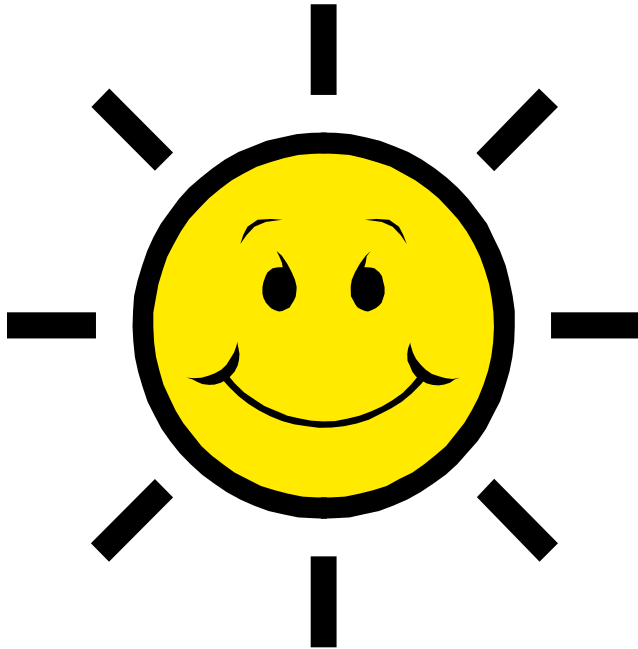


**Welcome to  
St. George's Pre-school**

**St. George's Catholic School  
Woodcock Road  
Warminster  
BA12 9EZ**



**Mobile phone number  
07789 097 168**

**St. George's Pre-school** is located in a classroom in St. George's Catholic Primary School, Woodcock Road, Warminster. The hours are term time Monday – Friday 9:15 – 12:15 with the hope of extending these from 9 – 3pm if the need arises. We also run a lunch club, which runs from 12.15 to 1.00pm. Our Pre-school is Christian based but children of all faiths are welcome and each child's background and diversity is celebrated.

### **Arriving at Pre-school**

Our pre-school group session starts at 9.15 a.m. and so does our insurance cover. For this reason children should not be left before 9.15a.m. The staff may be in the room, but they will be busy setting up for the morning.

Please do not worry if you are a little late. We all know little ones don't always run to a timetable! We would much rather you arrive safely and calm but late than on time but stressed, or don't arrive at all.

Should you travel to pre-school by car, then please park with care and consideration, school buses may be dropping children off or picking school children up for outings and so please do not use the bus lane. Also, as you walk to the class, please remember to shut the gate - it is an important safety measure. We would also ask you not to cross the playground when children are lining up to go into school as this may be distracting for them.

### **Collecting your child from Pre-school**

Our sessions finish at 12.15 pm. If you feel you may be significantly later than this please ring us. It is much less worrying for your child if we can tell them beforehand that you are on your way but running a little late.

**Please keep us informed.** Our policy is such that after 15 minutes we will start to contact nominated people on the registration form. After 45 minutes if we are unable to contact a nominated person or have not heard from the parents, we will contact the local Police.

**We would not like to do this; it would be upsetting for all, so please try to ring us.**

Partnership of Stephanie & Adam Sturdee B.Ed (01373 826756)  
St George's Catholic Primary School, Woodcock Road, Warminster, Wiltshire,  
BA12 9EZ

If it is necessary for someone who is unfamiliar to the staff to collect your child please try to let us know in advance. If at all possible bring them along with you to a session and introduce them. Always try to let us know in advance please, preferably at the start of the session, but if not a phone call would be really helpful. We are now operating a password system. Anyone who collects a child who is not known by staff will be asked for a password. The password is chosen by the parents and kept with the child's registration form. This way only people authorized by the parents (whether known to staff or not) will be able to collect children.

As with arriving at Preschool if you use a car please do not block the gates or bus stop and be considerate to others. Similarly if the children are lining up on the playground please walk around and use the other steps.

### **Clothing whilst at Pre-School**

Please don't send you child in "Sunday best" clothes as some activities can be messy. Simple clothes which they can manage themselves will enable them to be less dependent on others help and boost their self-confidence. We have some spare clothes, should they get over enthusiastic with the water, or have a little accident.

If your child wears a nappy please bring a spare plus any wipes or creams etc they need. We do not keep spares and are only allowed to use wipes, lotions, etc provided by the parents.

Whenever possible we will have some play time outside, so please bring suitable clothes for your child. In summer please provide your child with a sun hat and sun cream, similarly in cooler months bring a coat or jacket and Wellingtons for them.

Please bring a sports bottle/beaker with water or juice for your child to use throughout the morning. (No fizzy drinks please)

### **Illness**

Parents are asked to keep their children at home if they have any infection and to let us know the nature of the infection, so we can alert other parents. We also ask for you not to bring in a child who has been vomiting or had diarrhea, until at least 48 hours have passed since the last attack.

### **Photographs of children at pre-school**

As a record of activities carried out by children and as a means of recording their development we would like to take photographs. Parents are asked to give their written permission for this on joining Pre-school.

### **What can I do to help?**

We have a rota for helping; there are times when we may need parents to help during a session, maybe because of an outing or staff absence, at these times we will usually ask for some help. At other times you may just wish to stay, you are always welcome and it is very helpful for a parent to stay for a session. If you have any talents, dress making, mending things, music, woodwork etc please help out.

### **Complaints**

We aim to provide the highest quality care and education for all our children. Any parent who is uneasy about any aspect of Pre-School should talk to the play leader Jo Spink & Stephanie Sturdee first, or the child's key worker. If this does not have a satisfactory outcome please put your concerns/complaint in writing. If after following the measures laid out in our complaints policy you still feel uneasy it may be necessary to contact Ofsted. We believe that complaints are made with the best interest of children at heart, and can be sorted at an early stage. All concerns/complaints will be dealt with seriously, fairly and with confidentiality.

### **Cost of sessions**

Our fees are £9.50 per session, payable weekly, monthly or half termly in advance. Lunch club fees are £2.50 per lunch session.

We also ask for a £ 2.50 Contribution per session for funded children to cover the longer session.

**Please note fees are still payable if your child is absent.**

**We require one term (old half term) notice of withdrawal of a child from Pre-School as staffing levels and other costs will still be present. Fees will be liable in lieu of notice.**

