

Saint Luke's Pre-School

St Luke's Church
Langley Way
Watford



Prospectus

Monday, Tuesday and Friday

09.15 to 12.15

Wednesday morning 9.00 to 12.00

Wednesday afternoon 12.00 to 3.00pm

Contact:

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What is St. Luke's Pre-School?

St. Luke's Pre-School is an independent pre-school that runs from the hall of St. Luke's Church. It is registered with OFSTED and in October 2014 we had an OFSTED Educational Inspection with rated us good with lots of outstanding practices.

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 are able to 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 every Monday, Tuesday and Friday morning between 09.15 and 12.15 and Wednesday 9am to 12 noon and 12 to 3pm during local school terms.

What do children do at Pre-School?

Each morning is divided into two roughly equal sessions.

The first starts at 9.15 with a range of activities – some are always available such as painting, junk modelling, the home corner, Play-Doh etc. - and some change from day to day. These may include floor puzzles, building frameworks, finger painting, and 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 similar to the first although some of the activities may be different. 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 12.15

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 holds relevant Diplomas or an NNEB qualification.

Our registration requires a minimum staff to child ratio of 1:8 for over 3's and 1:4 for under 3's. 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 a session and help 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.

SEND - 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 will has 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. *Please ask!*

Admissions and Fees

□ Registration

Please contact the pre-school direct to receive a registration form for your child to attend Pre-School. We do not provide an online version, we like to meet prospective parents when they call in to fill in the form.

□ 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 are able to 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.

Most children start Pre-School at 2 years 6 months. You may wish to stay with them during their initial sessions until they have settled in.

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 house. This notice is to be paid for in advance.

□ Funding and fees

St. Luke's Pre-School receives State funding for most three year olds but otherwise relies on fees from parents for day-to-day activities. Prompt payment of fees is therefore essential and payment must be received by the end of the first week of each half term. Fees are reviewed every 6 months.

The current rate is £16.00 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.

□ 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 and

Please do not bring a child to Pre-School who has been sick in the previous 24 hours.

