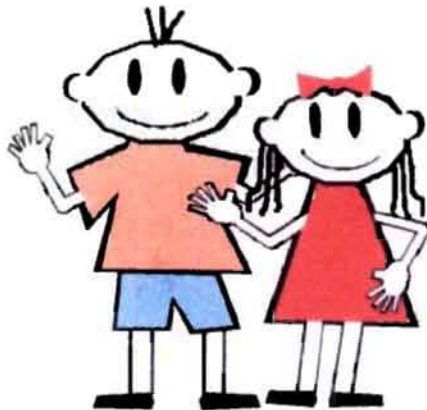


St Barnabas Pre-School

Prospectus

and Booking form



**St Lukes Church
Imperial Ave
Mayland**



Registered Charity

At St Barnabas we aim to provide a high quality early years education. Allowing the children to learn physical, intellectual, emotional and social skills in a safe and friendly atmosphere.

Through play children learn about the world in which they live, about themselves and their relationships with others. St Barnabas Pre-school aims to supply children with a variety of experiences.

We provide both indoor and outdoor play and are equipped with a computer where the children are encouraged to practise their IT skills.

We encourage all the children to take part in a nativity play and other sketches performed at Christmas time. We also celebrate Christmas with a children's party.

We aim to have a summer outing each year.

As members of the Pre-school learning alliance (formally the PPA) we had our first Ofsted inspection in 1997 with a maximum re-inspection time of 2-4 years, but now under new guide lines we are inspected annually. Copies of these reports are available on request.

We are registered for 26 children per session from two years and 6 months old.

We have a ratio of 1:5 members of staff per session.

Each supervisor has past the Diploma in Pre-school Practise and most other staff has taken P.S.L.A. courses. These Courses are continually being taken by members of staff to keep up with current information.

St Barnabas is registered with OFSTED Early Years, and is fully insured. Records are kept in accordance with OFSTED Early Year's regulations and are kept in strict confidence.

We have set polices on the following:

Admissions	Behaviour Management
Complaints Procedure	Equal Opportunities & Anti-Discrimination
Child Protection	Health and Hygiene
Lost & Uncollected child	Safety (including sun protection)
Special Educational Needs	Staffing & Employment
Student Placement	Parental Involvement

These are available on request and are on the notice board. A set of copies can be booked out to read at home (it is recommended that parents acquaint themselves with these procedural policies).

At St Barnabas Pre-school we follow the national curriculum for children under five in accordance with Ofsted guidelines, covering the six desirable learning outcomes, as listed below.

Language and literacy

Children will learn to listen and talk about their experiences, develop concentration, thought and imagination.

They will recognise letters and the alphabet by shape and sound.

Recognise his/her own written name.

Be encouraged to write his/her own name in upper and lower case letters.

Extend their vocabulary, exploring the meanings and sounds of new words.

Explore and experiment with sounds, words and texts.

Interact with others, negotiating plans and activities and taking turns in conversation.

Physical Development

Children will learn to move freely, using large and small muscles.

Discover whether they are right or left handed.

Build up their confidence and control in handling appropriate tools, objects and construction materials.

Improve their co-ordination with awareness of space and of other children.

Move around with confidence and safety.

Travel around, under, over and through balancing and climbing equipment.

Recognise the importance of keeping healthy and those things that contribute to this.

Knowledge and Understanding of the World

Children can talk about where they live and the place they live in.

Encouraged to learn their address.

Learn space and size.

Talk about what they see and hear.

Ask questions to gain information, why things happen and how they work.

Talk about their families past and present.

Learn about the weather and the seasons.

Talk about their journey to Pre-school and how they travelled there.

Investigate objects and materials by using all his/her senses as appropriate.

Select the tools and techniques they need to shape, assemble and join the materials they are using.

Begin to know their own cultures and beliefs and those of others.

Build and construct with a wide range of objects, selecting appropriate resources and adapting their work where necessary.

Mathematics

Children will learn shapes, sizes, and space. In front of, bigger than ect.

Create patterns.

Recognise and use numbers up to 10.

They will compare, sort, match, order, sequence and count using everyday objects.

Use language such as 'more' or 'less', 'greater' or 'smaller', 'heavier' or 'lighter', to compare numbers or quantities.

Use developing mathematical ideas and methods to solve practical problems.

Creative Development

Children will learn how to express their feelings, thoughts, and draw upon their imagination and originality.

Learn to think independently.

Explore colours, textures, shape, touch and feel.

Learn to use tools, instruments and equipment.

Listen to music and stories.

Children will be given the opportunities to talk about their work with other children and adults.

To use their imagination in art and design, music, dance, imaginative role-play and stories.

Respond in a variety of ways to what they see, hear, smell, touch and feel.

Personal Social and Emotional Development

Children can develop confidence and self-respect.

Form friendships, learn to share and take turns.

Become sensitive to other peoples feelings.

Express their own feelings appropriately.

Learn respect for others and all cultures, beliefs and ways of life.

Learn their views and opinions are important.

Are given praise for each new skill they are achieving.

Develop an understanding of what is right and wrong...and why.

Being confident to try new activities, initiate ideas and speak in a familiar group.

Dress and undress independently and manage his/her own hygiene.

Select and use activities and resources independently.

Continue to show interest and motivation to learn.

Key Worker System

St Barnabas Pre-school operate a Key Worker System, making records and observations of the children. The staffs keep these until the end of the child's Pre-school life when they are given to the parents.

Parents are encouraged to take an active part in their child's Pre-school education and meetings can be arranged to discuss an individual child's progress these meetings will be handled in strict confidence. Parents are invited to visit during Pre-school hours.

Admissions - children, whether at Pre-school or on the waiting list, must have a completed Registration form. Children may be registered at any time but cannot start attending until the age of 2 years six months. The terms of registration guarantee a place at Pre-school but specific sessions are subject to availability at the time. We try to accommodate children at sessions suitable to the parent wherever possible.

New parents - and children are welcome to visit us during the term before they are due to start. You are also welcome at open days and our Christmas show.

Equal opportunities - St Barnabas welcome all children of any cultural, religious and ethnic backgrounds and will assure that diversities in these aspects will be treated with respect and equality. Children of all abilities and any special needs will be catered for wherever possible.

Child protection - St Barnabas ensure all staff members are police and health checked and are suitable in every aspect. We are obliged to inform the Child Protection Unit of any reasonable suspicion of child abuse in its many forms. We do undertake to be discreet and professional in these matters and consider the child's safety and well being to be pre-eminent.

Accidents - minor accidents are attended to and recorded in an Accident book. Parents are required to sign the entry on collection of their child. There are **at least** two members of staff per session holding a current First aid certificate and we have a fully equipped early years first aid box as recommended by St Johns Ambulance service. Although often a cuddle and a clean up, are all that is needed. More serious accidents are required to be referred to OFSTED Early years, this will be done by the nursery at the time, as well as contacting the parent and any other emergency aid that may be thought appropriate.

Unwanted behaviour - St Barnabas has a basic code of discipline to allow maximum enjoyment and freedom of expression to each child, providing it is not to the detriment of the other children and is in keeping with the general ambience of the Pre-school. Any problems in this respect will be discussed with the parents and handled with tact and courtesy.

Complaints procedure - the Pre-school invites parental involvement and endeavours to work in partnership with parents. If however, a parent has a complaint this should be discussed in discretion with a supervisor who will take every step possible to ensure a satisfactory conclusion can be reached. If this is not possible the help of the PLA Development officer will be requested, or the OFSTED Early Years complaints department, Field House Station Approach, Harlow, CM20 2FS. Tel:0845 6014771

Bring and collecting - it is assumed that children are brought to the Pre-school and collected by the parent. If this is not the case, it is the responsibility of parents to provide written consent for another person to collect your child. We also operate a password system for emergencies!! We reserve the right to contact the parent or another advisory body if we do not know the collector; a password is not given, or has any reason to feel it would be contrary to the child's interests to go with such a person.

Evacuations of premises - regular fire drills (at least one every half term) are carried out. These practices are made on such a way to promote a calm and safe evacuation in the event of a fire. Children are accompanied at all times and the register is called outside to ensure everyone has left the building. Children are made aware of the evacuation procedure why we must practise it.

Pre-school Fees - £5.00 per session (funding available for 3&4 year olds)

All fees are payable in advance half-termly. Please make cheques payable to **St Barnabas Pre-school**. Weekly payments may be made with prior arrangement.

Fees are based on allocation of a **place** at Pre-school. Fees are payable in the event of illness as it assumed the place is still required by your child. Fees are also still payable in the event of holidays taken during term time.

We ask that hoop or long earrings are not worn to Pre-school.

Plimsolls or slippers are to be worn during Pre-school sessions.

If your child has any special need, please talk to a member of staff.

Our fees are payable in advance, at the BEGINNING of each half term. We are registered for grant funding by E. Y. L. S. (Early Years Learning Service)

There is an administration charge of £3.00 per week for grant-funded children. This is also to be paid at the beginning of each half term.

The administration fee is instead of charging for the three weeks not funded by the government it is the more cost effective way for most parents. If your child is to attend for just one session you have the choice of paying for three sessions at the government rate.

We usually only give one session to new children in the beginning, increasing to two or three sessions. Five sessions for four year olds.

Monday afternoon sessions are for rising fives only. This is to keep the group small enabling the staff to maximise opportunities to extend children's learning through play.

Parents are welcome to settle their children for as long and for as many weeks as they wish, and are welcome to help at any time.

Please do not hesitate to ask any further questions.

For more information or to register

Telephone 07930155763
9.00a.m - 10.00 am weekdays



St Barnabas Pre-school Mayland

Booking Form

Name of child.....

Date of birth.....

Address.....

Telephone No.....

I would like my child to attend Pre-school on Mon am/ Mon pm/ Tues/ Wed/ Thur /Friday.
Delete as applicable

Our sessions are 9.30 am to 12 noon Monday to Friday

12.30 pm to 3.00 pm Monday (Monday afternoon sessions are for rising fives.)

I understand that fees are payable in advance.

Signed.....(Parent/Guardian)

Print name.....

Date.....

Please return to 25 Imperial Avenue, Maylandsea.