



PROSPECTUS

St Mary's Pre-School is a charity committee-run setting registered with Surrey County Council (since 1980) and Ofsted. We are registered with Surrey County Council to provide funded Early Years Education for both two and three year olds. We are also members of the Pre-School Learning Alliance and named in the Early Years Development Plan which provides funding for children from the term after they turn three.



Our Pre-School is situated in the grounds of St Mary's Church in the village of South Holmwood. We provide a warm, friendly Pre-School environment within which the children and their families are offered a safe, stimulating, happy, fun, and challenging learning environment.

Parish Room, Betchets Green Road, South Holmwood, Dorking, Surrey RH5 4JX

Tel: 01306 740135 Website: [www. http://southholmwoodpreschool.org.uk/](http://southholmwoodpreschool.org.uk/)

Email: southholmwood@btinternet.com

Mission Statement

We believe that all children are unique and we ensure that no family is discriminated against. As all children learn at different rates and in different ways, it is our goal to achieve the very best for each child and help them to develop to their full potential. We always strive to be the best we can and continually look for ways to improve our provision.

Our aim is:

- To ensure the development and education of children under statutory school age in a parent-involving community based setting.
- To provide a safe, secure and stimulating learning environment.
- To work within a framework which ensures equality of opportunity for all the children and their families.

We offer your child:

- A specifically tailored curriculum leading to approved learning goals
- Individual care and attention made possible by high ratio of adults to children and an effective Key Person system
- A warm, nurturing, friendly environment for your child and their family
- Opportunities for you and your family to be directly involved in the setting and in your child's education and development

Opening times

We offer ten sessions a week, Monday to Friday from 9.15am to 12.15pm and from 12.45pm - 3.45pm. Children may stay all day, accessing 2 sessions in one day by attending the additional lunch service (12.15pm to 12.45pm; packed lunch is provided by the parent/carer).

Staff

We have a very high ratio of adults to children and this ensures your individual child has their needs (including education, development, toileting, nappy changing, washing and general matters of care and comfort) are recognised, tailored and met.

Our staffing includes eleven qualified in Early Education and one Administrator. We are committed to ensuring the continuous professional development of our staff. Termly training is accessed for both individual and group learning.

Key Person

We believe that children thrive from a base of loving and secure relationships. This is normally provided by a child's parents/carers but it can also be provided by a Key Person. A Key Person is a named member of staff with responsibilities for a small group of children, who helps those children in the setting feel safe and cared for.

Their role is an important one and is set out in the Early Years Foundation Stage “EYFS” as an approach that works successfully in settings. It involves the Key Person responding sensitively to children’s feelings and behaviours and meeting emotional needs by giving reassurance, such as when they are new to the setting, and supporting the child’s learning and well-being. The Key Person supports physical needs too, helping with issues like nappy changing, toileting and dressing when appropriate. Your child’s Key Person will become a familiar figure who is accessible and available as a point of contact for parents and who builds relationships with the parents or carers.

Working in partnership with you as parents/carers, your child’s Key Person will create a detailed individual ‘learning journey’ which will document the developments, achievements, progress and individual ‘next steps’ of your child.

Fees

FUNDED CHILDREN

Universal (also known as “15 hours”)

St Mary’s Pre-School operates term time only (38 weeks) offering up to 15 hours free entitlement to all children the term after their **third birthday**. This means that children can take their free entitlement of up to 15 hours over the 10 sessions offered weekly by St Mary’s.

Extended Entitlement (also known as “15+ hours”)

We offer up to an additional free 15 hours (equalling 30 hours in total) over the 10 sessions weekly if both parents are working (or the sole parent is working in a lone parent family), and each parent meets the earnings criteria (see below). To receive the additional 15+ hours parents will need to fill in the government portal through the HMRC website.

Weekly Earning Criteria:

- Each parent must be working (or the sole parent in a lone parent family) and earn, or expect to earn, the equivalent to 16 hours minimum wage or living wage per week.
- Each parent can earn up to £100,000 per year to be eligible.
- You are eligible whether you are in paid employment, self-employed or on a zero hours contract.

Funded hours can be shared across other settings and childminders. Parents will need to re-confirm their eligibility **every three months** to continue claiming any additional 15+ hours. If parents no longer meet the criteria they will not be able to claim any additional 15+ hours free provision, however they will be given the option to pay for these extra sessions at our non-funded rate. Universal 15 hours will not be affected by this.

For more details go to: <https://childcare-support.tax.service.gov.uk/moreinfopar/2>
<https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/30-hours-free-childcare-for-working-parents>

FEET Funding

All two year old children who meet the qualifying criteria can claim 15 hours funding the term after their second birthday, but will not be entitled to the additional 15+ hours until they receive the universal funding of 15 hours the term after their third birthday. Please speak to a member of staff if you think you may be entitled to this funding.

NON-FUNDED CHILDREN

St Marys is open 10 sessions per week to all children once they pass their second birthday. A fee is charged for each 3 hour session.

ALLOCATING SPACES

St Mary's offers 10 x 3 hour sessions per week over 5 days, Monday to Friday, 9:15am to 12:15pm and 12:45pm to 3:45pm with an optional lunch service 12:15pm to 12:45pm so that children can stay all day (the lunch service is not part of our funded offer).

Things to consider:

- Due to Surrey County Council guidance we are unable to hold spaces for funded children beyond the first day of the Spring Term ie. if your child is eligible for funding in the Autumn Term or Spring Term the space *must* be taken up by the first day of the Spring Term in January. If however your child does not become eligible for funding until the Summer Term we will endeavour to keep spaces open, but this will be discussed on an individual basis with the admissions committee.
- Both funded and non-funded hours can be used flexibly ie your child may attend full days, either morning or afternoon sessions or a combination of both.
- If your child is eligible for the additional 15+ hours it will clearly be stated on their attendance form which hours are universal hours and which are 15+ additional hours.

Extra chargeable services offered

- Lunch Service 12:15pm to 12:45pm. Daily service is available to all children both funded and non-funded.
- Early morning drop off service 8:30am to 9:15am. Breakfast to be eaten at home. Daily service (excluding Monday's due to room set up). This is a numbers limited service.

Proposed Fees*

- Non-funded fee, per session £20.00
- Snack contribution, per session (funded children) 0.75p
- Lunch service fee, per day £4.00
- Early morning drop off fee, per day £5.00

Surrey County Council pay a maximum funding of 38 weeks. St Mary's is open for 37 weeks each academic year, term time only. Government guidelines state that you will not be able to access the balance of one funded week elsewhere.

Fees are payable half termly or monthly by direct debit, cheque or cash, or weekly by direct debit. Childcare Vouchers are accepted (including the Government Childcare vouchers).

Fees continue to be payable even if your child is absent for any reason, however, in the event of prolonged absence, parents/carers may consult our Committee about fee payment. Each child's attendance at the setting is conditional upon continued payment of any necessary fees or receipt of funding. One half-term's notice must be given if a child is withdrawn from Pre-School, otherwise one half-term's fees are payable.

Admissions

We are a fully inclusive Pre-School and we welcome all children and their families. Priority for places will be given as follows:

- *Length of time on waiting list*
- *Siblings of those already attending the setting (if place reserved)*
- *Children with disabilities or learning difficulties will be considered a priority for admission wherever possible.*

Policies and Procedures

A full copy of our Policies and Procedures are available, displayed in our Pre-School and can be borrowed on request. All our Policies and Procedures are designed to offer the best possible experience for your children and family. We recommend that new families take time to read them and become fully aware of their content. We review our Policies and Procedures on a regular basis and comments and suggestions from the Parents/Carers are always very welcome.

Curriculum

At St Mary's Pre-School all our children are supported in developing their potential at their own pace. Our record keeping of each child's progress, and our Key Person system, enables us to have a planned curriculum tailored to the needs of your individual child. We follow the nationally approved Early Years Foundation Stage curriculum by offering a diverse range of developmentally appropriate activities and a high level of adult input and support.

Behaviour management

We believe that children flourish best in an ordered environment, in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. It is our aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Committee

The Pre-School is run by an elected Committee which ensures that major decision making is in the hands of you as a Parent/Carer registered with us. Our Annual General Meeting is held in June/July at which time the Committee for the following year are elected from proposed registered Parents/Carers.

Our Committee also endeavours, through various events, to raise funds for things such as outings and new equipment purchases. Parental/Carers support is always most welcome as are new ideas for fundraising and functions.

Attendance

Although flexible, we would recommend that most 2 year olds start on two sessions a week increasing their sessions as they are ready. Generally most children attend 5 sessions per week including a whole day in the academic year prior to going to school.

Starting Pre-School - The first days

We offer a flexible setting-in period which will be discussed and agreed with you as an individual Parent/Carer.

Parents/Carers are encouraged to stay and play until they and their child are happy about separation. A child who is unsettled or unhappy will not be ready to play or learn effectively, so it is important to us that Parents/Carers feel confident and secure in our setting. This takes longer for some children than for others and Parents/Carers should not feel worried if their child takes a while to settle. We always contact Parents/Carers during the early part of your child's settling-in period to confirm your child is happy and relaxed but if your child is in any way distressed we may suggest an earlier pick-up or collection time to help ease your child through this transition period.

Sweat shirts and t-shirts which are printed with our Pre-School logo are available to purchase if desired but this is not compulsory.

The Role of Parents/Carers

Parents/Carers are the first and most important educators of your young children. At St Mary's Pre-School we aim to support Parents/Carers as fully as we can.

Parents/Carers are welcomed:

- *to volunteer as a parent helper*
- *to assist with fund raising*
- *to take part in the management of the Pre-School*
- *to attend open meetings connected to Early Years Education*
- *to participate and attend parent information/workshops organised by St. Mary's Pre-School*

Toilet facilities

We have two individual toilet cubicles in both the boy's and the girl's cloakroom and all have non slip steps so that the children can use the toilet safely. Each cloakroom has a sink for independent hand washing.

Your child does not have to be 'potty trained' before they attend Pre-School and we will work with you in achieving this goal.

The PreSchool Family Rota

Research shows that children learn better when their Parents/Carers and extended family are involved. Our rota system involves all Parents/Carers/Extended Family in helping in our Pre-School on a regular basis. Having a Parent/Carer present each session gives Parents/Carers the opportunity to take an active part in our setting. Once your child has settled into Pre-School, normally after the first half term, Parents/Carers are encouraged to be a parent helper once every half term.

Drinks and snacks

As a precaution we are a nut-free Pre-School. A mid-morning and mid-afternoon snack is offered and this consists of juice, milk, fruit, vegetables and toast/rice cakes. We operate our snack table on a self-selection basis and the children have an opportunity to help prepare and choose their own snacks. Drinking water is always available. If your child has a special dietary requirement we will meet their needs.

Birthday and festivals

All of our children's birthdays are acknowledged and celebrated by us.

We celebrate a variety of festivals and events throughout the year and we always welcome parental involvement and participation in sharing cultural occasions.

Activities and outings

Our staff may take the children on walks or short local visits. We will ask for your consent for these type of activities on our Consent Form. In the instance of a major outing we will send a more specific consent form out to Parents/Carers.

First Aid

Paediatric first aid trained staff are present for each session.

Latest Ofsted

To access a copy of our most recent Ofsted Inspection please visit:

www.ofsted.gov.uk and search for us under our Unique Reference Number: **122676**

We look forward to welcoming you and your child to St Mary's Pre-School. We will endeavour to ensure that your time with us is happy, productive and rewarding for everyone. You are very welcome to visit us at any time.

