

Plymouth School of Creative Arts Preschool

Welcome to Plymouth School of Creative Arts Preschool.

Our children play, make, discover and learn in a stimulating, nurturing and caring environment. Our learning environment is tuned into, and meets the needs of all. Staff develop meaningful and positive relationships, enabling children to feel nurtured, safe and valued. Our Preschool is a studio, fully integrated and part of our school.



STAFFING

Our Preschool Studio is led by Kirsty. Kirsty teaches in the Pre School for 2 days and Claire for 3 days. We are staffed by qualified teachers, teaching assistants and assistants. As with the rest of our school, there are often students, volunteers and visitors working in the Preschool.

Most Policies and Procedures are in line with our School Policies and Procedures, which can be accessed from our school website:

plymouthschoolofcreativearts.co.uk

ADMISSIONS

Please note, gaining a place in our Preschool **does not** mean you will receive a place in our Reception Class. For entry into Reception parents and carers need to apply through normal school admission procedures, more information can be found on our website: <http://plymouthschoolofcreativearts.co.uk/school-admissions/>.

At our Preschool we accept children within the term after they turn three. All children at this age will be able to claim for their 15 hours of early years entitlement.

If you wish to apply or make an inquiry please email: preschool@schoolofcreativearts.co.uk.

Following acceptance of a place a member of our Resource and Development team will make contact to discuss your preferred pattern of attendance and ask you to agree a termly contract of hours. The contract that is signed is binding, however if a child may benefit from a temporary reduction in hours to support 'settling in', this will be discussed with a member of the Preschool Studio.

Applications for children under the age of admission can be made at any time. These will be acknowledged and kept on file until considered by the admission panel. Following email confirmation of a place you will be invited with your child to a Welcome Meeting and settling in session. The purpose of this visit is to meet the Preschool team and for you and your child to build connections with our studio staff and environment

Increasing or decreasing sessions will require 6 weeks notice. There is no guarantee that we can meet requests for increases in hours, as we have to stay within appropriate ratios and potentially make appointments to meet increased demand.

The Preschool dates are the same as the school dates and current year dates will be made available to you at the Welcome Meeting, these are also available on the school website.

LUNCH AND SNACK TIME

We provide snacks for our children during each session, which will always include fruit and milk. We encourage the children to make healthy choices at snack time. Snack and meal times are a really helpful time for children to develop their social skills and learn how to enjoy food together. Your child may also like to bring a water bottle to have throughout the day.

OUR PRESCHOOL IS AN EXPLORATORY PRESCHOOL

The children will learn through hands on experiences. These will often be messy, we will always provide the children with aprons although we recommend that your child has some spare clothes with them.



PARENTS AS PARTNERS

We recognise that the care of your child is an extension of family life and we value the expertise that you bring. We welcome conversations that allow you to share your child's needs and interests, enabling us to gain an understanding of who they are. During your time in Preschool we will work in partnership with you as parents. We will always want to hear about your child's interests, their passions and ways in which we can extend and enhance this. If you would like to speak to us about your child's specific needs before they start Preschool, please arrange a time with the Resource and Development Team to meet with a member of Preschool staff.

KEY PERSON

Once your child is settled in Preschool, and we have got to know them, they will be allocated a key person. The purpose of this is for your child to be 'held in mind', and for this key person to provide a secure base from which to explore. At Plymouth School of Creative Arts we also recognise that it is the responsibility of all staff to identify and meet the needs of all our children. All of our staff will develop close and positive attachments between children and families.



TIMETABLE OF SESSIONS

7.45 – 8.30

Breakfast club (WAC*): £2.50

8.30 – 9.00

Preschool doors open and parents and carers welcome to stay, play and settle children.

9.00 - 12:00

3 Hour Morning Session: £14.00

12:00 – 12:45

Lunch Session

School dinner: £4.00 or Packed lunch from home: £2.00

12:45 – 15:45

3 Hour Afternoon Session £14.00

15:45-17:00 or 18.00

After School Club (WAC*)

This includes a snack, for example toast, drink and fresh fruit. Our after school is led by Tamar and supported by up to 5 other members of our school staff.

Up to 17.00: £5.50

Up to 18.00: £7.50

*Wrap Around Care includes children from Phase 1 and 2, which means that children from Preschool up to Year Five will be attending. WAC takes place in the atrium for snack time, leading into a Phase One studio and outside areas. We would suggest that Preschool children are fully settled in the routine of the Preschool day before starting WAC.

PRESCHOOL FEES POLICY

Fees are due on the first day of each calendar month in advance through ParentPay. ParentPay will only issue arrear notices, the system does not issue advanced invoices. We will inform you of the weekly costs on your start to Preschool, or if you change your hours. Payment by other methods (bank transfer, standing order, cash, cheque, debit card and credit card) may also be

made. It is the responsibility of parents who are claiming childcare vouchers to ensure the correct amount is claimed and transferred to the Preschool account within the payment period.

Non-adherence to the payment terms will result in the child's place being lost and offered to the next person on the waiting list.

Fees are still payable for absences due to illness or personal holidays but there is no charge for planned Preschool closures.

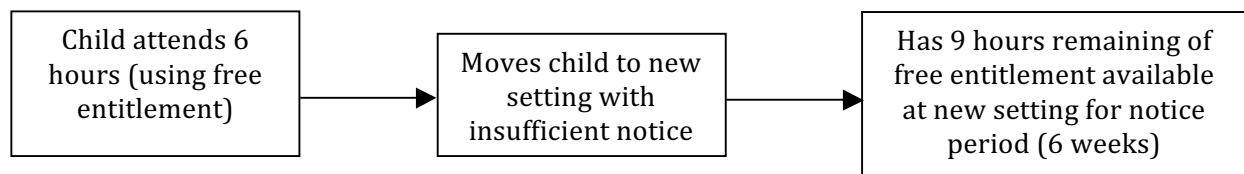
If you would like support in using ParentPay to make payments or view your transaction history contact Tamar.

GIVING NOTICE

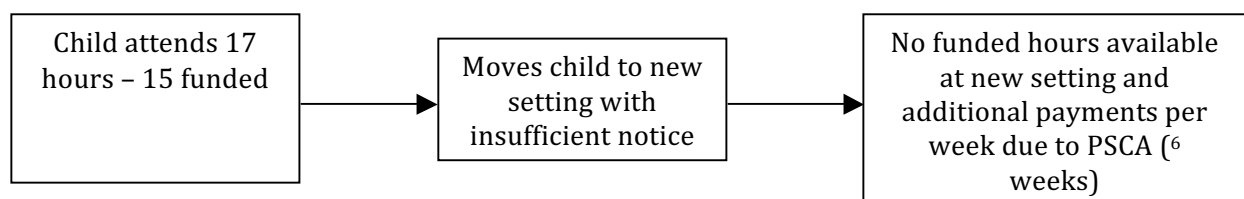
Please note that by confirming your sessions you are committing to these sessions for the term. Increasing or decreasing sessions will require 6 weeks notice. There is no guarantee that we can meet requests for increases in hours, as we have to stay within appropriate ratios and potentially make appointments to meet increased demand.

If your circumstances change and you need to 'give notice' and leave the Preschool we still require your hour's entitlement and/or payment in lieu. The notice period is 6 weeks.

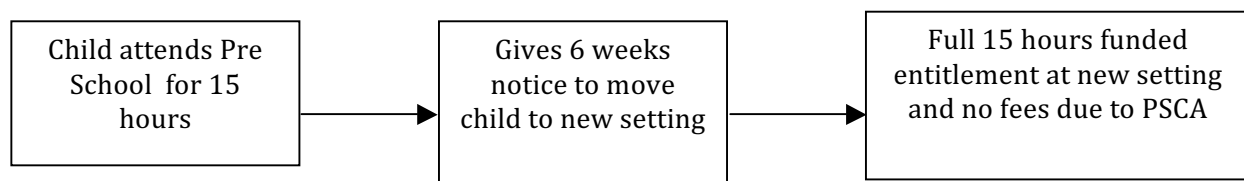
For example:



Or



or



We look forward to welcoming you to our school. If you have any queries please email: preschool@schoolofcreativearts.co.uk.