



St Marys Pre-School  
Station Approach  
Wrexham  
LL11 2AA

Charity number: 1172430

[stmaryspreschoolwrexham@hotmail.com](mailto:stmaryspreschoolwrexham@hotmail.com)

## **Operational plan**

St Mary's is open Monday – Thursday 9.15am – 11.45 am or 12.30 – 15.00.

Staff members include Gwendy Sydenham – Supervisor, Lynne Chesterman – Deputy Supervisor, Maria James – Play worker, Helen O'Keeffe – Play Worker, Debbie Williams – Administrator

St Mary's is operational term time only.

St Marys Pre School is run from Wrexham Scout Hut, Station Approach. We have a large hall, kitchen, toilet facilities, storage and an outdoor play area which is used daily (weather permitting)

On arrival children and their parents/carers meet in the cloakroom area where there is the opportunity to collect your newsletters, notices, bills and see the notice board. At 9.15am a member of staff registers the children and the group go through to the main hall.

Parents/carers are welcome to come through with their children if they wish. It is important that we all work together to help children settle in the group and develop confidence to participate in all the activities offered. Some children take longer than others to settle and you should not feel worried if this happens. The treatment of each child as an individual is paramount. Parents/Carers may wish to stay for the whole or part of the session, depending on the needs of the child.

Once children are registered the door will be closed and a door chime will be in use to gain entry. At home time children are collected from the reception area from whomever is collecting the child.

## **Example timetable of session**

08.30am	Staff and helpers arrive and set up and get ready
9.15am	Children are registered and brought through to the main hall to settle and explore activities laid out
9.45am	Registration and discussion time (Circle Time)
10.15am	Free play including 'messy activities' and outdoor play (weather permitting)
10.45am	Tidy up time.
11.00am	Sit together for snack.
11.15am	Depending on the weather, free play outside with tractors, cars and other selected equipment or a new selection of activities indoors and complete arts and crafts to take home
11.30am	Story time and singing
11.45am	Parents/Carers arrive to collect the children

\*Afternoon session run as childcare and therefore is a play session.

Updated: 9<sup>th</sup> April 2024