**St Joseph’s Pre-school Playgroup**

**St Joseph’s Catholic School, Davey Drive, Hollingdean, Brighton, BN1 7BF**

**e-mail:** [**stjosephs.playgroup@gmail.com**](mailto:stjosephs.playgroup@gmail.com)

**web :** [**www.stjoeplaygroup.edublogs.org**](http://www.stjoeplaygroup.edublogs.org)**/**

**Tel: 01273 911438** **07757 865277** **07463 730964 (bookings & fees)**

**Information for Parents**

**We are a privately owned small, friendly pre-school with close links to the main primary school which we share a site with.**

**Our setting aims to:**

* provide high quality care and education for children aged 2 to 5 years
* work in partnership with parents to help children learn and develop

**We aim to ensure that each child:**

* is in a safe and stimulating environment.
* is given generous care and attention, because of our ratio of qualified staff to children.
* has the chance to join with other children and adults to play and learn together.
* is supported in their learning and development to build on what they already know and can do.

**Children's development and learning**

We are guided by the Early Years Foundation Stage. The EYFS sets the standards for children’s learning, development and care from birth to five years and all childcare settings must meet the requirements of the EYFS framework. Further information is available on our website in the ‘links’ section and we have a parents’ guide to the EYFS which is also on the website.

**Moral and spiritual development**

We support the Catholic ethos of St Joseph’s Catholic Primary School and the gospel values of dignity, love, justice, and forgiveness. We teach children to share, think about the feelings of others and to forgive each other. We promote positive behaviour through lots of praise, group time activities, Makaton, modelling and the use of sand timers for time out and our ‘happy face’ system – see our Behaviour Management Policy for more information. We work with the children to create our own simple rule book (the ‘Please Remember Book’) and help children to develop a sense of fair play. When something has happened and both children have been spoken to, we ensure that the incident is ‘finished’ and encourage children to move on rather than dwelling on what has passed. We encourage children to respect each other and the adults who look after them. We treat each other like an extended family and tell the children that we are all friends. We promote children’s self-esteem through group time activities, encouraging them to listen to each other and value each other’s beliefs and opinions. We say a short prayer before snack time each morning and afternoon. We celebrate festivals from non-Christian religions as well such as Chinese New Year and Diwali, encouraging tolerance and respect of different religions and cultures.

**Opening times**

We are open term-time only:

Mondays to Fridays 8.00am – 3.30pm

Term Dates are shared with parents regularly.

**Registration**

Before your child starts you will be asked to fill in a set of forms and show your child’s birth certificate. You will be invited and encouraged to join ‘Tapestry’ which is a fantastic online record of your child’s time with us, including photographs, observations, and assessments.

**Fees**

See our Fees Policy and Fee Structure (both are available on our website).

**Key People and your child**

We have a Key Person system in place. This means that each member of staff has a group of children for whom s/he is particularly responsible. Your child's Key Person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. Please see our Key Person policy for more information.

**Observation and Assessment**

We keep a record of development/achievement for each child through an individual profile on Tapestry (online learning journal). You will be given instructions and support where necessary to get registered with Tapestry. This helps us to celebrate your child’s achievements and to work together to provide what your child needs for his/her well-being and to make progress. You can contribute observations and photos to share your child’s activities and achievements from home. We may liaise with other professionals such as Speech and Language Therapists, Special Educational Needs teachers, Sensory Needs teachers and health visitors to ensure that your child receives the best care and education.

**A typical day**

We start the day at 8.45am/9.00am (or earlier for early starters) with free play for around an hour. On some days there will also be Key Time for focussed activities planned by your child’s Key Person. When the weather is good, especially in the Summer Term, we try to have free flow where the children can choose whether they play indoors or outside in our garden. If the weather is not so good, we all go outside for a short play. Children can choose from a wide range of activities such as sand and water, playdoh, clay or cornflour, small world such as houses and people, trains and tracks, cars and garages, creative activities such as painting, printing, making models, maths activities such as counting, puzzles, weighing and measuring, sorting and matching, role play in the home corner or other role play area, dressing up, book area with lots of different books, comics, story sacks, climbing frame, programmable toys and other stimulating toys.

Key People plan activities for individual children and spend time with each child interacting, observing and assessing them.

We have a sit-down snack which helps develop children’s social skills, good table manners and encourages healthy eating and drinking. The snack consists of a savoury item such as pitta, wraps, breadsticks, naan bread, crumpets, poppadum's, pretzels and fresh fruit or vegetables. We offer milk or water to drink from an open cup. You will be asked to provide a named container which we will fill so that your child has access to fresh water during the session. You will be given ideas for a healthy packed lunch when you register your child. We also offer a healthy packed lunch for an extra charge (see our Fee Structure for current charges).

We have a short group time at around 10.00am and snack time afterwards. Then we have more free play, and some children go home at 11.45am. We have lunch around 12.20. Then we have more free play and Key Time for focussed activities planned by your child’s Key Person. We have a short group time around 2.30pm followed by an afternoon snack. We close at 3.00pm for most children with some staying ‘til 3.30pm.

Our Healthy Eating Policy gives more information about food and drink at the setting.

**Outdoor play**

We have a lovely grassy area, for our sole use, adjacent to our building, and a large, covered decking area. Outdoor activities contribute to children's health, their physical development, and their knowledge of the world around them. The children can take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom. We take the children outdoors daily (unless the weather is dangerously bad) so please provide suitable clothing such as waterproof all-in-ones, coats, wellington boots and sunhats. We have a small collection of waterproof jackets and over trousers for children to borrow for outdoor play in wet weather. We have a small collection of sunhats for children to borrow in hot weather and we apply sun cream as appropriate.

**Clothing**

Please see our Clothing Guidelines.

**Policies**

We are guided by our policies which are available for parents to view at any time. There is a copy of all policies on our website [www.stjoeplaygroup.edublogs.org](http://www.stjoeplaygroup.edublogs.org)

**Sickness and medication**

Parents are advised that children who have had sickness and diarrhoea need to remain away from pre-school for 48 hours after the last bout.

Further information is in our Health and Safety Policy, under ‘Sickness and Medication’.

**Comments and concerns**

Please see our Complaints Procedure, available on our website and on the Parents’ Noticeboard.

**The role of the Office for Standards in Education, Early Years Directorate (Ofsted) and the Area Safeguarding Children Committee.**

* Parents may approach Ofsted directly at any stage of the complaint's procedure. In addition, where there seems to be a breach of the setting's registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the EYFS Requirements are adhered to.
* The telephone number for Ofsted is 0300 123 1231

The address is: Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

These details are displayed on our setting’s noticeboard.

If you have any questions at any time, please do not hesitate to ask.

Name: Chloe Standing

Role: Manager

Date: 19.09.23