

PROSPECTUS



Our vision.

- ❖ Giving children the wish to learn

Our legacy.

- ❖ Stimulated and Taught each child.
- ❖ Listened, Understood, Knew them. Had high Expectations of them & were Sharply focussed on their individual needs.
- ❖ Parents' input & Reflection on our practice, lead to Excellent education & care.
- ❖ Safe, Caring, Healthy setting, achieving the best Outcomes. That's Our Legacy.

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Welcome from the Supervisor.

I am sure you have many questions about entrusting the care and education of your child with us. I hope the following pages give you a glimpse of life at St. Luke's.

The members of staff are a dedicated team, experienced and qualified in settling -in children in the transition from home to

pre-school. Since 1966 the pre-school has been giving children the wish to learn and we know you and your child will enjoy your time with us.



Mrs Wendy Perkins

Pre-School Aims

We aim to achieve our vision and legacy by:

- providing high quality care and education for the children
- providing a safe, stimulating and challenging learning environment which includes The Early Years Foundation Stage (EYFS) framework 2014.
- creating a friendly and supportive atmosphere where children, their families and the staff feel valued and happy.
- working in partnership with parents to encourage the children to learn and develop.
- adding to the life of the local community.
- promoting equality and value diversity.
- ensuring there is a firm foundation for continuous improvement and lifelong learning for all.
- using of a key worker system with continuity of care to enable observation of children's needs and progress on an individual basis.
- working with agencies to meet children's specific needs: speech and language therapists, paediatricians etc.
- providing staff with development opportunities and recognising this as an integral part of continuous pre-school improvement.



General Information

- St. Luke's is a registered pre-school, run by a managing committee. It has sessional status, catering for children 2 - 5 years of age
- A 'Parent Information' folder, along with books, magazines and our 'Policies and Procedures', are available in the entrance lobby. Ofsted inspection reports are available on request.
- We aim to provide a safe environment for the education and care of children and one way of achieving this is through our 'Child Protection Policy and Procedures.'
- Please be assured that any information you share with us is completely confidential and will never be discussed with any other party without your prior knowledge and consent. See our 'Confidentiality Policy.'
- We welcome children who still need pull-ups. Unfortunately we have no facility to dispose of them so please do check your child's bag.
- Each child is supplied with his/her own towel and a peg for their shoes.
- Each child is supplied with his/her own 'contact book.'

Session Times

Mornings:	Mon and Tues	9.15 - 1.00pm
	Wed, Thurs and Fri	8.00 - 1.00pm
Afternoons:	Mon, Tues,	
	Wed and Fri	1.00 - 3.00 pm



Term Dates

We are open 38/39 weeks of the year, in line with the usual local primary school term dates.

Bad Weather Policy

If it is necessary to close the school, for health and safety reasons, a message will be posted from approximately 7am letting you know if the school is closed on our website www.stlukespre-school.co.uk and www.bbc.co.uk/radiokent (listen on 96.7 & 104.2FM) or www.heart.co.uk/kent (listen on 103.1 & 104.2FM)

Staff Details

Picture	Name	Role
	Wendy Perkins	Supervisor, DCPC ELLP (Early Language Lead Professional) EAL Co-ordinator (English as an additional language)
	Nicky Hill	Deputy Supervisor
 <small>Mr M Cox - Assistant</small>	Michelle Walker	Assistant and SENCO (Special Educational Needs Co-ordinator) Registration Officer
 <small>Mr P Bains - Assistant</small>	Pal Bains	Assistant EYT (Early Years Teacher) and 2 year lead
	Tracie Bell	Assistant
	Claire Fuller	Assistant
	Victoria Trevallion	Admin Officer
	Kirsty Sartain	Finance Officer
 <small>Granddad</small>	Granddad	Speaker of wisdom
 <small>Luke Bear</small>	Luke Bear	Our founder and a real bear

Facilities

main hall
outside grass area
self-access sensory garden

low level toilets & disabled toilet
use of church for productions
I.C.T. availability



grass area used at sports day



church used for spring production



role play in the main hall



fun in the sensory garden



having fun on the computers



low level toilet

Security

Our premises are completely secure during the sessions. Children are monitored on arrival and departure and only released to known adults.

Password System

If you are unable to collect your child and know in advance who will, please write their name and contact details in the green book, which is located in the entrance lobby. If it is an emergency, please ensure the person collecting your child knows your password so that the pre-school staff know this person has your permission. If you have a regular arrangement with a grandparent or childminder, a letter at the beginning of term will suffice.

Events

drama productions	sponsored events
breakfast with Father Christmas	Teddy Bears Picnic
parties and discos	annual photographs
Dads days and Grandparents days	outing

Admissions and Settling-In

Admission is in accordance with our Admissions Policy. It will be at the start of the major term after your child's 2nd birthday (children cannot be admitted before the age of two) subject to the availability of space.

Please apply by completing and returning our 'Registration Pack', 6 weeks before the start of the term for which you wish your child to start. Our Registration Officer will telephone to confirm your child's place. Parents must inform us if a place is no longer required.

Please visit at any time (by prior appointment) for an opportunity for you and your child to meet the staff and the child's peer group, and to familiarise yourselves with the surroundings.

To settle your child into pre-school, it may be necessary for you to remain for a short time as this is beneficial for all and a comfort to your child. We ask you to lead the settling in process: if you prefer to stay for part or all of the early sessions, we support you in this decision, and when you feel it is time to leave and allow your child to settle alone, we support you and your child in this. All children have different experiences and personalities when they start pre-school and we understand that the parent/carer knows their child best.

Curriculum

We adhere to the Statutory Framework for the EYFS (2014) which sets the standards for learning, development and care for children from birth to 5 years. The EYFS is based around four themes:

1. A Unique Child - every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
2. Positive Relationships - children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
3. Enabling Environments - the environment plays a key role in supporting and extending children's development and learning.
4. Learning and Development - Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

The EYFS consists of seven interconnected areas of Learning and Development: three prime areas, Personal, Social and Emotional Development (PSED), Communication and Language (CL) and Physical Development (PD); and three specific areas namely, Literacy (L), Maths (M), Understanding the World (UW), and Expressive Arts and Design (EAD). Please see the posters or pack on view in the lobby, or ask a member of staff for more information.

- We use 'Signalong', oral and gross motor exercises to aid speech and language development, which all the children really enjoy.
- To enhance the curriculum, we often go offsite to various locations: the park, library, shop, small wood, post box or just for a walk to view the environment.
- We encourage visitors to the pre-school and links with the local community, including:

Police Service	-	road safety and stranger danger
Fire Service	-	dangers of matches and fire safety
Dentist	-	hygiene with puppets
Re-cycling	-	differing from waste to wormeries
Puppet theatres	-	using disabilities

A typical Monday morning session.

9.15 - children enter and play freely inside.

9.30 - circle/registration time - formal register taken, St. Luke's 'welcome song', birthdays celebrated, theme/topic (based on alphabet letter, book etc.) introduced/discussed.

9.45 - children are free to enjoy a variety of activities inside and in the sensory garden: drawing (on the large whiteboard outside or colouring in inside); constructing/creating (with lego and playdough inside or in the sand tray outside); dressing-up, role-play, quiet reading, whole group activities, including obstacle course, circle games, outdoor games etc.

11.45 - toileting/hands washed, ready for lunch.

12.15 - continue to enjoy a variety of activities.

1.00 - children seated and leave with parent/carer.

**Payments**

- To add your child's name to our waiting list, please let us know their name, date of birth and a contact number for yourself. Daily fees will be advised when you visit and also in a letter when your child starts.
- Children are funded from the term after their 3rd birthday (cut off dates are 31st March, 31st August and 31st December). The funding is currently paid to the pre-school by Medway Early Years. A child is entitled to 5 sessions each week for 38 weeks a year where available.
- We accept cash or BACs transactions. We also accept childcare vouchers.
- It is your responsibility to inform us if your child will be absent. All fees are still due during illness and for any other absence. Special circumstances, such as prolonged illness or admission to hospital, should be referred to the Supervisor for discussion.
- For non-funded children, at least 4 weeks written notice is requested if your child is to leave pre-school for any reason. If this is not possible, then 2 weeks fees will be requested from the time of notification.

Children's Belongings

- We request that your child does not wear his/her best clothing to pre-school, painting overalls are provided but accidents can still happen.
- The pre-school has its own design of sweatshirts and t-shirts which are on sale throughout the term.
- Children should not bring sweets or wear jewellery to pre-school.
- Please could you ensure that you label all of your child's belongings to avoid any confusion. This includes any toys etc that the children bring into the pre-school, especially on Fridays at 'show-and-tell.'

Healthy Ethos

- We encourage children in healthy eating and to take regular exercise, through the curriculum.
- Water and a choice of snacks are available for the children to access throughout the session. Fruit and vegetables are supplied at snack-time but donations (apples, grapes, bananas) are gratefully received.
- Children are also encouraged to pour their own drink of milk or water, under adult supervision.

Accidents and Sickness

- In the unlikely event your child may suffer an accident, we will try to inform you immediately and notify you of any further action that may be necessary. Any minor bumps, grazes etc will be reported in the Accident Book, which must be signed by the person collecting the child.
- If your child is sick, please **do not** allow them to return to the pre-school for **at least 48 hours** after the **last** bout of sickness.
- If your child has conjunctivitis, please ensure your child does **not** attend pre-school until the condition has cleared up, as it is contagious.
- Please inform the pre-school if your child has any contagious or infectious illness as soon as possible.
- As head lice is a continuing problem, please be vigilant and check your child's hair regularly and inform the pre-school if you discover any "visitors".

Incubation and Exclusion Periods of the Common Infectious Diseases

DISEASE	SIGNS & SYMPTOMS	USUAL INCUBATION PERIOD	INTERVAL BETWEEN ONSET OF ILLNESS & APPEARANCE OF RASH	MINIMUM PERIOD OF EXCLUSION
CHICKEN POX	Slight fever & irritating rash	10-21 days	0-2 days	7 days from appearance of rash, all scabs need not have separated
DIARRHOEA & VOMITING		1-7 days		Until 48 hours after cessation of diarrhoea/vomiting
FOOD POISONING	Vomiting, diarrhoea & abdominal pain	0-2		Until declared fit
GERMAN MEASLES	Slight cold, sore throat slight fever, enlarged glands behind ears ,pains in small joints	14-21 days	0-2 days	Until clinical recovery
INFECTIVE JAUNDICE	Gradual onset of headache, loss of appetite, nausea, dark urine, pale putty colour faeces	14-42 days		Until clinical recovery
MEASLES	Misery, high temperature, heavy cold with discharging eyes & nose ,later harsh cough & conjunctivitis	7-21 days	3-5 days	Until clinical recovery
MENINGITIS	Headache, fever, vomiting, stiff neck, joint pains ,drowsiness or confusion, dislike of bright lights, rash of red/purple spots	2-10		Until clinical recovery & bacteriological examination is clear
MUMPS	Fever,headache,swelling of jaw in front of ears,difficulty opening mouth	12-28 days		Until all swelling disappeared
SCARLET FEVER	Sudden onset of fever,sore throat, vomiting, 'strawberry' tongue, flushed cheeks, pallor around mouth	2-5 days	1-2 days	Until clinical recovery
WHOOPIING COUGH	Acute respiratory catarrh, paroxysms of coughing	5-14 days		Until clinical recovery
HAND/FOOT MOUTH DISEASE	Small blisters in these areas	7-10 days to end of attack		From onset of blisters until all scabs cleared
IMPETIGO	Yellow oozing sores with scab on, itching usually around nose & mouth			Until spots have healed unless lesions can be covered
HEAD LICE	Head scratching, presence of eggs (white specks) stuck on hair, presence of lice			Until treatment has been carried out successfully
VERRUCAE	Small solid growths on feet			Exclusion from barefoot activities until certified free from infection
RINGWORM OF SCALP OR BODY	Circular red raised area with white scaly centre, itching (if on scalp hair breaks off)			Until adequate treatment instituted, provided lesions are covered
THREADWORM	Presence of threadworms in stool (white cotton like pieces), sore anus, itching bottom, sleeplessness, lack of appetite			Until adequate treatment instituted
SCABIES	Burrows visible as red raised spots especially between fingers, intense irritation, sleeplessness			Until adequate treatment instituted

If in doubt, you are advised to consult your GP or health visitor.

Allergic Reactions Instructions

Allergic reactions can be triggered by foods, medications, insect stings, pollen, or other substances. Although most allergic reactions aren't serious, severe reactions can be life threatening and require immediate medical attention.

Mild signs and symptoms can include:

- Itchiness
- Skin redness
- Slight swelling
- Sneezing
- Itchy, watery eyes
- Red bumps (hives) anywhere on the body

More severe symptoms can include:

- Swelling of the mouth or tongue
- Difficulty swallowing or speaking
- Wheezing or difficulty breathing
- Abdominal (stomach) pain, nausea, vomiting or diarrhoea
- Dizziness or fainting



Should a child have an allergic reaction that is more than mild or concerns you, contact a doctor.

If the symptoms are mild, give an oral antihistamine such as diphenhydramine.

If the symptoms are more severe and you have an injectable epinephrine (EpiPen), immediately use it as directed and call for emergency medical help.

To reduce the risk of any allergic reactions, have children avoid any substances that are known to trigger an allergic reaction. Keep an oral antihistamine such as diphenhydramine available. If a child has a severe allergy, be sure a doctor-prescribed injectable epinephrine is kept somewhere easily accessible at all times, and that you, the child (if they are old enough) and anyone who cares for the child know how to use it.

Complaints

The pre-school tries to operate in an informal and friendly manner. There are many opportunities for discussion of any issues. We hope that, parents/carers in particular, will find they can easily talk to any member of staff to sort out any queries or difficulties before they escalate and become major issues or causes for complaint. See our 'Complaints Procedure.'

Partnership with Parents

Working in partnership means, parents/carers and the pre-school both working together and sharing the care and upbringing of the child, which means sharing information about the child (either by having the parent physically there (on the rota or on the committee) or liaising with them (just a chat at the door, through the contact book for example) so as to be able to make decisions about the child.

- Each child has a **contact book** as an additional communication tool (we have an 'open-door' policy) for you and the pre-school to advise each other of bumped heads, request information etc. It will be checked daily by the staff and although it is not to provide you with a daily snapshot of all that your child has/hasn't done during a session, **the contact book should be checked daily by parents/carers.**
- **As should the whiteboard in the entrance lobby** on which is the 'Parent Rota', a copy the latest letter/note and the latest monthly 'Newsletter' and we will note on it the week's theme/alphabet letter and any planned visitors for that week.
- You will be given a **copy of the week's curriculum plan** at the end of the week on Friday. This enables you to discuss, repeat and/or extend any of the activities, experience had ... by your child.
- We are a community run pre-school, and as a member of such hope that you will be willing to help with fund raising, outings and other events.
- We pride ourselves in our friendly approach to parents and are here to help in any matter if we can.
- Parents with English as a second language are encouraged to come into pre-school to read to the children in their language which is enjoyed by all, especially their child.

- We produce a **monthly newsletter** to keep you updated on events, dates etc. Contributions from parents are welcome and appreciated: recipes, craft ideas, poems etc.
- **The Parent Rota** on the whiteboard, has dates for parents, grandparents, aunts, uncles or carers to volunteer to help out in pre-school. Please feel free to put your name next to as many dates as you like. It's a great way to see what your child does at pre-school. However, we must point out that you should **not** bring another child or sibling with you, as he/she will **not** be covered by the pre-school's insurance. Past experiences have shown that it is an ideal time to be able to give your child quality time without sibling(s) and you are a valuable asset to the session.
- There will be opportunities throughout the year for you to discuss your child's progress. However, we do have an open door policy for you to see your child's key worker at any time.



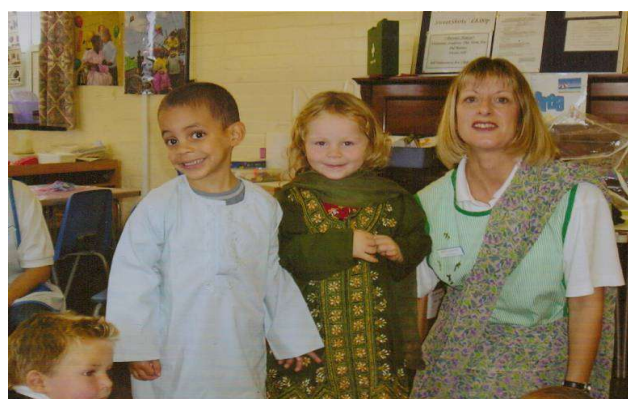
Dad having fun at "Dad's day"



Mr Bains working his magic



Grandparents enjoying their visit



Mrs Copping dressed up for Diwali

Testimonials from 'class' of 2013-2014.

To all the wonderful Teachers and staff
at St Lukes Preschool.

thank you

We really can't thank you enough for
all of the encouragement and support that
you have shown Hayden this past year and
a half. You really have given him the
best start to his development and learning,
and there hasn't been a single day that he
hasn't wanted to attend.

He will miss you all heaps and I know
that he'll be glad to still see you all
through Aria's time with you.

Thanks again

Lisa, James
Hayden & Aria xx

To all the lovely staff at St Lukes
Pre-School.

I want to express my heartfelt
thanks for everything you have
done for not only William, who is
now leaving your wonderful pre-
school, but also for Eloise, and for
Clara who attended St Lukes over
12 years ago!

I am quite emotional that St Lukes will no longer
feature in our lives but only in our memories. What
you offer as a pre-school is fabulous from Sports
Days to Nativities, Easter plays to Teddy Bears
Picnics. The routines and experiences you have given
my three children has given them all the very best
start in life and I cannot thank you enough.

Simply thank you, you've been amazing!

Love

Lisa Maher and family.

xxx

St Luke's Pre-school is a company limited by guarantee registered in England (4970594) & a registered charity (1102167)

To All you Wonderful Staff
at St Lukes.

Thank you so much for all your
hard work and enthusiasm which has
made Molly and Orla's time at Pre-
School such a memorable one!

We are so pleased with the progress
both girls made whilst they were there
and we will continue to sing the praises
of St Lukes for many years to come!

We will miss you all. Very
Much!

Good luck for the future.
all our love

Andy, Carlene, Orla & Molly
xxx

"I just wanted to thank you for helping Chester settle in to
nursery. I know for you guys it is probably just the 'norm',
but for me as a Mummy, it has been very hard leaving him
so upset, but, Mum tells me it went much better this
morning. I have felt comfort in the knowing that you are
taking good care of him, plus, he comes out each day full
of his tales of fun, so thank you, for making my little boy
feel so welcome, I know I have made the right choice in
'St Lukes.'" Kerry Campbell – 30.09.13

Comments from Parents/Carers who attended on the Parent Rota.

"I have had a great morning with some wonderful children. It's great to have an insight as to what Phoebe does during her time at nursery." Kelly Wright 11.10.13

"I thoroughly enjoyed my time at St. Luke's today. It was good to get an insight into how Molly spends her day and get to know the other children she plays with. It was also good to see the staff team in action as well. I thought the way they interact with the children and the different techniques they use to promote a learning environment for the children was fantastic. Keep up the good work!" Andy Nixon 28.11.13

"Lovely session. I love St. Luke's and think staff and children get along so well. Like a big family." Dionne Webb 13.02.14

"St. Luke's has a warm atmosphere, all staff are very approachable to children and staff alike. Bailey just loves his mornings here and was lovely to see him playing today." Claire Robinson 04.04.14

"Enjoyed it thoroughly; staff well trained and work well as a team. Variety of activities, kids were never bored or 'still' at any time. Well done St. Luke's." Les Solomons 03.06.14

"I came here at the start of the century with my second child and am still here! Help!" Pal Bains.