

St. Saviour's Pre-school
and Nursery
Information for
Parents



Tel 01727 857865 or
01727 864490

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www.stsaviourspreschool.co.uk
St. Saviour's Church Hall, Sandpit Lane, St. Albans

Behaviour Management

For many children, pre-school is one of the first social situations they will be in, without their parents or carers. As with any large group of children, it is important to have a framework of rules within which they can work, play and develop.

We believe in promoting good behaviour and respect for others and have a positive approach at all times. If a child exhibits unacceptable behaviour such as biting or hitting another child, we have to deal with the situation when it occurs.

If a child hurts another, he/she is encouraged to say "sorry" and it is explained why he/she should not repeat the action. If a child persists in antisocial behaviour, he may be asked to sit out of the activity for a short time with an adult. If the problem continues, we would then speak to the parent/carer and discuss what action to take. Fortunately, we rarely get to that stage as most of our children play very happily together, are polite and a joy to work with.

Parent Partnership

We work in partnership with parents and value their involvement. We have regular newsletters and encourage parents to help in various ways. A full copy of our Policies and Procedures is available and must be read and agreed in advance of your child starting Pre-school. If parents/carers have a complaint, or concern, please discuss it either with Margaret or Tina at the end of the session. Alternatively you can phone Margaret (857865) or Tina (864490) after 6pm in the evening. We appreciate feedback on our activities as well as any ideas and suggestions you feel may be of value to us. If you require further guidance the Children's Information Service (CIS) may be able to help you. Their telephone number is 01923 471502 or contact OFSTED on 0845 601 4772.

Settling in

Some children settle easily, others take a little longer, you may prefer to say goodbye and leave straight away, or you may feel your child would settle better if you stay for a short time for the first few sessions. Remember, we are here to support you and your child, and are happy to discuss any worries or questions you may have.

Personal hygiene

Many parents/carers begin to toilet train their child in preparation for Pre-school, and we are very happy to assist and support him/her. We find that children at pre-school like to be independent and to use the toilet like their friends. However, if a child is still in nappies/pull-ups, please let us know, and we will, of course, cater for that child's needs. It also helps if he/she is dressed in clothes that are easy to remove e.g. not dungarees or tight fitting clothes.

Illness

If your child has a slight cold but wants to attend, bring him/her along. However if they are sick, have an upset stomach, or need antibiotics, please keep them at home for 48 hours after the last bout. Please inform us if he/she has an infectious disease such as chicken pox, fifth disease or German measles, so that we can warn others.

Child Protection Policy

All staff are required by the Department of Social Services to submit a confidential police check and a Department of Health declaration regarding children. The Pre-school operates in accordance with local authority guidelines and any suspicions of abuse will be dealt with as appropriate. A full child protection policy is included in our reference file.

Equal rights policy

St. Saviour's Pre-school actively operates a policy of Equal Rights for children. We encourage all children to participate in all activities regardless of sex, ethnic origin, or ability.

Introduction

There has been a private pre-school at St. Saviours Church hall, Sandpit Lane, St. Albans for many years. It is run by Margaret Jacobs and Tina Alder.

We take children from 2 years 6 months to 5 years and aim to provide a safe, stimulating and caring environment enabling our children to develop socially, physically and academically. St. Saviour's pre-school is registered with Hertfordshire County Council, and is inspected regularly by Ofsted, Eastern Regional Office, Ofsted Early Years, Second floor Field House, Station Approach Harlow CM20 2FS (tel. 01279 693504)

Sessions: -

Monday /Tuesday - 9.15am to 12 noon

Wednesday/Friday -9.15am to 12 noon (+ optional Lunch Club for older children: 12 noon to 12.45pm)

Children can start with two sessions, although we expect most of them to be doing three/four sessions after their first term, in order for them to receive the full benefit of what we offer.

Fees

Fees are £12 per session until the end of the term of your child's third birthday. They are then £10 until your child is eligible for Nursery Grant. There will be a top up fee for these terms as the funding covers a shorter morning.

You will be given a bill at the beginning of each term, which you may pay half-termly or termly. Unfortunately we are unable to refund for illness or holidays as staff, rent etc still have to be paid.

We require half a terms notice to terminate a place and if your child leaves during the term, fees must be paid to the nearest half or end of term.

Lunch Club

This is offered to children in receipt of Nursery Education Grant. Fees per morning are £3.50. Children bring a packed lunch and have fun with their friends.

Staff

The pre-school is led by Margaret, an Early Years Teacher and Tina who has an NVQ 3 Early Years Care and Education qualification. Other members of staff have NNEB and PSLA qualifications and we all undertake regular training.

Social Skills

Perhaps the most important skill that your child will learn at pre-school is social skill. This involves taking turns, learning to share, listening to others and sitting still for a few minutes for a story.

Education

Our curriculum is based on the Early Years Foundation Stage Guidance, and we focus on a theme each half-term. The children enjoy learning through play. Activities include modelling dough, painting, collage, building with bricks, playing in the role-play area, or playing with floor toys, puzzles or in the sand tray. There is an area for them to develop pre-reading, writing and maths skills, supervised by an experienced early years teacher. We look at books, have regular music making and singing sessions as well as music and movement. We have a large, secure garden and patio area for outdoor play.

Nursery Class

We have a small Nursery class, led by Margaret (Qualified Early Years teacher), in which children benefit from being in a small group, and can concentrate for a short time on basic literacy, numeracy and social skills. If you would like your child to stay at St Saviour's until school age please speak to us as soon as possible, as places are limited.

Timetable

This is flexible and may change from time to time.

9.15am Parents bring children into the hall to be registered, and help them to choose an activity or leave them with their keyworker.

Hall -Free choice activities: eg. Paints, Playdough, bricks, sand, role-play, dolls' house, duplo, puzzles.

Quiet room - Nursery group until 9-45am, then activities involving literacy & numeracy offered to all children

10.30am Tidy up time.

10.40am Topic time at the piano.

10.50a Snack time- Children sit in small groups with their keyworker for milk/water and a piece of fruit/toast. (Birthday children may bring in "special" biscuits to share).

11.00am Singing time in the Quiet room.

11.15am Group 1 - Bikes, balls or games in hall or garden.
Group 2 - Music, movement, singing games in Quiet room

11.30am Groups change over.

11.45am Story time.

12.00noon Parents collect children from Quiet room.