



Caterpillars Pre-school

Marks Tey Prospectus

2023-2024

Caterpillars Pre-school

St Andrews Church Hall

Church Lane

Marks Tey

Colchester

CO6 1LW

Telephone : 07981169883

Email: markstey@caterpillarspreschool.org

www.caterpillarspreschool.org



Background

Caterpillars was established in the 1960's when it was based at Eight Ash Green. In 2002, the group moved premises to St Andrew's Church in Marks Tey.

Caterpillars at Birch was opened in September 2009, after the successful bid from their sister pre-school at Marks Tey to run a pre-school at the purpose built log cabin which was built by Birch Primary school.

Ofsted last inspected Marks Tey in May 2016 and rated it as Outstanding (The full report is available to read on request or via our website).

Caterpillars is an ever evolving establishment, changing to meet children's needs, community needs and government policies and standards. In addition, we implement new ideas and change our practice as staff consistently undertaken on-going training. At Caterpillars, we all learn together and we learn from each other.

Session times and fees

Caterpillars is open for 38 weeks a year in line with local school term dates. We accept children from age 2 ½. We can at times accept children from the age of 2, where doing so doesn't impact on the required staffing need.

Caterpillars recommendation is that your child attends for a minimum of 2 morning sessions per week. Experience shows that when children only attend for one session per week, it takes them longer to settle and adjust to the change to their home and pre-school routines. This ultimately means it takes them longer to fully engage and get the most out of their time with us.

We will always try and be flexible where we can so please discuss your requirements with the Manager.

Caterpillars Marks Tey is open from 9:00am-2:45pm and the following sessions are available: Monday Tuesday Wednesday Thursda

	Monday	Tuesday	Wednesday	Thursday
Under 3's and Over 3's				
Morning Session	9:00am-12:30pm	9:00am-12:30pm	9:00am-12:30pm	9:00am-12:30pm
Over 3's				
Lunch club	12:30pm-1:30pm	12:30pm-1:30pm	12:30pm-1:30pm	12:30pm-1:30pm
Afternoon Session	1:30-2:45pm	1:30-2:45pm	1:30-2:45pm	1:30-2:45pm

Currently, parents are asked to provide a snack for their child but milk will be provided at morning snack time. When circumstances again permit, morning snacks will be provided and we will reintroduce cooking activities with the children.

Fees:

Fees are charged on a per session basis but based on an the following hourly rates;

- Under 3's – £7.81 per hour
- Over 3's - £6.50 per hour

As a minimum, our charges match those paid for Government Funded places and will be reviewed at least every April, but maybe reviewed during the year if funding rates change or financial pressures demand it.

All non-funded hours will be invoiced electronically on a half termly basis.

The under 3 year old rate (£7.81) will be charged until the term after your child turns 3.

Funded Places

Parents can claim **15 hours** a week government funding for their child from the start of the full new term (Autumn, Spring, Summer) after their 3rd Birthday. Parents need to complete and sign a funding form at the start of each term. This covers the whole of the term and additional days cannot be claimed for after the funding headcount date (19th of the month in which the term starts).

Please visit www.childcarechoices.gov.uk to find out more about funding for your child's place and how to register if you are eligible for up to 30 hours funding.

For those parents that qualified for the scheme (closed to new parents in October 2018) we do accept childcare vouchers as a means of paying for Caterpillars fees.

Changes to Agreed Sessions & Notice periods

If you need to reduce the number of sessions your child attends or find that their place is no longer required then 4 week's notice is required. If 4 week's notice is not given then the fees for the sessions your child would have attended remain payable for the duration of the notice period.

Lunch clubs

Children attending lunch club bring their own lunch box. Children attending lunch club regularly can include these sessions in the 15 hours of government funding allocated to your child.

We take children from 2 ½ years and offer pay as you go lunches for the times you need an extra hour.

The Team

We have two side rooms which we use for registration rooms. Children under 3 years of age have the Caterpillar Room and Children aged 3 and 4 years of age have the Butterfly Room.

Becky

Manager

Level 3 CACHE Diploma in Childcare
and Education

Level 3 CACHE accredited NASEN
SENDCo

Designated Safeguarding Lead

Pediatric First Aid

Level 2 Food Safety & Hygiene

Stacey

Deputy

Level 4 Early Years Educator

Safeguarding

First Aider

Food Safety

Teresa

Deputy

Level 3 Childcare

Level 3 Safeguarding

Equal Opportunities

First Aider

Food Safety

Helen

Early Years Senior Practitioner

Level 3 Childcare

Safeguarding

First Aider

Food Safety

Charlotte

Early Years Practitioner

Level 3 Play, learning and

development

Safeguarding

First Aider

Food Safety

Your Child's time with us

Learning should be Fun!

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.

Uniform

We do have a selection of uniform items on sale on the main desk.

T-shirts - £6.50

Jumpers - £12.00

Book bags - £7.50

A starter pack comprises a book bag and information pack for parents, and a t-shirt and costs £18. If you wish to include a jumper, the pack costs £30.

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.

What to do next

If you require any further information or you would like to visit Caterpillars, please contact the Manager, Becky on 07981169883 or email : Markstey@caterpillarspreschool.org