



Early Years and Education Department

Self Referral Information Pack for Parent/Carers

Saint Mary's Family Centre
Our Lady of Fidelity
147 Central Hill
Upper Norwood
London
SE19 1RS

T: 020 8766 6271
F: 020 8766 7338

Email: office@stmarysfamilycentre.org.uk
www.stmarysfamilycentre.org.uk

Please return your child's referral form as soon as possible for allocation to our waiting list

Thank you for your interest in our Early Years Department. We are pleased to enclose this information and referral pack.

Should you wish to visit the Centre prior to completing your referral form we would be very happy to make an appointment for you. Please telephone the Centre to arrange a mutually convenient time so a member of staff will be available to escort you.

In the meantime we look forward to receiving your completed referral.

St Mary's Family Centre Staff Team

ST MARY'S FAMILY CENTRE

EARLY YEARS DEPARTMENT

Contact Address: St Mary's Family Centre
Our Lady of Fidelity
147 Central Hill
London SE19 1RS

Telephone: 020 8766 6271
Fax: 020 8766 7338
Email: office@stmarysfamilycentre.org.uk

Centre Opening: Monday - Friday: 9.00am – 5.00pm
Except for Bank & Public Holidays and staff training days.

St Mary's Family Centre is an independent non residential Family Centre offering a range of comprehensive and therapeutic services to families experiencing difficulty and families within the community.

Early Years and Education Service

Term Time Only: Monday to Friday: 9.00 a.m. to 3.30 p.m.

- ❖ Times of attendance are agreed with parents at induction.
- ❖ Children attending all day or morning only will need to bring a packed lunch in a labelled box/bag. (Please see our food policy on healthy eating).
- ❖ Maximum of 28 children between 2 to 5 years attending at any session and dependent on the needs of the children
- ❖ A Keyworker system in operation to facilitate one to one working with each child attending to facilitate a greater understanding of the child's needs.
- ❖ Direct referrals taken from parents and professional agencies
- ❖ Child orientated and friendly environment
- ❖ Nursery education available to eligible children aged 3 years and over
2 year old funding available.
- ❖ Curriculum subscribes to the Dfee's Foundation Stage guidance for children aged 2 to 5 years
- ❖ Book Club to enable children and parents to borrow books to read together at home
- ❖ Full facilities for disabled children and children who have Special Needs
- ❖ A copy of our recent Ofsted and Social Services Inspection reports are available in our reception area.
- ❖ We are registered by Ofsted.

Contact person: Nathalie Dring- Senior Nursery Practitioner

EARLY YEARS CRITERIA FOR REFERRAL

- Children on the Child Protection Register
- Children considered to have Special Needs will be supported and steps will be taken to promote their welfare and development.
- Children under 5, whose parent/carer has learning difficulties or a disability.
- Children (referred by Health Visitors) who would benefit from stimulation in a group setting.
- Parents and children in the local community.

Process of Referral

We welcome and encourage enquiries direct from parents or through Health and Social Work professionals.

Placement is considered following completion of a Day Care referral form, a visit to the Centre and Planning Meeting with the Senior Nursery Practitioner and the referring agency where appropriate.

A £20 registration fee is payable on allocation of a place for your child to cover our administration costs. This payment should be sent in with your completed referral form (cheques payable to Saint Mary's Family Centre).

Parents are asked to take part with the Centre in a Day Care Agreement to clarify expectations of parents and the service offered by the Centre.

Duration

Placement will be formally reviewed on a six monthly basis at a Review attended by parents, Centre workers and professionals involved.

Assignment to our waiting list may not always guarantee a placement at St Mary's Family Centre.

Fees - From 1st September 2013

Morning & Afternoon Session 9.00am – 3.00pm	£40.00	Per Day
Morning Session 9.00am-12.00 noon	£20.00	Per Session
Afternoon Session 12.30 noon – 3.30pm	£20.00	Per Session
Nursery Education & 2 Two Year Old Funding For each hour over the funded 15 hours	£6.67	Per Hour

EQUAL OPPORTUNITY AND MULTI CULTURAL STATEMENT

St Mary's Family Centre is an Equal Opportunity organisation. It is therefore our underlying principal that people are equal and different. In light of this, the Centre aims to provide a range of caring facilities, social and educational for children regardless of their race, colour, nationality, ethnic or national origins, gender, religion or disability.

The Centre adopts the following practices:

- All accidents or reports of physical assault and threatening behaviour are immediately investigated.
- Racist taunts and slurs are openly demonstrated as unacceptable.
- Any racist material will be removed.
- As with all graffiti, immediate action will be taken to remove any racist slogans.
- Racist symbols or badges or on clothes will not be allowed.
- Permission to promote any racist activity or organisation on the premises will not be given.

In order to assist families living in a multi-cultural society, the Centre aims to provide:

- An environment, which recognises and takes advantage of the valuable contribution different cultural backgrounds can make to the welfare of every family.
- Support to ensure that families who are bilingual or who come from homes where English is not spoken have the opportunity to achieve their full potential.
- Recognition that a person's bilingual ability is a valuable asset.
- Where it is appropriate, the provision of specific support, whenever possible, to ensure that families of all ethnic origins are able to achieve their full potential.

In addition, to combat gender stereotyping, the Centre policies are written with a view to:

- Encourage both boys and girls to develop their full potential regardless of 'traditional' gender roles.
- Challenge the process of gender stereotyping.
- Develop understanding of prejudices and assumptions underlying sexism.
- Foster individual self-esteem not based on gender related qualities, but on values and standards common to human beings of both sexes.
- Demonstrate clearly the unacceptability of sexist incidents taunts or remarks.

THE EARLY YEARS AND EDUCATION STAFF TEAM

SEPTEMBER 2014

Nathalie Dring	Senior Early Years Practitioner (Job Share)	NNEB Level 2 Food Hygiene
Clair Chigbolu	Senior Early Years Practitioner (Job Share)	NNEB Level 2 Food Hygiene Paediatric First Aid
David Bembridge	Early Years Practitioner	NVQ Level 3 Paediatric First Aid Level 2 Food Hygiene Fire Warden
Michelle Ampomah	Early Years Practitioner	NVQ Level 3 Paediatric First Aid Level 2 Food Hygiene
Kimone Evans	Early Years Practitioner	Level 3 in Childhood Studies

SAINT MARY'S FAMILY CENTRE

SPECIAL NEEDS STATEMENT

At St Mary's Family Centre we believe every child benefits from the stimulation they receive from contact with other children and those with physical or learning disabilities are not exception. We hold a clear and positive commitment in providing opportunities and services for children with Special Needs. In this the Centre aims to provide opportunities whether physical, intellectual, social or emotional as to minimise the effect of the disability to enable the children to reach their developmental potential.

We are committed to the belief that contact at an early age facilitates understanding that all people have equal value irrespective of ability or mobility. St Mary's Family Centre has regard for the DfEE Code of Practice on the Identification and Assessment of Special Educational Needs. Centre staff make provision to link Special Needs programmes into the activities of the full Centre Curriculum programme and allows space and time for completion or repetition where necessary.



SAINT MARY'S FAMILY CENTRE EARLY YEARS REFERRAL FORM

Child's Name:		
Male / Female		
Date of Birth: (Please bring child's Birth Certificate)		
Name: Parent 1		
Contact Phone Numbers	Home	
	Office	
	Mobile	
Name: Parent 2		
Contact Phone Numbers	Home	
	Office	
	Mobile	
Family Home Address: (Please bring proof of address.)		
E-mail address:		

Ethnic Origin	
Religion	
Language Spoken at Home	

Is Your Child's Name on the Child Protection Register?	
Date and Category of Registration	

Reason for your child's referral	
Special Dietary Requirements	

Please include with your referral any further information concerning your child's needs, including any Special Needs.

My/Our requirements for Early Years Sessions are (Please tick as required)			
Monday: 9.00 a.m. - 12.00 p.m.		Monday: 12.30 p.m. - 3.30 p.m.	
Tuesday: 9.00 a.m. - 12.00 p.m.		Tuesday: 12.30 p.m. - 3.30 p.m.	
Wednesday: 9.00 a.m. - 12.00 p.m.		Wednesday: 12.30 p.m. - 3.30 p.m.	
Thursday: 9.00 a.m. - 12.00 p.m.		Thursday: 12.30 p.m. - 3.30 p.m.	
Friday: 9.00 a.m. - 12.00 p.m.		Friday: 12.30 p.m. - 3.30 p.m.	

Signed:	
Please Print Name:	
Relationship to Child:	
Date:	

*Please complete and return this form to
St Mary's Family Centre, 147 Central Hill, Upper Norwood, London, SE19 1RS*