

# St John's Playtime Pre-school



## Prospectus 2020/21

St John's Playtime Pre-school  
St John's United Reformed Church  
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## Introduction and Background Information



Welcome to St John's Playtime Pre-school. We are a committee run pre-school based in a residential area of East Ipswich, and we have been providing a welcoming, happy and safe environment for pre-school children for over 30 years.

Our pre-school was established in 1980 in St John's United Reformed Church. We originally operated in two small rooms on the ground floor of the church, and catered for just 15 children per session.

Over the years, the pre-school has grown and developed, and we now occupy a spacious main hall in the church and are able to provide spaces for 34 children per day.

In 2010, the pre-school obtained planning permission, both from the church and Suffolk County Council, to convert the outside area in front of the church into an enclosed garden area.

In 2014, we received funding from the council to install a gate across the front of the church, which increased the outside space for the children to use and also provided additional security.

In 2016, we extended our opening hours to 08.15 – 16.30 and became more flexible for our families and their childcare needs.



St John's Playtime Pre-school is fully Ofsted registered (Reg. No. 251650) and we are currently rated as 'Good' following our last inspection in 2018. Ofsted monitors the pre-school in terms of our learning environment and curriculum to ensure we are meeting their standards and delivering the Early Years Foundation Stage (EYFS) effectively.

We are members of the Pre-School Learning Alliance (No. 73096) and are compliant with their policies and procedures too. As we are a committee-run pre-school, we are also a registered charity (Reg. No. 1027030) and comply with the charity standards set out by the Charity Commission.



## Our Aims and Objectives



At St John's Playtime Pre-school, we aim to encourage learning through play with the emphasis on fun. Our staff understand that every child develops at a different rate and has varying needs and interests. Every child who attends our setting is celebrated for being unique and our staff will plan activities based on their interests and abilities.

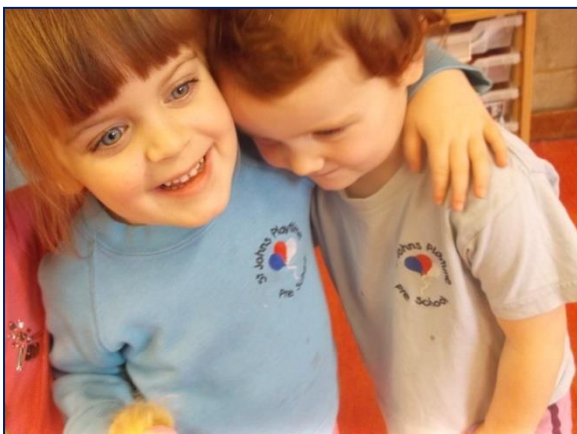


We strive to:

- ❖ Provide a rich and varied learning environment for all children in our care
- ❖ Work in partnership with all parents and carers to promote continuity of care and aid every child's learning and development
- ❖ Serve the local community
- ❖ Offer all children and their parents and carers a service that promotes equality and values diversity

We also aim to ensure that every child in our setting:

- ❖ Feels safe and secure
- ❖ Is given generous care and attention thanks to our excellent adult to child ratios
- ❖ Has a chance to join with other children and adults to play, work and learn together
- ❖ Is progressed through their learning goals by building on the skills they already have
- ❖ Has a Key Person who is central to every aspect of their care, learning and development
- ❖ Is attending a pre-school which encourages parents and carers to help shape the service it offers by being part of the management committee



## Care, Education and our Learning Environment



St John's Playtime Pre-school offers a welcoming, happy and safe environment for all pre-school children to learn, play and develop. We follow the Early Years Foundation Stage (EYFS) which is the statutory framework that sets the standards that all Early Years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children are ready for school and gives them the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

We have a wide range of resources that are accessible to all our children and our staff plan exciting activities based on each child's current interests and abilities. We engage in the local community through walks, trips to the local parks and shops, as well as visits to our local Children's Centre.

We provide equal opportunities for learning for all children, including those with special educational needs. We have a designated Special Educational Need Co-ordinator (SENCO) who oversees all children with additional needs and monitors their progress alongside other members of staff. Our setting is accessible for children with limited mobility, including access to the outside play area.





## Management and Staffing

St John's Playtime Pre-school is managed by a Committee who have overall control of the pre-school and our staff. The Committee is made up of parents and carers, and members are elected to fill the roles of Chairperson, Secretary and Treasurer at the Annual General Meeting (AGM) which takes place each September/October.

The day to day management and running of the pre-school is delegated to our Manager Natalie Bailey who oversees the key person/buddy system and who is responsible for curriculum planning, staff management and supervision, and all childcare matters as well as working along side the Administrator.

All our play staff are fully committed to interacting with all the children and will engage them in a variety of activities and monitor their progress using a Learning Journey. Each member of staff is also a Key Person, meaning that they have specific children that they will monitor, assess and plan for.

We employ an Administration and Finance Assistant, Mary Oakes, who works closely with the pre-school manager to deal with funding, fees, payroll, allocation of places, starter packs, writing and distributing letters, completing necessary paperwork and general administrative duties.

All our staff are appropriately qualified (including being trained in Paediatric First Aid) and we carry out enhanced DBS checks in accordance with statutory requirements. All members of staff are registered with the DBS Update Service.

### Our Pre-school Team



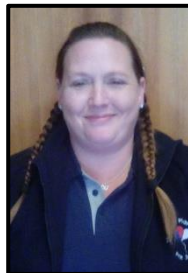
**Natalie**

Manager  
Safeguarding Officer



**Megan**

Deputy Manager  
Deputy SENDCo



**Katrina**

Early Years  
Practitioner



**Sarah**

SENDCo



**Lucy**

Early Years  
Practitioner



**Lauren**

Early Years  
Practitioner



**Arifah**

Early Years  
Practitioner



**Lena**

Early Years  
Practitioner



**Mary**

Admin & Finance  
Assistant/Early  
Years Practitioner

## Parent Help, Students, Volunteers and Visitors



Here at St John's Playtime Pre-school we understand the importance of working in partnership with all our parents and carers, and involving them in their child's learning experience as much as possible.

We are always looking for ways to promote positive 'Parent Partnerships' and we will always welcome parents and carers into our setting.

We have been running half termly 'stay and play' sessions for a while now and these are proving to be very popular with both children and their adults...



We regularly accept students from local schools and colleges to undertake placements in our setting. This encourages links with the local community and the children enjoy interacting with a variety of different adults.

## Our Local Community

We are proud to be a part of our local community. We take the children for walks in the local area and visit the Chatterbox Children's Centre to use their toys and resources. We visit Shaftesbury House and sing songs to the elderly residents and recently presented them with a wonderful 'Harvest Hamper' of donations of food and toiletries from our children and their families (October 2016).



## Our Hours and Fees



St John's Playtime Pre-school is open Monday – Friday during term time from **08.15 – 16.30**. We offer **flexible hours** to families, so parents/carers are able to choose when they wish for their children to attend. Children are welcome to stay all day if they wish and many families choose to do this when their child is entitled to their funded hours.

### Funding

All children are entitled to 15 hours of funded, free Early Education the term after their 3<sup>rd</sup> birthday (To clarify, your child has to be born before the 31<sup>st</sup> August to receive funding for the autumn term, 31<sup>st</sup> December to receive funding for the spring term and 31<sup>st</sup> March to receive funding for the summer term).

Funding is also available for some 2 year olds who meet certain eligibility criteria. We will advise you on how and when you can apply for funding and offer guidance on how to complete the forms.

We accept children with 'Golden Tickets' and those also entitled to 30 hours of funded, free Early Education.

### Fees

We charge **£4.30** per hour. These fees apply to all fee paying children (those who aren't entitled to funding yet or those who wish to do extra hours in addition to their funded hours).

Our fees are charged on a half-termly basis. Parents/carers are welcome to pay their fees on a weekly basis or they can pay the full amount in one go. We accept payment via cash, cheque or a bank transfer. We also accept Childcare Vouchers as payment/part-payment. All payments made will receive a receipt.

### Snacks

We provide breakfast (cereal/toast) for all children who attend between 08.15 – 09.00. We offer a snack during the morning and afternoon for all children.

### Lunch

Children who attend between 12.00 – 12.30 are required to bring a packed lunch with them.

### Jumpers and T-shirts

We do advise that children come to pre-school in clothing that can get messy! We do have jumpers and t-shirts with the pre-school logo available for parents and carers to purchase if they wish.

Our jumpers are £9.00 and our t-shirts are £5.00, both are available in age 3-4 and 5-6 years.





## Applying for a Place

If you would like to apply for a place for your child at St John's Playtime Pre-school, please complete the below form and send it to the address on the front cover. Alternatively, if you would like an admission form emailed to you, please email us. We are always happy for you to come into the pre-school and have a look around; please call us to arrange a visit.

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Please complete the below details:

**Name of child:** .....

**Date of birth:** .....

**Name and Address of Parent(s)/Carers:**.....

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.....

..... **Postcode:**.....

**Telephone Number(s):** .....

**Email Address:** .....

Please give details of the hours you would like your child to attend:

Monday.....

Tuesday.....

Wednesday.....

Thursday.....

Friday.....

**Signature of parent/carer:** .....

### Cancellation of Spaces

- After being allocated a space for the following term, parents/carers of new starters must inform the setting if they wish to withdraw their child's space, giving as much notice as possible and no less than 4 weeks.
- If no notice of cancellation is given, or if it is given at the beginning of a new term when the child is about to start at the setting, a late cancellation charge will be payable. The charge will be the sum of one week's sessions (based on the individual new starter and their 'booked' hours).