



Prospectus

www.caterpillarspreschool.org





Our Address:

St Andrews Church Hall
Church Lane
Marks Tey
Colchester CO6 1LW

Tel: **07981 169883** Email: markstey@caterpillarspreschool.org

Caterpillars are a long established pre-school and has been at the current premises since 2002.

Session times and fees

Caterpillars are open for 38 weeks a year in line with local school term dates.

	Monday	Tuesday	Wednesday	Thursday
Morning Session	9.15am-12.15pm	9.15am-12.15pm	9.15am-12.15pm	9.15am-12.15pm
Lunch	12.15pm – 1.15pm	12.15pm – 1.15pm	12.15pm – 1.15pm	12.15pm – 1.15pm
Afternoon session Includes Lunch Club	12.15pm – 2.45pm	12.15pm – 2.45pm	12.15pm – 2.45pm	12.15pm – 2.45pm

Morning session fees include snack. We provide a selection of fruit and vegetables with cereal, toast, crumpets, breadsticks, rice cakes to name a few and choice of water or milk. Cooking with the children is also a regular activity.

Current fees are:

£4.21 per hour

Parents can claim funding for over 3's, which covers the 3 hour session. Funding is done through Caterpillars – parents/carers need to sign the funding form at the beginning of each term for the whole of that term. We accept Faircare vouchers, childcare vouchers and Busybees vouchers, which can be available via your workplace, as a means of paying for fees from your wages, without having to pay the tax or national insurance on the amount. For more details, or to find out if you are eligible, please contact your place of work.

Lunch clubs

Children attending lunch bring their own lunch box. We take children from 2 ½ and offer pay as you go lunches for the times you need an extra hour. You can also claim lunch clubs in the 15 hours of government funding allocated to your child.

We do have a t-shirts and jumpers on sale on the main desk.

T-shirts - £5.50

Jumpers - £8.00

Book bags - £3.50

Gym sack bags £4.00

The Team

We have two side rooms which we use for registration rooms the 2 year old children have the Caterpillar Room and the 3 and 4 year olds have the Butterfly Room.

Sarah

Manager

Level 5 Early Years Management

SENCO

Safeguarding Designated Person

First Aider

Food Safety

Teresa

Deputy

Level 3 Childcare

Level 3 Safeguarding

Equal Opportunities

First Aider

Food Safety

Rebecca

Pre-School Practitioner

Degree in Early Years

Level 3 Childcare

Autism Good Beginnings Award Coordinator

Level 2 Safeguarding

First Aider

Helen

Pre-School Practitioner

Level 3 Childcare

Level 3 Safeguarding

First Aider

Food Safety

Your Child's time with us

Whilst with us your child's key person will be following your child's progress through the Early Years Foundation Stage Curriculum (EYFS) The Key person plots this progress through small daily observations and taking photographs and put's this all together to make your child's Learning Journey.

The EYFS curriculum consists of seven areas and these are:

Prime Area's

- Personal, Social and Emotional Development

- Communication, Language, Listening and attention
- Physical Development

Specific Area's

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

Each activity and area set out for the children supports your child in each of these areas.

At the end of each term we invite all parents in to view your child's learning journey each child has an end of term report which we hope parents will make a comment on and sign.

A list is on display in reception for parents to see which key practitioner your child is with. We are happy to discuss concerns or other issues throughout their time at Caterpillars.

Policies

Caterpillars have a set of policies and procedures in place that we encourage Parents to be aware of. These can be found on our website and in our policy folder which is in our reception area.

Caterpillars are committed to the safety and welfare of the children who attend. Staff are well trained in every area of the curriculum and regularly update their knowledge.

We strive to provide an environment and activities that stimulate and inspire children to learn through play and practical experience.

Learning should be Fun!

Caterpillars Pre-School Application Form

Marks Tey

St Andrews Church Hall, Church Lane, Marks Tey, Colchester. C06 1LW

Email: caterpillars@hotmail.co.uk

Tel: 07981 169883

Name of child: _____ Date of Birth: _____

Address: _____

Home Number: _____ Mobile number: _____

Email: _____

I would like my son/daughter to start attending Caterpillars Pre-School from:

I would like my son/daughter to attend the following sessions (Please tick) :

Monday 9:15 am – 12:15pm	Tuesday 9:15am – 12:15pm	Wednesday 9:15am – 12:15pm	Thursday 9:15am – 12:15pm
Monday lunch 12:15pm – 1:15pm	Tuesday Lunch 12:15pm – 1:15pm	Wednesday Lunch 12:15pm – 1:15pm	Thursday Lunch 12:15pm – 1:15pm
Monday Pm 3 and 4 year olds only 12:15pm – 2.45pm (Includes lunch club)		Wednesday Pm 3 and 4 year olds only 12:15pm – 2.45pm (Includes lunch club)	

If I find that I no longer need the place, I will inform the setting as soon as possible but giving no less than 4 term weeks' notice.

Signed: _____ Date: _____