave*)

**OUR CATERPILLAR ROOM (2-3-year-olds):**

Keyperson : Lyndsey Hipkin (Dragonfly)

: Jess Percival - (Acting Bumblebee) - *covering maternity leave*

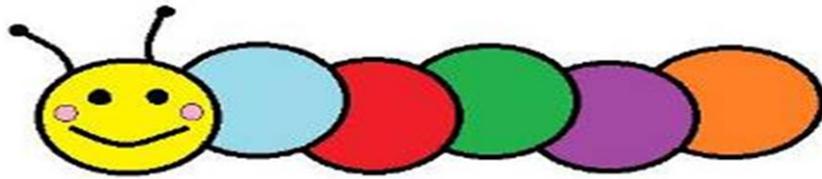
: Katie Seal (Bumblebee) / SENCO - (*maternity leave from November 2021*)

**THE PRESCHOOL COMMITTEE OFFICERS:**

Chairperson : Jennie Kemp

Treasurer : To be confirmed

Secretary : To be confirmed



## **St. Mary's Under 5's Preschool**

# **Our mission statement**

**To provide a secure and happy environment to ensure our children enjoy learning through play.**

**We will continue to be an integral part of our community by offering places to our local children.**

**We will always respect our children's beliefs and will at all times encourage them to their full potential.**

St Mary's Under 5's is a committee run preschool; it is also a Registered Charity. It was set up over 40 years ago, originally in St Mary's Church Hall, and then based in the local cricket pavilion for over 25 years. In 2009, we were awarded funding for our own purpose-built preschool building which we moved into in November 2010. The preschool currently employs eleven members of staff.

The preschool was inspected by Ofsted in July 2019 and they graded the setting as 'Outstanding' in all areas for a third consecutive inspection. We are very proud of this achievement and the staff and committee remain fully committed to maintaining this high level of care and learning for every child attending the preschool. A copy of our Ofsted report can be found on our notice board, or it can be viewed on the Ofsted and preschool websites.

The Preschool is also an ECaT (Every Child a Talker) setting.

ECaT promotes the development of young children's communication, speech and language skills by engaging with parents, families and adults working with children aged 0-5.

Language and communication provide the tools for success for children throughout their lives. As adults whether parents or practitioners we have a vital role to play in ensuring children develop these skills.

Children with language delay can have significant difficulties later on, particularly with reading and writing. ECaT is intended to help to give children the right support to reduce the chances of this happening.

The setting is part of the Government Free funding for 2-year-olds and the 30-hour extended funding scheme. We have a purpose-built room for 2-year-olds; please enquire at reception for further details.

Our Manager has a Master's degree in Early Childhood Education and has also gained the Early Years Professional Status. Our Key Persons have childcare qualifications (Level 3 in Early Years Childcare and Education).

The preschool prides itself in being able to support children with physical and learning difficulties and providing them with a learning environment tailored to each child's needs.

Members of staff and committee are qualified in First Aid, Basic Fire Training, Safeguarding Children, BSL and Makaton Sign Language, Well-being & Involvement, Progress Matters, Food Safety & Special Needs, to name but a few and as part of an on-going process all members of staff are encouraged to attend training workshops and talks to update their knowledge on childcare whenever possible. The preschool is committed to developing best practice to ensure we meet the needs of all the children attending the setting.

St Mary's Under 5's Preschool use the Early Years Foundation Stage (EYFS) framework to which all children from birth till the end of reception year will work towards and Ofsted require us to follow:

- A Unique Child

- Positive relationships
- Enabling Environments
- Learning and Development

At the preschool, we work within the EYFS framework to provide the experiences and support to help children feel good about themselves', respect others and develop a positive attitude towards learning. Our experienced team members make sure that learning is always seen as fun, that children always feel secure and valued and that they are able to meet their best potential. We understand that all children are unique, with individual characters and needs, our staff work hard to create a nurturing environment where your child can flourish and develop.

We encourage the children to be strong and independent from a base of caring and secure relationships with their parents/carers and with their key person within the setting. We work closely with the parents/carers of the children and encourage a partnership between the setting and home and hope that they will be able to share with their parents/carers the new experiences they have enjoyed in our preschool.

We encourage learning through play. We provide toys, equipment and experiences for the children to develop their abilities, introducing them to new skills and concepts in the course of their play. All activities and experiences are carefully planned to encourage each child's development. Every child is observed and assessed on a regular basis with the aim to develop them at their own rate.

We celebrate diversity, respect cultural differences and respond to individual wishes and beliefs; we also aim to provide an exciting and diverse experience for all our children. Courtesy and good manners through British values are encouraged at all times.

Stories, songs, group games and creative play form part of a typical session at St Mary's Under 5's and are used to develop language and social skills.

Creativity and expression are encouraged through art, music, dance and role-play. Early mathematical understanding is established through counting, sorting, matching, numbers, measuring and shapes.

Outdoor play is as important as indoor play, helping children to experience and gain an understanding and delight in the environment and the world around them.

Our staff will build a trusted relationship with both child and parents/carers and will carefully monitor his or her development, identifying all expectations for progression with you via a learning journey document, which can be seen at any time.

The preschool has policies and procedures to cover its day to day running and these are available for all parents/carers to read and review.

An elected committee of parents/carers runs the preschool with children attending the setting. This ensures that major decision making is in the hands of the parents/carers who use the

group. The committee is responsible for managing the setting finances, renewing both policy and practice within the group, and for the employment and appraisal of members of staff.

As a community based, voluntary managed setting, we depend on the goodwill of parents and their involvement to keep the preschool running, as without a committee, the preschool could not run.

Our Annual General Meeting, at which the committee for the following year is elected, is usually held in November and parents/carers will be informed in good time so they are able to attend.

The preschool is a member of the Early Years Alliance. The Alliance produces information on all aspects of Pre School play provision and childcare.

### **CONTACTING THE PRESCHOOL**

Our phone number is : 01322 275442  
Our address is : St Mary's Under 5's Preschool  
The Recreation Ground  
London Road  
Stone  
DA9 9DQ

Our email address is : [stmarysunder5spreschool@yahoo.co.uk](mailto:stmarysunder5spreschool@yahoo.co.uk)  
Our website is : [www.stmarysunder5spreschool.com](http://www.stmarysunder5spreschool.com)

Facebook : ST MARY'S UNDER 5's PRESCHOOL

In case of bad weather, i.e., snow, please register on [www.kentclousures.co.uk](http://www.kentclousures.co.uk) to check if we are open. We will also update our Facebook page plus put an announcement on our website and answer phone (where possible) to keep you updated.

### **ADMISSION REQUIREMENTS**

All children must be over 2 years and 6 months of age, unless joining through the FF2 scheme and we do ask to see their birth certificates as proof of this and a current passport number. Children will be prioritised according to their date of birth, length of time on the waiting list and the vicinity of the home address to the setting.

**Please note that priority is given to children residing in Dartford, Stone, Greenhithe and Swanscombe.**

St Mary's under 5's reserve the right to refuse a place or offer reduced sessions for a child where it believes this would not be in the best interest of the child and/or other children in the preschool.

Our aim is to provide a place for a child on the waiting list for a minimum of a year before they start at primary school.

### **OPENING TIMES**

Monday to Friday morning session : 08:30 - 11:30hrs

Monday to Friday afternoon session : 12:15 - 15:15hrs

Please note: for the morning session, the main door will open at 8.30am and close at 8.40am and for the afternoon session the door will open at 12.15pm and close at 12.25pm. **Your child will be deemed as late if they arrive after the door has closed and you will be asked to complete our late log which may result in a 'lateness' fee being charged.**

All day sessions are only offered if there is availability in our lunch club (as spaces are limited). Lunch club is only for children who stay all day and this option is available (if space available) the term after their third birthday and only in the Butterfly room. There is a charge of £6 per day for this and a packed lunch must be provided. The 30-hour scheme charge is £12 per day.

### **STAFF: CHILDREN RATIOS**

The preschool currently employs 11 members of staff and has a minimum of one to eight ratio for 3-4-year-olds: in the Butterfly Room, and a one to four ratio for 2-3-year-olds in the Caterpillar Room.

### **COVID-19**

The safety of our children, staff and families has been paramount throughout the Covid-19 pandemic. Although, government restrictions have been lifted we have a duty of care to continue to ensure procedures are in place at preschool to protect us all.

All staff continue to take lateral tests twice a week (including school holidays) and the majority of our staff are now double vaccinated against the virus.

However, it is essential that we have the continued support from our parents to ensure that if your child is unwell and has any of the following that you do not bring your child to preschool:-

- A new continuous cough
- A high temperature
- A loss of, or change in, normal sense of taste or smell

If your child has any of the above symptoms, we ask that you book a PCR test as soon as possible and refrain from preschool until a negative test, be obtained.

[What parents and carers need to know about early years providers, schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges)

Please note, in the unlikely event of the preschool having to limit the number of children in the setting due to staff shortage, priority will be given to vulnerable children and children of critical workers. You will be notified of any restrictions via the email address given on your child's entry paperwork.

## **SETTLING IN AT PRESCHOOL**

Our aim at St Mary's Under 5's Preschool is that the children feel safe and happy in the group and are able to play and discover without the need for their parents/carers to be present. The staff will work with parents/carers to facilitate settling in the children to their new routine. During the first few weeks of settling your child into preschool, we reserve the right to request that a parent or carer attends with them if they are unsettled or upset.

## **ARRIVAL/DEPARTURE**

Please try to be punctual for preschool. Lateness at the start of session can be unsettling for your own child and for the other children.

If you are going to be late picking your child up, please telephone us and let us know as it can be upsetting for your child if you do not arrive with the other parents/carers.

If anyone other than yourself is to collect your child from preschool we **must** know in advance. Your child will not be permitted to leave preschool with a person unknown to us unless your permission has been given, either verbally to a member of staff, or via a written entry in the collection book. The person you have authorised to collect your child must also know the password in your child's learning journey. Without legal proof of custody, we do not have the right to refuse a divorced /separated parent access to their child.

Once your child has been collected from their key person at the end of session, please remember that they are your responsibility.

The preschool does operate a late charge. Once three instances of lateness have been recorded in the register, the late charge will take effect. A £5:00 charge will apply for the first 15 minutes and then £5.00 per 5 minutes thereafter. Please note the late charge is applicable for children who are being late dropped off or collected. For further details, please see our 'Non/Late Collection Policy'.

## **EMERGENCY CONTACT DETAILS**

For your child's safety we ask that you provide some details on your child in case an emergency arises. These will include your child's Doctors details, an emergency contact number if you cannot be contacted, and any medical conditions your child may have. You will be asked to provide these prior to your child starting preschool. Once your child has started preschool, please ensure that if you change your mobile phone number that you let us know so we can contact you if we need to.

## **FEES**

Once your child has been offered a place at the setting, a deposit of £25 is required to secure your child's preschool place. Please note that the deposit will be refundable within 6 weeks of your child's start date. Please note that your deposit is non-returnable if your child no longer requires a space.

The fees are currently £17.00 per session. All fees (including lunch club) should be paid in **advance** preferably via bacs payment or in cash. If fees are not paid by deadline stated on your invoice, a late payment fee of £25 may be incurred. Termly invoices will be sent as follows:

Autumn Term - September

Spring Term - January

Summer Term - April

Payment will be due within two weeks of the invoice date.

If you have any problems in paying your fees, please speak to the Manager who will deal with the matter in confidence. If your child is on holiday or off sick from the preschool, fees must still be paid as the setting still has to pay the staff wages and rent etc. There are certain circumstances where fees may be waived, e.g., hospitalisation, but you should speak to the Manager about this.

Kent County Council provides free entitlement for 3- and 4-year-olds under the DfES code of practice for free nursery education. This begins at the start of the term following the child's 3<sup>rd</sup> birthday. Your child is entitled to 570 hours of Free Early Education over a minimum of 38 weeks per year. However, depending on which days your child attends, this may not be possible due to bank holidays and staff development days. We will inform you if this is the case and offer an alternative where possible. Equally, it may be that the days attended by your child could exceed the 570 hours. If this is the case, we will inform you and these sessions can either be charged for or relinquished. If you have any questions regarding funding, please speak to the Manager. The preschool is also part of the FF2 scheme \*(If you receive certain benefits or child tax credit and your child's date of birth falls within a particular date range. Please note for further information on this scheme please contact the preschool).

The preschool aims to offer parents the flexibility to use their child's 15-hour entitlement over 2 ½ days if they wish. This is subject to availability and if you wish your child to stay all day, a charge of £6.00 would be made on a daily basis for lunch club. You would need to provide your child with a packed lunch for these days. Please note that we only offer the all-day option to children over the age of three and we reserve the right to decline a request if we feel it is not in the child's best interest.

We are obliged to record a child's attendance pattern whilst at preschool for funding purposes and to meet Ofsted requirements. We have a non-attendance policy in place and will advise a meeting with your child's key person if there is a regular non-attendance pattern.

Once your child's sessions have been agreed, we would advise you that we may not be able to change them at a later date. Any changes would be subject to availability and we would ask that any changes you require are done from the beginning of a term wherever possible.

Parents are asked to give a term's notice if they wish their child to leave the preschool or decrease sessions. Where this notice is not given, you will still be invoiced for any additional services that you have requested, over and above your free entitlement.

## **FEE STRUCTURE / DELIVERY PATTERN**

St Mary's under 5's Preschool is a sessional, term time only (open for 38 weeks a year) early years provision. Our session times are split into morning and afternoon:

Morning Session: 8.30am - 11.30am (3 hours)

Afternoon Session: 12.15pm - 3.15pm (3 hours)

Our pattern of delivery is as follows:

## **FREE FOR TWO SCHEME (FF2)**

Please note 2-year-olds eligible for this scheme can access up to **5** sessions per week - either morning or afternoon or a mixture of both up to a total of **15** hours per week. Please note, 2 sessions within the same day are not available.

## **UNIVERSAL FREE EARLY EDUCATION**

All children are eligible for **15** hours of free funding from the term after the child's 3<sup>rd</sup> birthday. This can be claimed in **3-hour** sessions as shown above. If funding is required over 2.5 days, there is a chargeable lunch club (£6.00) available. However, this is subject to availability and numbers are limited.

## **EXTENDED FUNDED HOURS (the 30-hour scheme introduced by the Government from September 2017)**

Working parents (if criteria met) can apply for extended funding to cover up to **30** hours per week. The pattern of delivery for this scheme will be 8.30am until 3.15pm with a charge of £12 per day for additional services offered over and above the 30 funded hours.

The free 30-hour delivery pattern is 8.30 am - 2.30pm (Monday to Friday) but spaces are limited and subject to availability.

Any additional 3-hour sessions required by parents will be at a sessional cost of £17.00/session.

Please note, all of the above patterns of delivery are subject to availability.

## **KEY PERSON**

Our setting uses a key person approach. This means that each member of staff has a group of children for whom they are particularly responsible and follows EYFS requirements. Each key person group in the Butterfly room has a colour to represent their group, these are as follows: - Yellow, Blue, Purple and Orange. Each child is allocated a key person who will liaise with you on the progress of your child. Our aim is for your child's key person to stay the same throughout the time they attend preschool. In the Caterpillar room key person groups are Dragonfly and Bumblebee.

Your child's key person will assess how they are learning and developing through the EYFS framework by observing them frequently. We use information that we gain from observations as

well as from photos or videos of the children, to document their progress in a 'learning journey' book. We also ask parents to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting their child's development. We make periodic assessment summaries of children's achievements during the school year and keep a record of achievement for each child. From this the key person will then compile a transition document, which will be forwarded to the child's relevant Primary School.

Your child's key person will be happy to support your child in potty training whilst they are at preschool but please remember that they are also responsible for the other children in their key group, so we would ask you to liaise with them as to the support they are able to give you at any given time.

### **THE CURRICULUM**

Our key person system enables us to provide a planned curriculum tailored to the needs of each individual child. We offer both child and adult initiated activities on a daily basis. By providing play activities suitable for the child's development and a high level of adult input, we offer a curriculum that follows the Early Years Foundation Stage curriculum guidance produced by the Department for children, schools and families, and incorporates the Statutory Framework. If you have any questions as to what your child is learning, please do not hesitate to speak to their key person.

The preschool also has regular theme days to coincide with the topics we are covering with the children, please look out for updates in our newsletters which will keep you informed of these.

Please let your child's key person know if they are enjoying anything in particular at home so we can incorporate this into your child's learning at preschool.

### **THE ROLE OF PARENTS/CARERS IN THE GROUP**

The preschool recognises parents/carers as the first and most important educators of their children and we aim to support them in this. Parents/carers are welcome to: -

- Work in the group with children (due to insurance no younger children are allowed)
- Assist with fundraising
- Take part in the management of the group
- Attend training courses, workshops and conferences organised by the P.L.A.

The preschool also holds parents' meetings to enable you to discuss your child's development with their key person.

As a setting, we value your feedback and we regularly issue surveys to gain this information. If you have any ideas on what you would like to see at the preschool or a question about your child, please do not hesitate to talk to your child's key person or the manager.

### **GOLDEN RULES & BEHAVIOUR**

The preschool has golden rules which were devised with both the children and staff in order to make preschool a nice place to work and play. Our golden rules are: -

- We are kind to each other
- We take care of the toys at school
- We walk in school
- We listen to each other

These golden rules support our behaviour policy and we would ask that you support us with these with your child.

If we have any concerns over your child's behaviour at preschool, your key person will liaise and work closely with you to overcome these. Please do not worry as a child's inability to share, biting etc are all usual behaviours and we are used to dealing with them.

Our designated person for overseeing behaviour at the preschool is Rhea Taylor.

### **SAFEGUARDING CHILDREN**

The preschool has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our safeguarding policy ensures children against the risk of abuse in the setting and we have a procedure for managing complaints or allegations against a member of staff. This policy also includes the process used if radicalisation is suspected.

We work closely with our children and their parents/carers to ensure that we are aware of any problems that may emerge and we are able to offer support, including referral to appropriate agencies, when necessary, to help families in difficulty.

Designated safeguarding officer: Amanda McHattie

Deputy safeguarding officer: Jane King

### **EQUALITY OF OPPORTUNITIES**

We operate an Equal Opportunities/Inclusion policy and offer equality of opportunity for all children and their families and take positive action to eliminate discrimination in all areas. We believe that the group activities should be open to all children and families, and to all adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with our preschool have an equal opportunity to do so.

### **SPECIAL NEEDS**

The number of adults present in the group enables us to provide the individual attention for each child. Each child is able to progress at their own rate in all areas of development, and this is true for children with or without special needs.

We work in close relation with professionals across a wide range of special needs and we also have our own Special Needs trained staff. If you would like to discuss the group's ability to meet your child's specific need, please speak to the Manager or the child's Key Person.

Requests for SEN documents to be completed by the preschool will be prioritised according to deadlines and the level of need. We will aim to complete all documents within one term.

SENCO: Rhea Taylor  
Ashlee Stapley (maternity leave) - Butterfly Room  
Katie Seal (maternity leave) - Caterpillar Room

## **HEALTH AND HYGIENE**

- we will follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in other learning environments
- clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, more regularly than normal
- ensure that all adults and children:
  - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](#)
  - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
  - are encouraged not to touch their mouth, eyes and nose
    - use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it')
- ensure that help is available for children and young people who have trouble cleaning their hands independently
- consider how to encourage young children to learn and practise these habits through games, songs and repetition
- ensure that bins for tissues are emptied throughout the day
- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- get in touch with public sector buying organisation partners about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed
- there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting

Our Health and Safety policies are regularly checked and reviewed by our manager and a committee representative to ensure that the preschool is a safe place at all times.

## **ACCIDENTS OR INCIDENTS**

If your child does have an accident whilst they are at preschool, we will record this on an accident form which we will ask you to sign when you collect your child. All the staff are trained in first aid and are able to deal with basic injuries. Please note that we would normally not contact a parent /carer during session time if a child has had a minor injury but if you would rather than we did inform you, please let us know. We will always contact a parent/carers if a child has had an injury to their head or face or if we feel the injury required professional care.

If your child is involved in an incident at preschool, i.e., they bite another child, this would be recorded on an incident form and which you will be asked to sign this when you collect your child

### **SNACKS**

The preschool makes snack time a social time in which children eat together and we encourage them to build on their independence by allowing them to make their own choices of food and pouring their own drinks. We plan the snacks, so they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs or allergies so we can make sure that these are met.

### **PACKED LUNCHES**

The preschool does follow a healthy eating policy and we ask that parents support us in this with the choices they give their child in their lunchbox. Please can we ask that you do not put sweets / chocolate / fizzy drinks in your child's lunch box and keep these for a treat after preschool. Please note that we are unable to heat food bought in by a child so please bear this in mind when packing your child's lunch. Your child will be encouraged to sit down to eat with staff at lunchtime and anything they do not eat will be left in their lunchbox so you can monitor how much they have eaten during the day. Lunch is a sociable occasion where we actively encourage the children's independence at mealtimes. As a precaution, as some children have allergies (including nut allergies), may we ask parents/carers not to use peanut butter in their child's sandwiches, or popcorn in their lunch boxes.

### **USE OF DUMMIES**

The preschool acknowledges that many children who attend the setting will still be using a dummy as a comforter and understand the importance of using a dummy in preventing cot death. However, it is important that when a child reaches preschool age that parents are aware of the impact a dummy can have on speech development and dental formation.

- We would ask that where possible, dummies are kept at home but if a child requires a dummy whilst at preschool, it needs to be named and stored in a dummy box in the child's bag.
- If the child requests their dummy whilst in session, staff will try to divert their attention onto something else to settle them but if they request it for a 2<sup>nd</sup> time or are distressed, they would be given it.
- If the dummy is put down on the floor or play area, it will be sterilised by running it under boiling water.

Your child's key person and our SEN Co-ordinator will be able to support your child in their routine to comfort them and also work with parents to help them wean their child off their dummy when the time is right for the individual child.

### **SLEEPING**

The preschool does have basic facilities to accommodate your child if they fall asleep during session, our full procedure for this is listed in our Healthy and Safety Policy. If your child falls asleep in session:

- They will be placed in a quiet area or a safe place in the main hall in a portable bed. A member of staff will stay with the child and check on them regularly.
- The sleep log will be filled in detailing the time the child fell asleep and times checked by a member of staff.
- The child's parent will be called to confirm that they are happy for their child to stay at preschool.
- The child's parent must sign the sleep log when they collect the child.

If your child continuously falls asleep during their session, we will discuss with the parent/carer if we need to change/reduce sessions for the benefit of your child.

### **FIRE DRILL /SHUTDOWN POLICY**

We have a set fire drill and shutdown procedure and this is practiced with the children in a non-frightening manner for the fire drill at least twice a term and shutdown once per term.

### **OUR RELATIONSHIP WITH STONE ST MARYS CEP SCHOOL**

The preschool work closely with the local primary school and we are regularly invited to the school with our children to sports day and nativity plays etc. The majority of the children attending the preschool do usually transfer to Stone St Marys CEP School but please be aware that just because your child has a place with us, it does not guarantee them a place at the primary school.

In the December prior to your child starting primary school, you will need to register your child and your school choices with Kent County Council. Registering your child for primary school is the responsibility of parents/carers and not the preschool.

Our staff can provide phone numbers and addresses of schools in the area and the preschool will advise parents of dates to register at the time. If you have any concerns or questions about this procedure, please do not hesitate to talk to our administrator.

### **FUNDRAISING**

The children's fees/funding pays for all the necessities of the preschool: rent; wages; insurance; telephone. Fundraising pays for all other equipment. Throughout the year there are fundraising events and help is usually needed with these. If you would like to help raise funds for the preschool or have any ideas on how to raise money, please speak to a member of the committee. Occasionally a photographer attends preschool to take informal photos of the children that parents/carers can buy; this also helps to raise money for the group.

### **VOLUNTARY CONTRIBUTION**

As a registered charity where no profit is made, we do ask for a voluntary contribution of £5.00 per term to be paid to cover resource costs such as arts and crafts. Your support means that we are able to offer better and more varied activities for your child.

## **UNIFORM**

The preschool does have a uniform which is available for you to purchase for your child if you wish them to wear it. The wearing of uniform is not compulsory and is completely down to parental choice. If you wish to purchase uniform, please see a member of staff for an order form. Please note payment for uniform must be paid when order is placed.

## **POLICIES**

We have drawn up policies for the day to day running of the preschool with regards to:

Admissions, Behaviour Management, Complaints, concerns and comments, Child Protection, Confidentiality, Display Screen Equipment, Equality, Inclusion and valuing diversity, Equipment & Resources, Financial & Contractual, Healthy Eating, Health & Safety, Induction, Non/Late Collection of Children, Parent Helper, Parent Involvement, Secure Storage, Settling In, Special Educational Needs, Staffing & Employment, Supporting Children and Families in times of loss Student Placement, E- Safety , Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR) and Shutdown Policy.

Copies of these policies are available to all parents/carers in the preschool in the entrance area or via our website. Please also find attached to this prospectus a copy of our privacy notice which explains how we use pupil information and comply with DPA (2018) and UK GDPR at St Mary's Under 5's Preschool.

The policies are reviewed on a regular basis by the staff and the parents on the committee. Should you have any suggestions on our policies, we would welcome your feedback. Please do not hesitate to speak to our manager or committee chairperson.

## **CONCERN/COMPLAINTS PROCEDURE**

Please speak to the Manager to discuss any concerns or complaints that you may have regarding the preschool. You may well prefer to speak to a member of the preschool committee about your concerns and get them to represent your views. Please talk to us if you are worried about anything to do with the preschool to give us the opportunity to alleviate your fears or rectify the problem before discussing it with other parents.

Please note, the committee, staff and any volunteers follow a strict confidentiality agreement. We cannot discuss preschool business outside of the preschool. Please do not approach staff to discuss your child outside preschool as they are not allowed to comment.

We are an Ofsted registered establishment (Registration Number EY420241, Ofsted telephone number 0300 123 1231).

## **FURTHER INFORMATION**

**Please do:** Please ensure your child wears safe, suitable footwear to school and manageable clothing particularly when toileting, promoting independence.

Bring a small bag with spare clothes/nappies for your child to change into if they need to.

Encourage your child to think about the current theme in the preschool, we will inform you of what your child is doing during their sessions via newsletters /our Facebook page, and the parent/carer message board.

**Please do:** Encourage your child to talk to you about their time in preschool.

Notify the preschool if your child contracts an infectious disease, i.e., chicken pox.

Call us if your child will be absent from school.

Make sure your child wears old clothes to feel confident to participate in messy play.

Make sure your child's clothing is suitable for them to take themselves to the toilet as this encourages independence i.e. No dungarees.

Make sure your child wears sun cream and a hat in hot weather.

Make sure that your child's coat/cardigan is labelled with their name.

Make sure your child brings outdoor coats and shoes/wellies in cold weather, as we take the children out every day throughout the year as per EYFS welfare requirements. If your child comes in wellies, please note these are not suitable to wear all day and will need a change of shoes on arrival.

**Recommendations:**

Please do not allow your child to bring their own toys to preschool unless requested or agreed by your child's key person.

Please do not allow your child to eat sweets or chewing gum in the preschool

Please do not allow your child to wear 'dangly' earrings or necklaces

Please do not bring your child into preschool if they have had a bout of sickness or diarrhoea in the previous 48 hours.

Please do not bring your child to preschool if they have had a cut stitched. They may return once the stitches have been removed. This is for the child's own safety as the cut may reopen if knocked.

**Please note:** The preschool has no storage facilities for children's buggies or scooters, if you bring these to school with your child, we will have to ask you to take them home with you.

Pushchairs and prams are not allowed into the building due to health and safety risks, if you have younger children in pushchairs/prams, a member of staff will always be on the entry door to watch over them for you whilst you bring your child into their session

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## Parent/Carer Declaration

### A summary of our prospectus:

- **COVID-19** - please do not bring your child to preschool if unwell with COVID-19 symptoms. You will be required to book a PCR test as soon as possible - we ask that your child refrain from attending preschool until a negative test is obtained or the self-isolation period is covered (further details on Page 7).
- **Lateness** - please ensure you arrive on time for sessions as lateness can be unsettling for both your child and other children, there is a charge for continuous lateness, (further details are on Page 8).
- **Collection** - we must know in advance if anyone other than yourself is to collect your child from preschool, (further details are on Page 8).
- **Fee Payment** - fees are to be paid in advance, (further details are on Page 9).
- **Notice period** - there is a term's notice period for any session changes or if your child is leaving the preschool, (further details are on Page 10/11).
- **Healthy Eating** - please support us in this, no sweets, chocolates or fizzy drinks in your child's packed lunch, thank you, (further details are on Page 14).
- **Arts & Crafts voluntary contribution of £5 per term**, (further details are on Page 16).
- **Privacy Notice for St Mary's Under 5's Preschool** - how we use pupil information and comply with the Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR)

**I/We have read the St Mary's Under 5's Preschool Prospectus and Privacy Notice and agree to follow any policies and procedures set out for St Mary's under 5's Preschool:**

Child's Name : \_\_\_\_\_

Date : \_\_\_\_\_

Parent/Carer Name : \_\_\_\_\_

Parent/Carer Signature : \_\_\_\_\_

*(Declaration form to be placed in child's file, prospectus to be kept by parents)*