



# ROSEHILL PLAYGROUP

## INTRODUCTION

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## Welcome! A message from the staff and committee at Rosehill Playgroup

Rosehill playgroup has been running for over 50 years, we are Ofsted registered and a member of the Early Years Alliance. The playgroup is run by a voluntary committee in accordance with the Children's Act 2006. We lease the main hall at St Bartholomew's Church and have access to two outside areas which we strive to use in all weathers.

We are open Monday to Friday, term time only for two sessions per day from 9am-12pm and 12.30pm-3.30pm. Add on sessions include a breakfast club 8.30am-9am, and a lunch club 12-12.30pm. The playgroup has availability for up to 32 children per session aged between 2-5 years.

Rosehill Playgroup is a very friendly setting, we are always happy to answer your questions, provide development feedback for your child and are open to suggestions to help us improve our practice. The playgroup aims to:

- Provide high quality care and education for pre-school age children.
- Work in partnership with parents to help children learn and develop.
- Offer children and their parents a service which promotes equality and values, diversity within the local authority.
- Help your child settle in quickly and enjoy their time with us whilst learning through play.

All our staff and committee have been checked through the disclosure and barring service and hold a full enhanced DBS certificate prior to joining our setting. Our staff are highly qualified in early years and childcare. Staff are also trained in Paediatric First Aid, Food Safety and Safeguarding Children, as well as other courses relevant to the provision of childcare.

As a member of Rosehill Playgroup, your child will be:

- in a safe and stimulating environment.
- given care, attention, and the chance to interact and join other children and adults, to play, learn and work together.
- encouraged to move forward with their learning and development by building on what they already know and can do.
- allocated a key person who will be an important part of their pre-school journey.

## How parents take part in the playgroup

Rosehill Playgroup recognises parents as the first and most important educators for their children. Staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which you can take part in making the playgroup a welcoming and stimulating place for all, such as:

- exchanging knowledge about your children's needs, activities, interests, and progress with the staff
- helping at sessions at the playgroup
- sharing your own special interests with the children
- helping to provide, make and look after the equipment and resources.
- taking part in events and informal discussions about the activities and curriculum provided by the playgroup. Joining our committee is a great way of supporting us to do this
- joining in community activities in which the playgroup takes part.
- building friendships with other parents in the playgroup

The playgroup has a policy that any parent, carer, or family member that would like to take part in any sessions at playgroup are more than welcome. Helping at the session enables you to see what the day-to-day life of the playgroup is like and to join in helping the children to get the best out of their activities. Do feel free to contact us for more information.

*\*During this time COVID restrictions unfortunately mean that we are unable to have visitors in setting during session times.*

## Working Together

The playgroup has a key person system, this means that each member of staff has a group of children for whom they are particularly responsible. Your child's key person will be the person who works with you to make sure that what the playgroup provides is right for your child's specific needs and interests. When your child first starts at the playgroup your child's key person will aid them in settling and be your first point of contact throughout their time at playgroup.

The playgroup completes an online learning journey for each child using Tapestry. Staff and parents work together to record children's achievements. Your child's achievements help us to celebrate together and plan for their next steps. Your child's key person will work with you to keep this record. Together

we will collect information about your child's needs, activities, interests and achievements, this information will aid with transition into school and ensure a coherence of learning and development across different settings.

As part of the playgroups policies to make sure that its provision meets the needs of each individual child, we take account of any additional needs a child may have. The playgroup works to the requirements of the Education Act (2018) and the Special Education Needs Code of Practice (2014). The playgroups Special Educational Needs Co-ordinators (SENCO's) are Melissa Plumb and Deena Tye.

### The Session

Rosehill Playgroup believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the playgroup's session/day are provided in ways that:

- Help each child feel that he/she is a valued member of playgroup.
- Ensure the safety of each child.
- Help children to gain from social experience of being part of a group.
- Provides children with opportunities to learn and help them to value learning.

We hold ten playgroup sessions per week. Morning sessions start at 9am and end at 12pm. Afternoon sessions start at 12.30pm and end at 3.30pm, please ensure you arrive in plenty of time to allow staff to settle children calmly and effectively before the session starts. Please could you ensure prompt collection of your child to prevent any unnecessary worry, procedures are in place for late collection.

We take a register for each child as they arrive at and leave the setting. Children leave their adult at the door to go through and wash their hands with a member of staff, it is important that you ensure a member of staff has seen your child enter so that registration can take place and we can keep a record of numbers within setting. Please inform a member of staff if someone other than yourself will be collecting your child, informing us of who they are. If staff are at all concerned, we will not allow your child to leave until we have contacted you.

The playgroup organises its sessions so that the children can choose from and work at a range of activities and in doing so build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult led group activities which introduce them to new experiences, helping them to gain new skills and supporting them to work with others.

Outdoor activities contribute to children's health, their physical development, and knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child chosen and adult led activities as well as those provided in the indoor playrooms.

We provide a healthy snack during each session, along with a choice of milk or water at snack time. Fresh water is available for your child to help themselves throughout the sessions. All dietary requirements must be disclosed at time of initial registration and updated as necessary and we will ensure these are met. The snack menu is updated termly and can be found on our Facebook page and latest newsletter. We ask for a snack donation of 50p per week, per child to enable us to be able to provide a variety of healthy snacks and cooking opportunities.

If your child attends lunch club we ask you not to put in sweets or chocolate bars as this can be unfair to the other children. We promote healthy eating, an ideal lunch box would contain one small sandwich/wrap, a piece of fruit, yoghurt and a small packet of crisps or biscuits, and a non fizzy drink can be provided if you wish. We also have children who attend setting that have nut allergies, therefore we do not allow any food products containing nuts. Please ensure your child's lunch box is named, these will be placed on our lunch trolley on arrival.

## Fees

Fees are calculated for each half term, payment dates will be shown on the invoice. Invoices are sent out via email, fees must still be paid if your child is absent for their agreed sessions. Fees cannot be refunded for reasons outside of playgroups control, such as closure due to the weather or illness. They need to be paid via bank transfer, these details can be found on the invoice. For your child to keep their place in our setting, fees must be paid by the date given on

the invoice or agreed date. If you have any queries regarding payment of fees, please speak to management.

Fees are:

£12.50 per morning or afternoon session

£3 Breakfast Club, including breakfast

£2.50 Lunch Club

Snack Donation of 50p per week, per child

Rosehill Playgroup is in receipt of the 15-hour government funding for all 3- and 4-year-olds. 2 year and 30-hour funding are also available for those eligible families. You can check if you are eligible by using the online checkers at [www.suffolk.gov.uk](http://www.suffolk.gov.uk).

### Policies

The playgroups policies help us to make sure that the service provided by the playgroup is a high quality one and that being a member of the playgroup is an enjoyable and beneficial experience for each child and their parents. The staff and parents of the playgroup work together to adopt the policies, and all have the opportunity to take part in the annual review of the policies, this review helps us to make sure that the policies are enabling the playgroup to provide a quality service for its members and the local community.

### Mobile phones

Mobile phones must not be within setting, this includes photography, making and receiving calls or sending messages.

### On your child's first day they will need:

- Draw-string bag containing a change of clothes including underwear, all named, to be left within setting.
- Nappies/wipes if required.
- Appropriate outdoor clothing
- If staying all day, a packed lunch