



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
E: office@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 and 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 receive you. Please telephone Christine Monahan, our Administrator to arrange a mutually convenient time so as a member of staff will be available to escort you.

In the meantime we look forward to 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: 9.00 a.m. – 5.00 p.m.
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.

The Services Offered:

Family Assessment and Treatment Programmes

- Sessions are in agreement with the family and the referring agency.
- Full Family Assessment including children up to 14 years using the DOH Framework for the Assessment of Children in Need and their Families.
- Individually designed Family Parenting Programmes
- Life Story work for children up to 14 years
- Family Outreach visits
suites available for supervised Family Contact
- Referrals through Social Services only

Contact Person; Christine Reed – Centre Manager

Early Years and Education Service

Times **Term Time Only**: Tuesday, Wednesday & Thursday 9.00 a.m. to 3.30 p.m.

- Times of attendance are agreed with parents at referral
- Children attending all day or afternoon only will need to bring a packed lunch in a labelled box/bag. (Please see our food policy on healthy eating).
- Maximum of twenty 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
- Curriculum subscribes to the Dfee's Foundation Stage guidance and the Highscope Educational Approach 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

St Mary's After School Club

Operates term time in the Early Years Department of Virgo Fidelis Prep School for children who are in full time education and attend either St Joseph's Infant and Junior Schools and Virgo Fidelis Prep School.

The Club is open from 3.15 p.m. – 6.00 p.m.

A prospectus is available from St Mary's Family Centre

Contact Person: Nathalie Dring – Family Centre Team Leader

Breakfast Club

Operates term time in our Portakabin for children who are in full time education and attending either St Joseph's Infants and Junior Schools and Virgo Fidelis Prep School.

The Club is open from 7.30 a.m. – 8.55 a.m.

A prospectus is available from St Mary's Family Centre.

Contact Person: Nathalie Dring – Family Centre Team Leader

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 Early Year's Co-ordinator and the referring agency where appropriate.

A £20 registration fee is charged 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.

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 Centre has a Policy with regard to HIV and Aids. It is envisaged that although procedures to protect employees and users from the risk of HIV infection will be operated, that wherever possible the Centre will provide services for people with HIV and Aids as part of the existing arrangements for service delivery.

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.

WEEKLY FEES

From 1st September 2010

NURSERY FEES

9.00am – 3.00pm

£40.00

Per Day

MORNING SESSION

9.00am-12.00 noon

£20.00

AFTERNOON SESSION

12.30 noon – 3.30pm

£20.00

SAINT MARY'S FAMILY CENTRE

EARLY YEARS REFERRAL FORM

Child's Name _____ D.O.B. _____

Mother's Name: _____ Father's Name: _____

Further Children in Family Composition: _____

Family Home Address: _____

Telephone No's: Home: _____ Work: _____

Mobile: _____

Ethnic Origin: _____

Religion: _____

Language Spoken at Home: _____

Is Your Child's Name on the Child Protection Register? Yes / No

Date and Category of Registration: _____

Reason for Referral to St Mary's Family Centre: _____

Please include with your Referral any relevant information including any Special Needs:

My requirement for Day Care at St Mary's Family Centre is:

Please ✓

Tuesday 9.00am – 12.00pm

Tuesday 12.30pm – 3.30pm

Wednesday 9.00 – 12.00pm

Wednesday 12.30pm – 3.30pm

Thursday 9.00am – 12.00pm

Thursday 12.30am – 3.30pm

For Professionals Referring:

Is the child subject to a Statutory Order? Yes / No

If so, please give details (i.e. Type, Date, Where, When)

Please list all other agencies involved with this family:

| Agency | Contact Person | Tel: No. | Nature of Involvement |
|--------|----------------|----------|-----------------------|
|--------|----------------|----------|-----------------------|

Please state briefly the nature of your involvement, e.g. focus of work, significant dates and events.

Reason for referral to St Mary's Family Centre, please be specific.

Please include with your referral any relevant information or social history which may be helpful.

I enclose £20.00 registration fee (*cheques payable to Saint Mary's Family Centre*)

Signature of Referrer _____

Date of Referral _____

(Please note: allocation to our waiting list does not always guarantee placement at St Mary's)