



St Mary's Pre-school

Station Approach

Wrexham

LL11 2AA

Charity number: 1172430

stmaryspreschoolwrexham@hotmail.com

Our Pre-school is:

- A member of Early Years Wales
- Registered and inspected by the CIW and H.M. Inspectors Estyn.
- Registered for Early Entitlement funding.
- Registered to provide Welsh Governments 30 hours childcare

Our Aim is:

- To encourage parents/carers to understand and provide for the needs of their children
- To provide safe and satisfying pre-school in which parents/carers have the right to take part
- To encourage other charitable activities through which parents/carers may help the children
- To further the aim of Early Years Wales

The group offers:

- A planned curriculum in accordance with Early Years Wales Guidelines for Good Practice and the Curriculum Council for Wales Desirable Outcomes together with the Curriculum for Wales.
- Individual care and attention, with a high ratio of adults to children
- Fun and friendship with other children and adults
- Opportunities for you, as a parent/carer to become directly involved in the activities of the group, and your child's progress.

Places are offered to pre-school children over the age of 22 Months from the waiting list in line with our Admissions Policy. Children with special needs may be accepted as a priority. We accept both boys and girls. The group is English speaking and children are given an awareness of the Welsh language. Non-English-speaking children are also welcome, and every effort is made to learn key words in their own language.

Facilities available: St Marys Pre School is held 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) The outdoor area is laid to artificial turf and bark allowing for children to develop when outside playing

Group Opening Times

Monday – Thursday 9.15am – 11.45 am or 12.30 – 3.00 *Children can stay all day 09.15 – 15.00 school pick up from 11.30 – 15.00

*Additional charges will apply.

We accept all children from 22 months of age

TERM TIME ONLY

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.

Adult Resources: The group is registered for 19 children in the morning and 19 children in the afternoon. The National Minimum Standards for sessional care require a ratio of one adult to 3 children aged 22 months one adult to four children aged 2 years and one adult to eight children aged 3 to 7 years. Should we not have the correct number of adults then the group's insurance will be invalidated, and the session may have to be cancelled.

The group is fully insured, and the certificates are displayed on the notice board.

Contact mobile telephone number during sessions: - 07711 210403

<u>Staff</u>	<u>Title</u>	<u>Qualifications/experience</u>
Gwendy Sydenham	Supervisor	CCLD Level 5. Food safety and hygiene certificates First Aid trained Child protection Playworker Qualification
Lynne Chesterman	Deputy Supervisor	CCLD Level 3 First Aid Trained Food safety and hygiene certificates
Maria James	Play worker	CCLD Level 3 First Aid Trained Food safety and hygiene certificates Playworker Qualification
Helen O'Keeffe	Play Worker	Working towards CCLD Level 2
Debbie Williams	Administrator	First Aid Trained Food safety and hygiene certificates Playworker Qualification Child protection First Aid trained

Students: On occasions we are requested by Newji, Yale and Careers Wales to take on students studying child care and for work experience purposes.

Management and Administration: The group is run by an elected committee who ensure that major decisions are made by the parents/carers who use the group. The committee meet once a term and are responsible for reviewing policies and practice, for the employment and appraisal of the staff and managing the group's finances.

A full list of committee members, meeting dates and recent meeting minutes are on the notice board.

The Committee members are:

Alana McHugh – Chairperson
Debbie Williams - Responsible Individual
Catherine Keech - Secretary
Charlotte Williams - Treasurer
Helen O'Keefe - Fundraising Co-ordinator

Charity Trustees:

Dianeke McHugh
Lauren Williams
Catherine Valentine
Beccy Taylor
Ethan Sydenham
Eirwen Coates

The Annual General Meeting of the pre-school is held at the beginning of each academic year, at which time the committee for the following year is elected. The committee must have a minimum of 5 volunteers to run the group and we are indebted to those who give up their time for its success and provision for our children to play together.

Parental involvement: Early Years Wales believes that parents are the prime carers and educators of their children and as such should become involved in all aspects of the group. As members of the Association parents/carers will be asked to become involved in:

- The management of the group
- Fundraising and social events

The lasting benefit of parental involvement in a child's development and pre-school education is now clearly acknowledged by academic research.

Training: Membership of Early Years Wales ensures that the group is kept up to date with new thinking in the field of childcare and education. The group receives the Early Years Wales magazine Small Talk, which offers practical advice and up to date information. The group also has access to publications from EYW. We also receive regular updates from The Care Inspectorate Wales (CIW) regarding current childcare legislation.

On-going training is available through the LEA Early Years Unit, Early Year Wales, and Wrexham Family Information Service. These are open to both staff and parents/carers. Other training is available through local meetings, conferences and events. Parents/carers are kept informed about these via the notice board.

Policies: All policies and procedures are designed to offer the best possible environment and experience for the children and families in our group. These policies are reviewed regularly, at least annually, and updated as necessary. We ask that children are not brought to Pre-school if they are ill and that parents/carers observe the exclusion periods. The policies are kept in a separate portfolio and are available on request. Comments and suggestions to alter the policies are welcomed.

Fees: Fees are paid monthly in advance. Weekly payments can be arranged ask the supervisor for details, we accept cash and bank transfer. We also accept childcare vouchers and are registered for Tax free childcare. Fees must be paid if a child is absent/sick/or on annual leave. In cases of prolonged absence, the committee should be consulted. We recommend that children come for a minimum of 2 days, this is because we want to get to know your children well, so we can offer them the best development and attention possible
A child's attendance at the group is dependent on continued payment of fees. We urge that you investigate your entitlement for the 'Working Family Tax Credit' as Pre-school fees can be included in your claim.

What to wear: There will be messy and physical play in the group and to feel free to explore and experiment with all kinds of materials and equipment, clothes should be washable and not restrict the child's movements. Children need to practice skills that make them independent and clothing which they can cope with themselves enables them to become less dependent on the help of other people.

Please provide a full change of clothing ensuring your child's name is on everything including coats, bags and hats.

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.

Observations, assessments and record keeping: St Mary's Pre School's staff take a reflective approach to their work, using observation as a tool to play activities and ensure children's needs are met. The progress of children is assessed by observation and recorded. We have a duty to share some information with the local authority, CIW and in the case of the Children Development Assessment Profile, the Welsh Government. Our records are kept in line with our confidentiality policy and are available for discussion with parents/carers at any time.

Complaints

We endeavour to provide a standard of service to you, the parent, which is exemplary, and which will give you peace of mind that your child is being well cared for. If for any reason you are not fully satisfied with the level of service provided, we hope you will be able to discuss with Gwendy or Lynne to bring to a happy conclusion. However, if you feel this is inappropriate or we are unable to resolve a problem you may contact:

Care Inspectorate Wales (CIW)
Welsh Assembly Government
Sarn Mynach
Llandudno Junction
LL31 9RZ
Tel: 0300 7900 126

This information leaflet is updated every 6 months or when any changes occur. We will inform the CIW of any changes and submit a new copy both to them and all parents