



ROSEHILL PLAYGROUP

PROSPECTUS

(From September 2024)

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St Bartholomew's Church Hall

Newton Road

Ipswich

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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.

The playgroup is fully insured to provide care for up to 32 children per session, aged from 18 months to 4 years, 11 months.

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 during 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 who would like to take part in any sessions at playgroup are more than welcome. Helping during sessions 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.

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 into account 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 (2015). The settings 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.
- Encourage children to become independent in a safe and nurturing environment.

We are open Monday to Friday, term time only, for two sessions per day, running from 9am-12pm and 12.30pm-3.30pm. We offer the option to add on a breakfast club, running from 8.15am-9am, a lunch club between sessions, 12-12.30pm, to enable children to stay all day or as an add on to any session, and an after school club 3.30-4pm, all at an additional cost.

We ask that you arrive in time for the sessions to start to minimise disruption for the children and staff, and 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 and leave the setting. Children leave their adults at the door; 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 and checking they have the agreed security collection password. 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 cows milk or water at snack time. Fresh water is available for your child to help themselves to throughout the sessions. All dietary requirements must be disclosed at time of initial registration and updated as necessary, allowing us to keep records up to date and ensure these are met.

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 unfortunately do not have the facilities to re-heat any cooked food for children.

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 (from September 2024)

Morning or afternoon session £19.50 per session

Breakfast club £5.00 (breakfast included)

Lunch club £3.25 (packed lunch required)

After school club £3.25

£6.50 per hour for all pre-booked, additional, non-funded hours. **Breakfast and lunch club are not included within funded hours.**

Fees are calculated for each month in advance, payment date is the 1st of each month. 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. Fees should be paid via bank transfer. Childcare vouchers and government schemes are also accepted.

Bank details are:

Rosehill Playgroup

Lloyds Bank

Sort Code 30-95-55

Account number: 04372027

For your child to keep their place in our setting, fees must be paid by the date given on the invoice, or an agreed date. If you have any queries regarding payment of fees, please speak to management.

Funding

Rosehill Playgroup accepts all forms of government funding, including the new funding for working families from 2024. You can check your eligibility here:

[Homepage | HMRC Childcare Choices](#)

*Please note there is a 30p consumable charge payable per session for all funded sessions, this will be invoiced monthly. (Please speak to us if you are unable to make this charge).

Uniform

We have T-shirts with the playgroup logo in stock @£5 each. Although not compulsory these are great for protecting your children's clothing and gives them a sense of belonging.

We also have draw string bags with our logo, to be kept in setting, these are @£4.50 each.

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 brought into setting, this includes to take photographs, make/receive calls or send messages.

On your child's first day they will need:

- A draw-string bag containing a full change of clothes, to be left in setting. These will be sent home as required for top ups and at the end of each half term. Please do not send back packs as we do not have room to store these.
- Nappies/wipes/nappy sacks (if required)
- Appropriate outdoor clothing for all weathers.
- If staying all day, a named packed lunch.