



Ofsted Registration No EY 252693
Charity No 1033653

“Where learning is child’s play”

Prospectus

2018

www.TerriersPlaygroup.co.uk

Email: terriersplaygroup@gmail.com

Facebook page: TerriersPlaygroup

Terriers Playgroup

St. Francis Church Hall

Amersham Road

High Wycombe

Bucks

Mob: 07967 898285

Playgroup Manager: Jo Chivers

Administrator: Mrs Debbie Green 07724 674776

**Sessions: Monday – Friday
9.30 – 12.30 pm**

Fees per session: £16.50

OUR AIMS

At Terriers Playgroup we aim to provide a safe, happy, caring and stimulating environment in which children have the opportunity to learn new skills and progress towards the Early Learning Goals as set out by the Department for Education and Skills in the Early Years Foundation Stage framework.

We provide a well-balanced and broad curriculum to ensure that all children are able to learn and develop within an atmosphere of care and trust where each child is valued.

We recognise the vital role that parents play in their child's education and we aim to build a friendly and effective partnership with parents/carers in order to help each child achieve their full potential.

We operate an equal opportunities policy for all children and their families.

WAITING LIST

To register your child on our waiting list, please ask for a form.

PAYMENT

Fees are due at the start of each half term. **Fees are still payable if the child is absent owing to illness/holiday. 4 weeks notice is necessary if a child leaves playgroup during the term. 4 weeks fees will be charged in lieu of notice.**

(Payment can be arranged on a weekly basis – please discuss with the supervisor)

We have government funding for 3/4 year olds, which is allocated termly according to age and availability of sessions. The dates determining eligibility of a child for free sessions are set down by the Government.

They are:

A child born on or between	Will become eligible for a free place from
1 April and 31 August	1 September following their third birthday
1 September and 31 December	1 January following their third birthday
1 January and 31 March	1 April following their third birthday

Children are entitled to up to 15 hours of funding per week. (ie 5 mornings)

We are also able to accept 2 year old funded children, however we do not offer a place until the term in which the child is 2 ½ years old..

IT IS IMPORTANT THAT PLAYGROUP ARE INFORMED WHEN A CHILD ATTENDS 2 PLAYGROUP/PRE-SCHOOL/NURSERY/DAYCARE SETTINGS.

CONSUMABLES FEE – There will be a charge of 50p per morning for funded children

This consumables fee covers the cost of items such as fruit/bread for snack, cooking and playdough ingredients and the cost of adult led activities such as seeds for planting, craft activities etc. This charge is in line with government guidance re the Early years entitlements, as excerpt of which is as follows:

‘Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. Parents can therefore expect to pay for any meals offered by the provider alongside their free entitlement. Parents can also expect to pay for other consumables or additional activities offered by the provider, such as nappies or trips.’

Please speak to the Supervisor if you will have difficulty paying this charge.

NOTICE BOARD

Various items of importance and interest are displayed on our notice boards so please be sure to check them regularly.

FOOD AND DRINK

We provide a drink of milk or water, a variety of fruit and bread or crackers during the morning. Please let us know if your child is allergic to any food or drink. We do not allow children to bring their own sweets into playgroup.

CLOTHING

We encourage the children to learn by using different media, such as clay, glue, paint, water etc. As this will probably involve them getting messy, we ask that you dress your child in suitable clothing.

We try to use our garden area as much as possible during the year, so sunhats for the summer and coats and wellies for the colder weather are a good idea.

PLEASE NAME ALL ITEMS.

PLAYGROUP TOPS

Playgroup tops are available to order.. There is the choice of a T-shirt, sweatshirt, or a cardigan, in blue, with the playgroup logo on.

Wearing the tops is optional, however we believe doing so will:

1. Help avoid damaging their favourite clothing
2. Help them to feel part of the playgroup

DISCIPLINE

At Terriers Playgroup we aim to encourage the children to have respect for others, both children and adults, and respect for the environment. We also encourage a sharing attitude and good manners. We do not administer any punishment that would hurt or humiliate a child, but if there is a need to issue a rebuke, our policy is to do so in a positive and constructive manner. If you have any queries or worries with regard to this then please do feel free to discuss it with a member of staff.

ATTENDANCE

We ask that you let us know if your child will be absent from playgroup. In the case of illness, please telephone on the first morning of absence. **Fees are payable even if your child is absent from playgroup. Children who receive government funding are expected to attend all booked sessions**

CAR PARK SAFETY

Please take care when driving into the car park as the high walls at the entrance can obstruct your view. Please park in the car park and NOT the driveway, and keep hold of your children at all times.

POLICIES AND PROCEDURES

Terriers Playgroup has a comprehensive set of policies and procedures, including a complaints procedure, a copy of which is on the notice board. Please take the time to read them when your child starts at playgroup, as they give you valuable information and an insight into how the playgroup operates.

LIBRARY

We run a library at playgroup to allow children to take books home. Please record the books you borrow and the date you return them in the file provided.

THE PLAYGROUP MORNING

9.30 – 9.35	Self-registration
9.35 – 12.00	Free play (with free access to the outside area whenever possible) Between 10.00 and 10.30 children may be encouraged to participate in group time. Between 10.30 and 12.00 the snack bar will be open. Children are encouraged to help themselves to a drink and a piece of fruit, and socialize with staff and friends.
12.00-12.10	Tidy up time
12.10-12.25	Singing/Story time
12.25	Handing out work.
12.30	Children collected.

THE PLAYGROUP STAFF

Manager	
Jo Chivers	N.N.E.B. Diploma in Nursery Nursing
<u>Deputy Supervisor</u>	
Judy Wheeler	N.N.E.B. Diploma in Nursery Nursing
Flora Lau	Level 6 BA (Hon) Childhood and Youth Studies
Matina Stretton	Cache level 3 Diploma in Pre-school Practice and Special Educational Needs Co-ordinator
Sheraz Hussain	Cache level 3 Diploma in Pre-school Practice
Lynn Calton	Cache level 3 Diploma for the children and Young Persons workforce
Bushra Ali	Cache level 2 Certificate in Pre-school Practice
Maria Harvey	Bachelor of Education (Hons) in Early Years (3-9yrs)
Annette Powell	
<u>Administrator</u>	
Debbie Green	

THE PLAYGROUP COMMITTEE

Terriers Playgroup is a registered charity with a constitution recommended by the Pre-School Learning Alliance. We therefore have a committee responsible for the operation of the playgroup.

This committee is comprised mainly of parents/carers and we encourage as many as possible to join, as without a committee the playgroup would not be allowed to run. Being a committee member is not an onerous task and it is a great way to be involved in your child's first steps in education. It is also a good way to get to know other parents.

THE CURRICULUM

Terriers Playgroup uses the Development Matters section of the Early Years Foundation Stage framework to plan play based activities which will help all children progress towards the Early Learning Goals in the following seven areas of learning:

We plan to meet the diverse needs of all children and we offer a wide variety of activities to allow each child to make maximum progress towards these goals, which will be the foundation of their future learning.

Below are some examples of the equipment and activities we have for the children at playgroup; each one links with at least one of the areas of learning detailed above.

DRAWING AND COLOURING	PAINTING
CLAY	PLAYDOUGH
SAND (OUTSIDE)	WATER
HOME CORNER	SHOP
CONSTRUCTION TOYS	CARS AND GARAGE
CLIMBING FRAME	TUNNEL
LIBRARY CORNER	DOLLS
DRESSING UP	FARM AND ANIMALS
WILD ANIMALS	DOLLS HOUSE
TRAIN SET	BOXED GAMES
PUZZLES	BIKES (OUTSIDE)
CUTTING AND GLUING	CRAFT CORNER
COMPUTER	ELECTRONIC TOYS

When a child first starts at playgroup the emphasis will be on learning through play. As the child gets older, and depending on each child's individual needs and capabilities, more structured learning can become part of their playgroup morning.

INFORMATION WE HOLD ABOUT YOU AND YOUR CHILD

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

If your child attends our playgroup the data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

SAFEGUARDING CHILDREN

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

SPECIAL EDUCATIONAL NEEDS

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is Matina Stretton.

STARTING AT PLAYGROUP

Before your child starts at playgroup they will be assigned a member of staff as a keyperson. During the enrolment session prior to admission you will have the opportunity to discuss the settling in process with your child's keyperson, and together decide what will be best for your child, to ensure that they feel comfortable being left in our care..

A child's ability to settle into the setting is influenced by their previous experiences. Therefore a child who has regularly been cared for outside the home is more likely to settle quickly than a child who has only been cared for by parents or very close family members. A child who has English as an additional language is also more likely to need a longer settling in process, particularly where there is no-one in the setting who speaks their home language.

WE EXPECT YOU TO STAY WITH YOUR CHILD FOR AT LEAST THE FIRST MORNING, AND. WHEN YOU LEAVE THEM FOR THE FIRST FEW TIMES. THAT YOU COME BACK EARLY, GRADUALLY BUILDING UP TO A WHOLE SESSION. If you are worried about how your child is coping please feel free to phone to see how they are getting on. If your child becomes distressed without you we will phone you to return earlier than arranged.

Please see our 'settling in' policy for more information.

We hope that the playgroup experience will be a positive start to your child's education, helping them to be independent, responsible and considerate to the needs of others, as well as encouraging them to build relationships with other children and adults.

We look forward to welcoming your child to Terriers Playgroup.