

**DRAGONS @ ST. GEORGE'S
EARLY YEARS**

NURSERY MANAGER	PAULINE WILSON
NURSERY ADMINISTRATORS	GERALDINE THOMPSON ALISON PURCELL
PARENT REPRESENTATIVES	GEORGIA GABBITAS CARRIE IRVINE
HEAD TEACHER	MR. PATRICK MORRISSEY
CHAIR OF MANAGEMENT COMM.	MR. MIKE POWER

**WE WOULD LIKE TO TAKE THIS OPPORTUNITY
TO THANK YOU FOR EXPRESSING AN
INTEREST IN
ST.GEORGE'S DRAGONS
SHOULD YOU REQUIRE ANY FURTHER
INFORMATION
OR WOULD LIKE TO VISIT
PLEASE FEEL FREE TO CONTACT US.**



**ST.GEORGE'S DRAGONS
ST.GEORGE'S CATHOLIC PRIMARY SCHOOL
SUDBURY HILL, HARROW
HA1 3SB**

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**St.George's Dragons
Early Years, Delivering Quality
Care and Education**

Welcome to
St Georges Dragons Early Years

We are an exciting pre-school providing full day care
for children aged 2-5 years old which is housed within
St Georges School in Harrow.

UPDATED SEPTEMBER 2010

WHO ARE WE?

St. George's Dragons is non-profit making provision run by St. George's school. The primary aim of Dragons is to provide a quality childcare and education service to families in the local community. .

We offer full and sessional day care for children aged between two and five years old. From Monday to Friday between 8.am- 5.55 pm, 49 weeks of the year excluding bank holidays and staff training days.

We are open to the local community and are proud of our rich cultural and social mixture of family backgrounds.

We have a highly qualified and experienced staff team all of whom hold or are working towards several recognised childcare/education qualifications. These include national vocational qualifications levels 2 and 3 as well as BA Honors degrees.

Our intention is to help children to develop through their play, to gain knowledge and experiences, which will be relevant to their development and future in a rapidly changing world.

At St. George's Dragons we work within the Early Years Foundation Stage offering a rich and stimulating learning environment which aims to provide a differentiated curriculum to meet the needs of the children within our setting. By building on your child's existing interest and skills, we enable them to learn from the activities they are involved. Through this they will discover the worlds of communication, language and literacy, science and technology, problem solving , numeracy and reasoning, arts, crafts music and drama.

Above all we are pleased to have created a welcoming atmosphere of trust and happiness where our children feel secure and cared for. We are proud to give the children who attend St. George's Dragons Early Years a learning experience that is both positive and fun

WHAT HAPPENS NEXT?

Upon receipt of your child's application form their details will be processed and put onto our computerised waiting list.

Please note; length of time on our waiting list is not a consideration for offering a place. When a place becomes available that meets your requirements, your application will be considered using the admissions criteria.

If your application is successful you will be firstly contacted by telephone to confirm your acceptance of the place and then you will receive written confirmation within seven working days.

Unfortunately due to the vast numbers of children on our waiting list we are unable to contact those families to whom we are unable to offer a place.

You are welcome to call us at any time to make an enquiry , or to update us with any changes in circumstances that may affect your application.



17. Late collection of your child beyond the agreed departure time will incur a charge of £1.00 per 1 minute.
18. **Contracting Parents: One or both parents will be asked to sign the Application form accepting the standard terms and conditions of the nursery. Where only one parent signs the form, the nursery will see this parent as the contracting parent. The contracting parent and only the contracting parent will be liable for the payment of nursery fees and costs.**
19. The Nursery Management reserves the right to refuse entry to the nursery.

Ofsted have said about Dragons that :

“ Staff have good relations with children, they talk and listen to children consistently during activities”

“ An aspect of outstanding practice is that Dragons make very good observations of children’s progress which they use to inform future plans.....Children are provided with suitable challenges to extend their learning”

“ They provide a stimulating balanced range of activities ensuring each child’s individual needs are met and their development supported.”

“there is a positive approach to working in partnership with parents/carers, the setting.....encourages parental involvement, there are good procedures for exchange of information both verbally and written.”

FIXED NURSERY SESSIONS	
Session	Time
Full time	8.00 am –5.55 pm
Core Day	9.00 am – 3.15 pm
Part time Morning	8.30 am– 12.30 pm
Part time Afternoon	1.00 pm –5.00 pm

Calculation of fees

Fees are calculated on the number of working days in a month.
(The table below is based on 22days attendance, for a full week)

Session	Sessional Rate	Approx Monthly rate (based on 22 days)
Full Day	45.27	£995.94
Am	18.12	£398.64
Core Day	30.38	£668.36
PM	18.12	£398.64
Core Day Term time	30.38	£668.36
(For those children attending a full day session and using the centre for a full week a discount of approx 4% will be deducted from their monthly invoice.)		
We offer crèche sessions on an as and when basis. Fees are as follows:		
Crèche Hourly Rate	Breakfast /Tea	Lunch
£.4.90	£0.75	2.25

9. Fees must be paid in full regardless of sickness or holiday. We do not waive fees when a child is on holiday or absent due to illness.
10. Fees are invoiced monthly and payment is due on the first day of every month Fees must be paid in advance on or prior to the first of every month without fail. Using the on line payment system.
11. We reserve the right to withdraw a nursery place due to unpaid or late payment of fees. **A fee of £5.00 is chargeable for each cheque returned unpaid or late payment of fees (without prior arrangement).** Harrow borough council will seek to retrieve any outstanding debt on our behalf.
12. Please notify us if your child will be absent for any reason at any time they would normally have been expected to attend.
13. **Any application to alter, increase or reduce contracted sessions must be made in writing.** An application can only be considered should the preferred sessions be available, using the NOTICE FORMS and addressed to the Nursery Manager. This written notice will then form an amendment to the original registration agreement. Eight weeks clear notice must be provided if you wish to reduce your sessions.
14. **Notice that you no longer require a place for your child at nursery must be given in writing and addressed to the Nursery Manager.**
13. Eight weeks clear notice must be provided if you no longer require a place., If less than eight weeks notice is given, payment for a period of eight week sessions will be payable in lieu of notice.
15. **Parents and carers must ensure that children are brought to, and collected from, the Nursery promptly at the times agreed.**
16. Children must not be left in the nursery room before or after the time appointed for their arrival or departure.
The nursery **will not** accept any child before 8 am and reserves the right to refuse admission to any child who arrives before the expected time for their arrival without prior agreement. If you are unavoidably delayed at collection time, please contact the nursery to let us know as soon as possible.

TERMS AND CONDITIONS

1. Our terms and conditions have been set with the aim of protecting the interests of everyone concerned with success and continued operation of the nursery. They are intended to provide a practical working basis for the contract agreed between us.
2. The signed registration agreement signifies an acceptance of all these terms and conditions.
3. Our fees, terms and conditions are reviewed and may be subject to change each September.
4. A £200.00 deposit and a £50.00 non refundable registration fee must be paid upon acceptance of a place, this covers the cost of administration, a credit check, if necessary, home visit, and a welcome pack.
5. Children who attend the nursery must be between the ages of 2 years to 5 years old. On registration the original birth and Baptismal certificate (if applicable) and two recent utility bills as proof of address must be provided before a child is accepted in to the nursery.
6. We reserve the right to carry out a credit check on everyone applying to enrol their child at the nursery.
7. Fees are calculated using the standard hourly rate as printed on our current Fees Price List.
8. The Nursery will not be open until 8.30 on Friday mornings for staff meetings

NURSERY EDUCATION FUNDING FOR THREE AND FOUR YEAR OLDS

St Georges Dragons is registered and inspected by Ofsted. We are also members of the Harrow Early Years parenting and Childcare service, therefore Harrow Education Department will fund up to 3 hours of free part-time nursery education sessions for eligible three and four year olds, at the start of the term following their third birthday. All eligible three and four year olds are entitled to a funded nursery education place for up to six terms before they reach statutory school age (the term after their fifth birthday).

Children are entitled to 15 funded hours per week. This is deducted from each fixed sessional rate. Where a child attends less than five sessions a week they will be entitled to a proportion of the amount.

For further information on Nursery Education Funding for three and four year olds please contact,

**Harrow Children's Information Service on
0208 416 8416**

ADDITIONAL SERVICE INFORMATION

**Hillview , 2 Grange Road South Harrow,
0208 422 4692
is our linked Children's Centre who provide a range of
additional services for children and families.**



ST. GEORGE'S DRAGONS ADMISSIONS CRITERIA

St. George's Dragons is open Monday to Friday 8 am to 6pm and is open to children aged 2 to 5 years.

We have 26 places based on a five-day session, where there are more applications for places than the number of places available; places will be offered according to the following order of priority:

1. To children with special educational medical needs or a child in the care of a Local Authority.
2. To children whose parents are employed by St George's and working more than 17.5 hours per week.
3. To children from practicing Catholic families whose parents request sessions on a five-day basis.
4. To children whose parents request sessions on a five-day basis.
5. To children from practicing Catholic families whose parents live and work in the parish of St George's with siblings in Dragons.
6. To children who have siblings attending St George's Dragons whose parents live within the parish of St George's
7. To children who have siblings attending St George's School whose parents live within the parish of St George's
8. To children with siblings attending Dragons whose parents live and work in the parish of St George's.
9. To children with siblings attending Dragons whose parents do not live or work in the parish of St George's.



10. To children whose parents live and work within the parish of St George's without siblings attending Dragons.
11. To children whose parents work in Educational settings in the London Borough of Harrow but outside St George's parish.
12. To children whose parents work in an educational setting outside St George's parish and the London Borough of Harrow.

Please note; Places are generally allocated on an all year round basis.

There are a **limited number** of Term Time only places these are allocated as follows;

1. To children from practicing Catholic families whose parents are working in education.
2. To siblings of children at Dragons who attend term time.
3. To siblings of children at St Georges School.
4. To children from families whose parents are working in education
5. According to availability

Important

Admissions to Dragons DOES NOT guarantee admission to St George's School. A separate application can be made through the main school office on 0208 422-1272.

Please contact St Georges Dragons administration office on telephone no. 0208 423-9846, should you require an application form.