



# PROSPECTUS

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## History and Location

St. John's Pre-School is pleasantly situated in a semi-rural, woodland setting, on the edge of Ashdown Forest. It has been registered since the 1960's and welcomes all children from 2½ to 5 years old.

We are a small, friendly, non-profit making group run by a Committee of parents and registered as a charity.

We have adopted the Pre-school Learning Alliance Constitution and are insured through them. The Pre-School is inspected by OFSTED, who regularly check our facilities and allow us to take a maximum of eighteen children at any one time. We also take part in the Early Years Education Entitlement (EYEE) funding scheme.



## Ethos

Our aim is to enable your child to establish independence and confidence, and to prepare them for entering school. We provide a happy, relaxed environment, in which development of physical, mental and social skills is encouraged, through purposeful and interesting play.

## Your Child at St. John's Pre-School

Your child has a nominated key-member of staff who builds a close relationship with them and focuses on all aspects of their development, including emotional needs. The key worker's task is also to keep records of achievement and observation, and provide a written report for parents at the end of the year. Because of the size and nature of St. John's Pre-School, members of staff are able to adapt their approach to meet the needs of each individual child.



### *Activities*

Our everyday activities help with communication, problem-solving, creative and physical development. We have a wide range of both indoor and outdoor equipment, which is rotated on a daily basis. Our children undertake a number of activities, such as role-play, arts and crafts and music.

A typical session structure is as follows:

- Change into soft shoes/slippers
- Free play (e.g. puzzles, cars, dressing-up, sand, paints)
- Tidy up time
- Circle time - discussion on a specified term theme
- Snack time
- Outside play
- Story-time

This informal daily structure provides reassurance for the children and allows them to understand the art of sharing and taking turns, valuable social skills to acquire before starting full-time education. It also enables staff to integrate the learning of mathematical and communication skills into every daily session.

Other activities throughout the year include: walks in nearby Ashdown Forest, trips to the local library, a visit to a local supermarket, Harvest Festival, Easter and Christmas visits to St. John's Church, Nativity Play, Christmas party with Father Christmas, Sports Day and end-of-year picnic.

### *Outdoor Area*

We have a wonderful, safe, enclosed outdoor play area, which complements the setting of the pre-school itself. The children have access to the area in all weathers, and it is used every day. Shaded from the sun in summer, and protected from the wind by trees in winter, the area provides a valuable extension to the children's physical and social development.



### **Links with other Establishments**

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#### *St. John's C. of E. Primary School*

We are able to use some of the facilities provided by the primary school, which is located nearby. However, it should be noted that we have no official ties with them. Although attendance at St. John's Pre-School does not guarantee a place at St. John's Primary School, it is worth pointing out that many children do move onto this primary school from our pre-school.

### *St. John's Church*

St. John's Church, which is a short walk away, is attended by the children at various times throughout the year, such as at Christmas, Easter and Harvest Festival.



### *Other Links*

Other links with the pre-school include the local police, who give a 'Stranger Danger' talk; the fire-service, who visit in a fire engine; a dental hygienist; the library service; and a professional photographer.



### **Parental Involvement**

As a non-profit making organisation, the support of parents/carers is vital to our success and we welcome all help from parents, whether it is involvement with the number of fund-raising events during the year, covering for staff illness, or utilising parents' hobbies and skills. This involvement also offers an opportunity for you to receive an insight into your child's experience at pre-school.

St. John's Pre-School is actually run by a Committee of parents/carers. Any parent/carer may be nominated to join the Committee by an existing Committee member.



Each Committee member may remain in his/her post for a maximum of four years; however, most members give up their post when their child moves up to school.

The Committee openly welcomes any comments from parents.

## Staffing and Policies

The ratio of staff to pupils is 1:4 (for children aged 2) and 1:8 (for children over 3), which is in line with Government recommendations.

All staff and Committee members undergo thorough police checks, and members of staff also complete first-aid training.



Our pre-school has adopted a full set of written policies/procedures approved by OFSTED. A complete set of these is available for reference for parents and staff, and is kept at the pre-school.

## Pre-School Sessions

We operate in accordance with the school academic year: September to July, Monday to Friday. We are open from 9 am to 3 pm operating the following sessions: 9 am to 12 pm, 9 am to 1 pm, 12pm to 3pm or all day.

Your child may attend as many sessions per week as you wish. Children may start from 2½ years if parents/carers and staff think that they are ready.

Mid-session drinks and snacks are provided, however parents must provide a packed lunch for children attending after 12pm.



## Conclusion

We know that St. John's Pre-School is a warm, caring and happy school that promotes learning. Before your child starts at St. John's Pre-School we welcome them to have a trial session, to enable them to settle in.

## **Fees**

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As St. John's Pre-School is a non-profit making organisation, fees are kept to a minimum, to cover costs only, payable a term in advance. Fees are not refundable for any period of a child's absence due to sickness or holiday.

We are eligible to participate in the Early Years Education Entitlement Funding scheme. Currently this provides funds for each child, a term after their third birthday, of up to 15 hours a week for 38 weeks.



## **How to Reserve a Place**

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If you would like to reserve a place for your child, please complete a booking form and return it to the Admissions Officer.

Close to the date when your child is due to begin St. John's Pre-School, we will contact you to finalise the starting arrangements and organise a morning visit.



The Reading Room, School Lane, St. John's,  
Crowborough, East Sussex, TN6 1SD

Telephone: 01892 664214

[www.stjohns-preschool.co.uk](http://www.stjohns-preschool.co.uk)

This Prospectus has been written and produced by parents, 2005  
St. John's Pre-School is a Registered Charity: No. 1045290