



*St Luke's Pre-School*

## **Prospectus**

**Monday, Tuesday, Wednesday & Friday**  
**8.30am till 3pm (open)**  
**9.00 to 12.00 and 12.00 to 3.00**  
**(Typical 3 hour core sessions)**

**Contact:**  
**Danielle Wright**  
**07927 131464**



*St Luke's Pre-School*

## What is St. Luke's Pre-School?

St. Luke's Pre-School is an independent pre-school owned and managed by Mrs Danielle Wright; we operate out of the hall of St. Luke's Church. It is registered with OFSTED and in 2018 we had a successful OFSTED Educational Inspection.

No two children are the same – each child has different needs at different stages and develops at their own pace. We recognise this individuality and aim to meet each child's many and varied needs during their time with us.

Pre-school is informally structured so that children can develop through play. They are encouraged to discover for themselves what they can do, in an environment where time for conversation is as much a priority as helping to develop new skills, where children can enjoy themselves, use their own ideas and be helped to express them.

Pre-School is held in St. Luke's Church Hall Monday, Tuesday, Wednesday, and Friday 9am to 12 pm and 12pm to 3pm, during local school terms.

## What do children do at Pre-School?

The first starts at 9.00 with a range of activities – some are always available such as painting, the home corner, Play-Doh, science box and climbing frame etc. – and some change from day to day. These may include floor puzzles, building frameworks, finger painting, small world and so on. Whatever the range of activities, they are always planned to provide a variety of opportunities for development, from physical co-ordination to number concepts.

At 10.15 the children join in a brief tidy-up and then have milk and snacks. This quieter time is also used to develop independence as children pour their own drinks and help each other to snacks – they also learn to sit for a little while!

After snack time the second session begins. This is like the first although some of the activities may be different. We usually go outside after snack for some fresh air and to burn off some energy and when the weather is warmer, we will go out earlier. At 11.45 the children join in a large circle (having helped to tidy up first), to sing songs, sing nursery rhymes or listen to stories.

The session ends at 12 noon.

We follow the Early Years Foundation Stage (EYFS) curriculum, and all the children's targets and development is measured against the EYFS. When a child moves onto Nursery or reception, they will be following the same curriculum and their targets are also set out in the EYFS.

Christmas means a party; birthdays are celebrated and anything else we can make an occasion of, we do!

## Staff and Management

The majority of our staff are professionally qualified and either hold relevant Diplomas or an NNEB qualification.

Our registration requires a minimum staff to child ratio of 1:8 for over 3 years and 1:4 for 2-year olds. We always aim to better this and our ratio is generally 1:6 and 1:3.



## Parents' Involvement

Mums, Dads, and other carers are always welcome to help in Pre-School. Please inform one of us if you wish to attend so we can record the details in the diary.

## Discipline

Our aim is that children should develop caring attitudes and become aware of the needs of others in the group. All children are expected to be polite and considerate to others and unacceptable behaviour is gently but firmly discouraged. If we do have a problem with any child, we would work together with parents to promote happier attitudes. We are always willing to talk confidentially to parents if they wish to discuss their child's progress.

## Equal Opportunities, Child Protection & Special Educational Needs and Disabilities (SEND) Policies

**Equal Opportunities** - We practice a policy of equal opportunities for all families and children from all religions, cultures, special needs, and genders.

**Child Protection** - If there are any unresolved issues regarding the children, we are required to report the matter to the relevant agency.

**Special Educational Needs** - We have a policy of open access to Pre-School and each child is admitted on an equal basis - subject to availability of a place and staff / child ratios. No child has ever been refused on the grounds of Special Needs. However, we recognise that such needs may often only be met by allocating extra time to that child. In view of this, the sooner you register a child with special needs the sooner and easier it will be for us to help. You can find our Local Offer on the Hertfordshire schools' website, where it lists all the details of what we are trained for and what special needs we have experience with.

A full set of policies is available for parents to read, they can be found on our website. **Please ask!**

## Admissions and Fees

### □ Registration

We do prefer to meet parents when they collect the registration form, but we all lead busy lives and with Covid restrictions we are currently sending the registration forms out via email.

### □ Waiting List

The best time to register your child for Pre-School is when they are between 1 and 2 years old. There are circumstances in which this is not possible - for example you have just moved into the area - and we will always try our best to help. But remember our numbers are limited as part of our registration.



## □ Admissions

When we can offer your child a place you will be invited to come along to Pre-School with them for a short visit. This is normally when your child is around two years old and is important for you and your child so you can both see what happens at Pre-School.

We take children after they have had their 2<sup>nd</sup> birthday and we would suggest a couple of settling visits before the start when you are able to stay with them.

We recognise that children will often be brought to or picked up from Pre-School by someone other than a Mum or Dad. Please ask them to read this prospectus.

## □ Leaving Pre-School

We assume that children will stay at Pre-School until they go to Nursery, although some may wish to stay longer if they attend nursery in the afternoons. Please let us know when you have received the letter offering you a Nursery place so that we can re-allocate the Pre-School place to someone on the waiting list.

Please give us a half term's notice if your child will be leaving Pre-School before Nursery - for example you are moving to a new house. This notice period of 6 weeks is to be paid for in advance.

## □ Funding and fees

St. Luke's Pre-School receives State funding for most three-year olds, as well as 2-year-old funding and 30-hour funding. We also accept payment by childcare vouchers, bacs transfers or cash. Prompt payment of fees is appreciated, and invoicing is sent out via email at the start of each half term. Fees are reviewed every 12 months and will usually go up in September.

**The current rate is £20.00 per session and you will receive an invoice at the beginning of each half term.**

## Pre-School Dates

The dates of Pre-School terms do not always coincide with local school terms. Please check your half-term invoices for the relevant dates, or the notice board has the dates for the term. We do not have inset days like schools, so we are often open when they are closed.

## Sickness and Holidays

We regret we are unable to refund fees for missed sessions during a half term and we also do not refund fees for holiday's taken during term time.

Please advise us if your child is going to be absent for any session, either due to holidays or sickness.

**Please do not bring a child to Pre-School who has been sick in the previous 48 hours.**

