



ROSEHILL PLAYGROUP

INTRODUCTION

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

Our playgroup has been running for over 35 years and 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 an outside area which we strive to use in all weather's.

We are open term time only for two sessions a day from 9am-12pm and 12.30pm-3.30pm, with the option of a breakfast club (including breakfast) 8.30-9am, costing £2.50 per day and a lunch club 12-12.30 costing £2 per day. The playgroup has availability for 32 children a session aged between 2-5years. The committee employs staff with varying levels of qualifications.

Rosehill playgroup is a very friendly setting. We are always happy to answer your questions, provide development feedback, and open to suggestions for improving our setting. We aim to help your child settle in quickly and enjoy their stay with us whilst learning through play,

The Playgroup aims to:

- Provide high quality care and education for pre-school 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 community

As a member of Rosehill Playgroup, your child

- Is in a safe and stimulating environment
- Is given care and attention and has the chance to join with other children and adults play, work and learn together.
- Is helped to take forward their learning and development by being helped to build on what they already know and can do.
- Has a key person who makes sure your child makes satisfying progress.

Qualifications

All our staff and committee have been checked through the Disclosure and Barring Service and hold a full enhanced DBS certificate before they are able to join our sessions and will not be left alone with any children.

Our staff are highly qualified in Early Years and childcare. Staff are trained in Paediatric First Aid, Food Safety and Safeguarding Children as well as other courses

which benefit the playgroup. Information relating to staff qualifications and training course are kept in the Operational Plan, which is available to you at any time.

How parents take part in the playgroup

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

- Exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- Helping at sessions of the playgroup;
- Sharing their own special interests with the children;
- Helping to provide, make and look after the equipment and materials used in the children's play activities;
- Taking part in events and informal discussions about the activities and curriculum provided by the playgroup;
- Joining in community activities in which the playgroup takes part; and
- Building friendships with other parents in the playgroup.

Parents/Carers that would like to be involved in the playgroup

The playgroup has a policy that any parents/carers or family member that would like to participate in any session 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 arrange to drop into playgroup. If you would like to see it at work or to speak with the staff.

Key person system

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 the playgroup provides is right for your child's particular needs and interests. When your child first starts at the playgroup, she/he will help your child to settle and throughout your child's time at playgroup, she/he will help your child to benefit from the playgroup's activities.

Records of achievement

The playgroup completes a 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 and resource their next steps. Your child's key person will work with you to keep this record. To do this you and they will collect information about your child's needs, activities, interests and achievements. This information will enable help with transition into school and ensure a coherence of learning and development across different settings.

The playgroup's timetable and routines

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

The session

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 small and large group activities which introduce them to new experiences and help them gain new skills, as well as helping them to work with others.

Outdoor activities contribute to children's health, their physical development and their 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 hold ten playgroup sessions per week. The morning session starts at 9am and ends at 12 and the afternoon session start at 12.30pm and finish 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 also ensure prompt collection of your child to prevent any unnecessary worry. Procedures are in place for late collection.

Milk and snack

We provide a healthy snack everyday along with a choice of water or milk at snack time, freshwater is available for children to help themselves at any time during the session in their named bottle. All dietary needs must be disclosed at time of initial registration and we will make sure that these are met. A noticeboard is displayed in the playgroup setting for you to see what snack is available.

Policies

The playgroup's 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 her/his parents.

The staff and parents of the playgroup work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make that the policies are enabling the playgroup to provide a quality service for its members and the local community.

Fees

Fees are calculated for a full term and are payable in two instalments, the first payment is due on receipt of the invoice, second payment due first week after the half term (payment dates will be shown on invoice)

Fees must still be paid if your child is absent for their agreed sessions. Fees cannot be refunded for reasons out of the playgroups control eg closure due to weather. They need to be paid by bank transfer, please ask for details, and if you have any queries regarding payment of fees please speak to the administrator.

Fees are £12 per session, for your child to keep their place at our setting fees must be paid by the date given on invoice.

Rosehill playgroup is in receipt of the 15 hrs government funding for all 3 & 4 year olds. 2 year and 30 hour funding is also available for those families eligible.

Special needs

As part of the playgroup's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs which a child may have. The playgroup works to the requirements of the 1993 Education Act and the special educational needs code of practice (2000). The playgroup's special educational needs co-ordinator are Melissa Plumb, Deena Tye and Elaine Gardner.

Registration

It is absolutely vital that you register your child before leaving; the staff must know exactly who is on the premises during the session for safety reasons and fire regulations. Also please tell a member of staff if someone other than yourself will be collecting your child, stating who they are. If staff are at all concerned we will not allow your child to leave the premises until the person collecting has been verified.

Mobile phones

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

Prams

We would appreciate if prams were not brought into the mail hall at drop off, especially when the hall is set up with toys and rugs as these can be broken or made muddy.

Packed lunch

If your child attends all day and brings in a packed lunch we would ask if you don't put in sweets or chocolate bars as this can be unfair to the other children. The lunch box needs to be labelled and a drink provided. We also have children who attend the setting with nut allergies; therefore we don't allow any food products containing nuts.

On your child's first day they will need

- Completed registration form
- Birth certificate
- Child's red health care book
- Water bottle (named)
- Bag containing change of clothes including underwear
- Nappies/Wipes (if required)
- All clothes to be named
- Appropriate footwear
- Jacket (named)
- If staying all day a packed lunch (please see attached guidelines)