St Joseph's Pre-school

Parent Information

"Each day different and every day new"

Parent pack

St Joseph's pre-school is a community owned and managed group and, therefore, the support and assistance that we receive from parents is vital to our continued success. The Committee is voluntary and is made up of elected parents of those children attending the group. The pre-school aims to work with parents in supporting their child's early education.

Pre-school understands a parent's wish to know that their child is in a caring environment that promotes their development in both a sensitive and fun way. Parents/carers are invited to participate in this aspect of their child's development.

This information aims firstly to inform parents of the operational practice of the pre-school, which enables staff and parents to work in partnership together. This and other information can be accessed more fully in the policies and procedures file available at pre-school. Should you have any concerns or questions regarding your child's time at pre-school please do not hesitate to speak with the Lead Practitioner.

Staff information

Natalie Finn-Powers (Lead Practitioner)

I joined St Joseph's Preschool in September 2013 and I have a BAHons Degree in Early Years Education Studies and a Postgraduate Certificate in Education Primary and Early Years (PGCE).

I enjoy working at St Joseph's Pre-school as you are able to see the holistic development of the child. I see children become more confident socially and academically while being in a fun and safe environment where they are able to risk-take.

Kayleigh Niven (Deputy Practitioner)

I have worked at St Joseph's Pre-school from September 2014. I have a Level 3 diploma in Childcare and Education.

I enjoy getting to know all the children and encouraging them to settle into the Pre-school. I enjoy working in the setting and supporting the children's development.

Claire Ajayi (Deputy Practitioner)

I have an NVQ 2 and 3 Early Years Childcare and Education and a Level 4 certificate in Early Years Practice.

I joined St Joseph's Pre-school in September 2013. I enjoy working at St Joseph's, it is a caring and fun environment.

Marie Knight (Practitioner)

I started working in the setting as a 1:1. Since that child moved into the main primary school, I have remained as bank staff before gaining a full-time position as a Practitioner in September 2021. In 2019 I completed my Level 3 Diploma for the Children's Workforce (Early Years Educator). I enjoy being part of the Pre-school family and am excited to be taken on a permanent position where I can support the children in our care.

The information contained in this document was correct at the time of publication [updated 9 January 2024]

Natalie Clark (1:1 EY Practitioner)
I started at St Joseph's Pre-school in September 2023. I will be working as a 1:1 within the setting.

This is my first childcare position however I have three children of my own and am very keen to learn and develop further within the field.

Kirsty Coupe (Treasury Administrator)
I joined St Joseph's Pre-school in May 2018, having been on the Committee as secretary in 2014-15 when my son attended the Pre-school. I have a BAHons in Business Studies with Combined Studies together with a Level 5 NVQ in Operational Management. I also have over 10 years' experience of working in government inspectorates, including Ofsted.

I am delighted to be working for this thriving Pre-school which my son attended, and support the Chair, Treasurer and Lead Practitioner in the day to day operation of this lovely, family orientated Pre-school.

Opening times
The Pre-school is open every day, Monday – Friday 9.00am – 3.00pm, term time only.

St Joseph's Pre-school has a minimum attendance requirement of 2 sessions per week. Availability of days and times will be dependent on spaces available and staff to child ratios. Please discuss with the Lead Practitioner in the first instance.

In addition, St Joseph's Pre-school now offers the opportunity for your child to attend an Early Morning Session, 8.45am – 9am, Monday – Friday term time only. This is to enable parents/carers to drop off their child before the start of the Pre-school day so they can get to work/appointments without delay. Please see policy 4.10 Payment of Fees for more information on how this works and the fees charged.

Fees[1]
The pre-school is an entirely self-funding charity[2] and is financially separate from the school. St Joseph's Pre-school charges a flat rate per hour for all children who pay solely for their attendance or those hours over and above their funding entitlement. From 1 September 2023 this will be £5.25.

Please note that we reserve the right to alter the fees upon 1/2 term's notice in writing to you. You will receive an invoice within 3 weeks of the beginning of a term and it will have a payment date on it. The Pre-school asks that you settle invoices promptly, either paying on the payment date or staggering your payments over 2 months (a term is on average 6 weeks). Please note that fees are still payable if your child is absent due to sickness, holidays or for any other reason.

To secure your child's place at the pre-school, an advance payment of £25 is required. If two or more places are being requested, eg. for twins, then the first child will be charged at £25 and any subsequent siblings joining at the same time will be charged £12.50 each. This is refunded in the first term of your child's attendance. There is a 10 working day deadline to pay the deposit, and monies not received within this timescale will mean the place will not held. In addition, if your child does not take up their offered place, then the deposit will be retained.

[1] See Policy 4.10 Payment of fees
[2] Registered Charity Number: 1089094

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For nappy-wearing children their invoice will include a mandatory charge of £10/half-term to cover the cost of nappy disposal (in line with Government regulations[3]), and to reflect the increased demands on staff time.

If for any reason you have difficulties in paying the fees please contact the Treasury Administrator or Treasurer as a matter of urgency as in certain circumstances it is possible to obtain assistance for you. This is obviously a confidential matter between the Treasurer/Treasury Administrator, the Branch Field Worker from PATA (who will assess whether assistance can be provided) and yourself. However, it is essential that you bring the matter to the Treasurer's/Treasury Administrator's attention immediately as it is not possible to backdate any assistance.

GCC Grant Funding

2 year old funding

St Joseph's Pre-school is entitled to accept 2 year old funding, should your child be eligible. This qualifies your child to 15 hours per week free funding from the term after their 2nd birthday – term time only. You will need to provide evidence of eligibility to the Treasury Administrator. At the beginning of each term (Autumn, Spring and Summer) you will be asked to complete and sign a form, the grant is then paid directly to the Pre-school.

See the setting's separate document on this funding – which is contained in the parent information pack - to see if you are eligible and how to apply.

NB: on 14 March 2023 the Chancellor, Jeremy Hunt, announced that from April 2024 all eligible working parents of a 2 year old will be able to access term time funding (15 hours/week). Further details are awaited.

3 & 4 year old funding

Your child will qualify for funding from the term after their 3rd birthday, there are 3 'funding' terms in a pre-school year[4]. This entitles each child to 15 hours per week for free (known as Universal Entitlement). You do not have to do anything to qualify; the Treasury Administrator will ask you to complete and sign a form at the beginning of the term and the grant is then paid directly to the Pre-school.

St Joseph's Pre-school is also registered to offer 30 hours free childcare for 3 and 4 year olds. The current 15 hours (universal entitlement) remains unchanged, but there are certain criteria with regards to the extra 15 hours (known as Extended Entitlement) which are means tested by HMRC depending on the hours you and your partner work and your income. If you are eligible you will be given an eligibility code which we, the Pre-school, will need to validate – you will be asked to complete a form in this respect.

To find out if you are eligible for the extended entitlement you need to apply through the Government's online childcare service at www.childcarechoices.gov.uk. If you encounter any problems with the application process or do not have online access, then direct your queries to the Childcare Service helpline on 0300 123 4097. Eligibility for the additional funded hours is determined by HMRC through this online application. It is **not** determined by Gloucestershire County Council or the Provider.

[3] Environmental Protection Act 1990 (including the Duty of Care Regulations), Controlled Waste Regulations 2012, Hazardous Waste Directive 2011 and the Carriage of Dangerous Good Regulations.

[4] Autumn: 1 September – 31 December; Spring: 1 January – 31 March; Summer: 1 April – 31 August.

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If your child attends for more than the 15 hours here or at an additional setting and you are not eligible for the Extended Entitlement, then a charge will be made for additional fees incurred.

Dinner times (12noon – 1pm)

You are welcome to send your child to Pre-school with a lunchbox, or you may choose a cooked lunch on the morning. The cooked lunches are provided by primary school. If you are new to the Pre-school, once you have ordered your child's first dinner, a ParentPay account will be set up for you by the school office. They will provide us with a login letter to give to you to activate your account. Please make sure this account is always in credit as the primary school have a rule that if your account has a £10+ debt built up, then you will be asked to provide a packed lunch for your child until the debt is cleared.

Daily procedures

When dropping your child off in a morning please wait at the primary school car park gate until the Lead Practitioner or a key worker invites your child onto the school grounds. Staff will sign your child in and out of every session. However, parents need to inform staff if anyone else is collecting their child. Identification may be asked for along with your child's password. Pre-school cannot let a child go home with an unknown person and no person under the age of 18 years old will be able to collect a child unless the parent provides written consent in advance.

All children must be collected by 12pm or 1pm respectively for a morning session, and 2.55pm for the afternoon session. Please wait in by the primary school car park gate until a member of staff brings your child out to you. A fee will be charged for late collection.

Clothing

All clothing should be marked with the child's name. Pre-school are unable to accept responsibility for lost or damaged clothing.

St Joseph's pre-school children spend a lot of time playing out of doors and engaging in 'Messy' or Expressive Arts activities, through the child's choice, this usually includes lots of water, mud, paint and glue! So please no expensive clothing, just items that are practical, comfortable and easy for your child to change in and out of. Suitable footwear and coats should be provided – again marked with your child's name.

'There is no such thing as bad weather just inappropriate clothing'

We ask that Wellington boots are left at pre-school ready for outdoor play and a change of footwear provided for indoor play. The children will be able to participate in a daily PE session which predominantly takes place outside –unless the weather is extreme - so footwear needs to be suitable for running in.

In the Winter months morning PE may take place in the Pre-school where the children will participate in dancing and circle games. However, we will still continue to play outside in the Winter, so please ensure that your child has gloves and a hat with them, that is duly named.

In Spring and Summer sunscreen lotion should be applied before arriving at Pre-School and a hat provided on hot sunny days.

No jewellery please for safety reasons.

Responsibility of personal items and toys brought to a session remains with the parent.

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Children's illnesses and health and safety

In order to protect both children and adults at pre-school certain hygiene and safety standards must be maintained - please see full policy.

Practitioners should be informed if a child develops an infectious disease in order that staff and parents can be made aware of signs and symptoms. German measles and chicken pox can be harmful to pregnant women and pre-school should, therefore, be informed.

A child who has vomited or has had diarrhoea should not attend pre-school for at least 48 hours after vomiting and/or diarrhoea has ceased. When a child is on medication such as antibiotics, they should remain at home for the first 48 hours of the course, after which time all medication should be given at home[5].

If your child has bumped/bruised him/herself at home please inform a member of staff on arrival.

If a child is taken ill whilst attending pre-school the person in charge will endeavour to contact the parents/carers or other emergency contact to arrange for the child to be collected. In an emergency pre-school will seek medical advice and if necessary, take the child to hospital.

Our practitioners strictly adhere to our policies on Safeguarding and Personal Care[6] particularly with regards to changing nappies. If your child is not toilet trained then please ensure that you provide spare nappies and nappy sacks in your child's bag for the Practitioners to use when they change your child. Nappies are the pre-school's preferred choice, but if your child is in the process of being toilet trained, then we will accept "pull up's".

Dealing with undesirable behaviour[7]

St Joseph's Pre-school aims to provide an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. Pre-school aims to promote good behaviour through praise and positive reinforcement. Physical discipline or threats are not tolerated.

Records

All children's records are kept confidential, under lock and key, and accessed solely by senior practitioners. Parents will be advised of the transfer of these records before their child starts reception class. We use an online learning journal for each child, called 'Tapestry'. This can be viewed at home by yourself and family if you so wish. Once your child stars pre-school they will have a profile created and you will be given the relevant log on information to log on from home to view your child's pre-school observations. Anything your child makes on paper at school will be kept in a learning journal in their drawer.

Confidentiality[8]

All children, their parents/carers and families are entitled to confidentiality and our policy requires that all staff/students maintain this. Thank you.

Staff absence

If pre-school is unable to maintain adequate staff cover due to sickness/training, then the pre-school will close for that session (this rarely occurs). In the case of a serious incident that entails a member of staff having to leave the premises, then other staff may be contacted to

[5] See Public Health Britain Extract
[6] See Policies 1.2 Safeguarding children and child protection and 1.19 Personal Care
[7] See 1.15 Achieving Positive Behaviour
[8] See 1.4 Confidentiality and client access to records

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cover or, if suitable cover cannot be found, parents will be contacted to fetch their child from pre-school - see staff absence policy.

Fire procedure

This complies with the school policy and in accordance with the fire drill displayed in the room – and in line with the primary school's procedures[9]. Fire drills are carried out each term – see fire policy.

Ofsted Inspections

In line with statutory regulations St Joseph's Pre-school is inspected regularly in order to assess and maintain foundation stage standards. Recent inspection reports have been good throughout. Parents are invited to read these, and the most recent inspection report can be found on the Pre-school's webpage on St Joseph's Catholic Primary School's website.

PATA

St Joseph's Pre-school is a member of Gloucester Playgroup and Toddler Association PATA. Parents of all children attending pre-school can access a variety of workshops and training through PATA.

Food preparation

All Practitioners, parents and carers should

- Never smoke[10] in any part of the building
- Always wash hands before handling food and after using the toilet
- Are not involved with preparation of food if suffering from any infectious illness or skin trouble, or within 48 hours of suffering from diarrhoea or vomiting
- Never cough near food
- Use different cleaning cloths for kitchen, play areas and toilet areas
- Prepare raw and cooked food on separate surfaces
- Wash fruit and vegetables thoroughly before use
- Keep all utensils and sharp knifes clean and stored in a closed cupboard
- Ensure waste is disposed of properly and out of reach of children. Wash hands after dealing with rubbish
- No nuts or nut products.

Healthy Food

For those attending a morning or full day session. We ask that all children are sent with a healthy snack. This can be a piece of fruit, carbohydrate (such as crackers, breadsticks or soreen loaf) as well as houmous or dairy product such as yoghurt or small cheese. For those attending a full day or until 1pm session, we also ask that a lunch box or school dinner option is selected. We have a healthy eating policy (reference) which is also available on our website to view.

Fundraising

The Pre-school aims to organise at least 2 fundraising events per year, for which parent participation is gratefully appreciated. It is always on the lookout for new fundraising ideas, as equipment always needs replacing and updating. Please let committee members know if you are able to help in any way with this. We will ensure that you are advised of forthcoming events in a timely manner.

[9] See 3.4 Fire Safety and Emergency Evacuation

[10] This includes vaping and e-cigarettes. See Policy 1.20 No Smoking

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Committee information

Our current committee (2023-24) is made up of the following members.
Chair - Anna Hitchings
Treasurer - Leah Farrer
Secretary - Sophie Webb
General Committee Members: Luke Finn-Powers, Gemma Ind, Craig Johnson, Sara Long and Jessica McFarling

We hold regular committee meetings – currently via Zoom - and welcome everyone to help with fundraising ideas.

Our Annual General Meeting is held in Term 1 (September/October). All parents/carers of children who attend the setting are invited to attend the meeting and to put themselves forward to the Committee to enable the setting to continue to operate.

Leigh Building

St Joseph's Catholic Primary School has provided the building which Pre-school currently uses for a nominal rent; this has been purposely built for the teaching of the Early Years Foundation Stage. In 2019 St Joseph's Out of School Club (OOSC) moved into the building and used the facilities before and after Pre-school, ie. top and tailing the day. OOSC and Pre-school staff endeavour to ensure that the Leigh Building is cleaned before and after their respective sessions.

Policies and procedures

All the Pre-school's policies and procedures can be found on the Pre-school's section of St Joseph's Catholic Primary School's website (http://www.st-josephs-nympsfield.com)

GDPR

St Joseph's Pre-school has worked hard to ensure that it is compliant with the General Data Protection Regulations which came into force on 25 May 2018. Pre-school documentation has been updated and you will have received a copy of the Pre-school's Data Privacy Notice. The Chair of the committee is the Pre-school's Data Protection Officer and has been duly trained. Any questions should be directed to stjosephpresch@gmail.com[11].

Complaints

Should you have any concerns, please speak to the practitioners who will attempt to resolve the issue as promptly as possible. If you are still concerned and wish to address the committee regarding your complaint in writing, you may do so to the Chair of the management committee. Such complaints will then be dealt with by the committee on an informal basis, if possible. There are then formal procedures that will be followed if necessary. Matters will be dealt with in confidence.

Further complaints will then need to be dealt with by Ofsted at the following address:

Ofsted
Piccadilly Gate, Store Street, Manchester M1 2WD; Tel: 0300 123 3153

Ofsted URN: EY299203

St Joseph's Pre-school is a registered charity. Our registration number is: 1089094.

[11] See Policy 5.4 Data Protection

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