

Welcome Pack

United Reformed church

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Welcome Letter

We hope that your child’s time with us will be an enjoyable and happy one. If you should have any doubts, please do not hesitate to speak to the Manager or a Key Person. The staff at the Playgroup are all qualified to governing bodies requirements and have attended many courses including Paediatric First Aid. The activities provided within the Playgroup are in accordance with governing bodies and encourage your child to learn through play and develop their skills in accordance with the early year’s statutory framework. The sessions are planned by the staff to promote the development of skills in the areas of personal, social and emotional development, language and literacy, problem solving, reasoning and numeracy, knowledge and understanding of the world, physical and creative development. We plan, assess and observe the sessions and we keep a Learning Journal for each child, these are available to view and comment on Tapestry. You will be emailed a link to set up a Tapestry account.

The fees for each session should be paid during each term. You will receive a bill for the term in advance and this should be paid to the Managers before the end of the term. Refunds are not made for missed sessions and four week’s notice is required if you wish to remove your child from Playgroup. Non-attendance for a period of two weeks without explanation will result in your child’s place being given to another child on the waiting list.

Safety is considered most important, for this reason we ask that jewellery and flip flops should not be worn to Playgroup. Suitable outdoor clothing is required e.g. hats, scarfs, gloves in cooler weather as we play out in all weather. Could you please name all coats and bags.

Emergency evacuation procedures are in place and they are practiced regularly.

Birthdays are celebrated for each child by giving a birthday card and the Staff, along with all the children make the Birthday child feel special by singing

“Happy Birthday”. If you do not wish your child’s birthday to be celebrated please see a member of staff.

We celebrate Eid, Diwali, Halloween, Christmas, Mother’s Day, Valentine’s Day, Easter and Father’s Day. If you do not wish your child to celebrate any of these, could you please see a member of staff.

A named packed lunch is required for children staying after 12pm.

Fenham Playgroup has Policies and Procedures which are available to read at the entrance to the room.

If your child is collected five minutes late after 2.45pm a late fee of £5 per five minutes will be charged.

Playgroup Session times

Monday – Friday 9am – 12pm, 8.45am-2.45pm, 11.45am-2.45pm, 9am-2pm, 9am-2.45pm (We do offer flexibility, please ask)

Playgroup Routine

9am – 9.30am – Register and birthday celebrations

9.30am – 11.45am – free flow indoor and outdoor play

10am – 11am – snack

10am – 11am – Adult led activity

11.45am – Tidy up

11.45am – 12pm – Storytime

12pm – Home time

12pm-1pm – Lunchtime

1pm-1.45pm – Free flow indoor and outdoor play

1.45pm – 2pm – Circle time

2pm – 2.45pm Home time

Meet the team

Co Manager’s – Vicky and Jenny

Room Leads – Emma and Natalie

Assistants – Becca, Jeanette and Claire

Volunteers – Yvonne and Pam

Phonics and Maths Teacher – Diane

Key person

The Playgroup operates a key person approach. This means that a nominated member of staff will have special responsibility for your child. Your child’s key person will settle him/her into the playgroup and will be responsible for meeting

His/her direct and indirect needs. The key person will communicate regularly with you regarding what your child has been doing while at playgroup and also discuss his/her progress with you and complete their Learning Journeys. All the communication with your key person can be done through Tapestry.

If you have any worries or concerns about your child, please discuss these with a member of staff.

All the staff are DBS checked and first aid qualified

Parents – Information

My First Day at Playgroup

We ask that the parents and children ring the doorbell. Leave your child with the member of staff at the door. When you pick your child up, ring the doorbell.

We also operate a Self-Registration system, where we encourage the child to place their own signing in on a board, inside the main setting. We do this to help encourage the children with letter recognition. We have notice boards on the corridor walls, where lots of relevant information will be displayed.

The display board will show the Healthy Snack for that day.

Our aim is that Fenham Playgroup should be fun and enjoyed by all the children.

We provide aprons for messy play but would advise that children don’t wear their best clothes to playgroup as accidents can happen.We do have uniform available to purchase at Playgroup.

How long should I stay with my child?

The process of leaving your child at playgroup has got to be comfortable for Parent/Carer and child. The Key Person will support the parent/carer and child through the process and keep the parent/carer informed. As the parent/carer, you are always welcome to phone us to check how your child is.

If your child is upset, we will not allow your child to cry any longer than we would our own child.

If your child is continually upset we will ring you.

Toilet Training

As all children are individuals, they will all develop at different rates. Bearing this in mind we work closely with the parent/carer and child to work towards good toilet training.

We ask that you provide spare clothes in a named bag or nappies and wipes if appropriate.

We will communicate with parent/carer during this process.

All children are taken to the toilet by an approved adult whenever needed and set regular intervals (E.g. before snack times)

Your child’s Key Person will inform you of your child’s progress at the end of the session, if requested.

Nappies will be changed as needed in the baby change area by a member of staff supported by a DBS checked adult.

Sickness

If your child is ill and can’t come to playgroup, please telephone or text the playgroup mobile to inform us on the first day of your child’s absence. If your child falls ill during a playgroup session, the child will be comforted and the parent/carer will be contacted to collect the child from the session. There are some illnesses that need to be controlled to stop the spread of infection. If your child has any of the following we ask that you follow our exclusion time and keep your child out of playgroup for the times advised.

Sickness Exclusion Period

Diarrhoea and vomiting 48 hrs from the last episode.

Chicken pox until the spots have scabbed over.

Measles 5 days from the onset of the rash.

Head lice no exclusion – we ask that Head lice is treated immediately.

Session Fees

Our Session Fee is £11.25 (9am – 12pm, 11.45am-2.45pm) £18.75 (9am -2pm) £22.50 (8.45am-2.45pm) per session. Fees are payable by the parent until the full term after your child’s 3rd birthday, when they will be entitled to the Nursery Education Funding. Each child is entitled to 15 hours per week funded hours. Some children may be entitled to 30 hours free childcare.

Some two year olds are entitled to 15 hours per week funding, please check with Management.

Funding Applies from: 1st January – 31st March, 1stApril – 31st August, 1st September – 31st December. You do not need to apply for the Nursery Education Funding – it is done by Fenham Playgroup, you will just be asked to sign the forms accordingly.

Payment Plans are available.

We do offer you the opportunity to pay for longer sessions. For example if your child finishes at 2pm, you can pay £2.80 to stay till 2.45pm.

Fundraising

We fundraise to raise money for resources by holding a raffles. Raffle tickets will be on sale at Christmas and Easter time.

Dates / Holidays Sept 20-July 21

Autumn Term

Playgroup reopens – Tuesday 8th September 2020

Playgroup closes – Friday 23rd October 2020

October half term – Monday 26th October 2020 – Friday 30th October 2020

Playgroup reopens – Monday 2nd November 2020

Playgroup closes -Friday 11th December 2020 at 12pm

Christmas holidays – Monday 14th December 2020 to Friday 1st January 2020

Spring Term

Playgroup reopens – Monday 4th January 2021

Playgroup closes – Friday 12th February 2021

February half term - Monday 15th February to Friday 19th February 2021

Playgroup reopens – Monday 22nd February 2021

Playgroup closes – Thursday 1st April 2021

Easter holidays – Friday 2nd April to Friday 16th April 2021

Summer Term

Playgroup reopens – Monday 19th April 2021

Playgroup closed for Election Day in May (Date to be confirmed)

Playgroup closed – Monday 3rd May 2021 (May Day)

Playgroup reopens – Tuesday 4th May 2021

Playgroup closes – Friday 28th May 2021

Half term holidays – Monday 31st May to Friday 4th June 2021

Playgroup reopens- Monday 7th June 2021

Playgroup closes – Thursday 22nd July 2021 at 12pm for the summer holidays.

Playgroup reopens on Tuesday 7th September 2021.