



# Caterpillars Pre-school

## Marks Tey Prospectus

### 2024-2025

Caterpillars Pre-school

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St Andrews CofE Primary Academy

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Marks Tey

Colchester

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## 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 & over 3's |                |                |                |                |
| Morning Session      | 9:00am-12:30pm | 9:00am-12:30pm | 9:00am-12:30pm | 9:00am-12:30pm |
| Over 3's             |                |                |                |                |
| All day              | 9:00-2:45pm    | 09:00-2:45pm   | 09:00-2:45pm   | 09:00-2:45pm   |

## Fees

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

- Under 3's – £8.10 per hour
- Over 3's - £6.75 per hour

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

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

The under 3 year old rate (£8.10) will be charged until the term after your child turns 3.

A £2 per day consumables charge will be payable for every day your child attends. This is invoiced every half term along with any other fees payable in that half term.

## **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 3<sup>rd</sup> Birthday or from the term after the child turns 2 if both parents are working. 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 (19<sup>th</sup> of the month in which the term starts).

Please visit [www.childcarechoices.gov.uk](http://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 3 years olds and for the working parents funding for 2 year olds.

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 term time notice is required. If 4 week's term time notice is not given then the fees for the sessions your child would have attended remain payable for the duration of the notice period.

## **Snacks and meals**

The setting makes snacks and meals a social time at which children and adults eat together. Caterpillars provides a snack daily for children at morning snack time. The cost of providing the snack and other provisions for other food based activities is included in the £2per day consumables charge outlined above.

## **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](mailto:markstey@caterpillarspreschool.org)