

conditions that we should be made aware of, and the details of two emergency contacts. We also record details of the child's home language, National Insurance numbers for those with parental responsibility, parents date of birth, email address. On your child's first day you will need to bring a copy their birth certificate or passport to prove their age, and you will also need to bring with you a copy of a utility bill (dated within the last three months) as proof of address.

This information must be completed by the parent or carer on the Registration Form, which will be given upon commencement of the child's first session. These records are confidential, and are stored securely, and will never be shared except if required to do so by law. To track children's progress, we input data onto a system called the "O TRACK" and we also share information when we complete our "WELLCOMM SCREENING", although these are secure sites we require parent/carers permission to share data onto these systems to ensure children's progress is tracked effectively. Please be assured that these records can be accessed speedily in case of an emergency.

We are also required to hold staff records to state the following:

Full name and address, telephone number, next of kin details, a copy of the certificate for their relevant qualifications, and employment history references.

All staff and volunteers must hold a recent DBS Enhanced Disclosure Certificate to enable them to work with and supervise children, and these are updated every three years. Staff also have yearly appraisals and one to one meetings with their manager every term, which give them the opportunity to share any concerns, and report changes which may affect their DBS results.

Personal Belongings

We have coat pegs in the cloakroom area. The pegs are used to store each child's belongings (coat, nappies, spare clothes, wipes, soother, sun hat etc), and all items must be placed in a clearly labelled bag and stored on a peg.

As the children will have access to the outside play area, we ask parents and carers to ensure that they have adequate sun protection on during the summer months, as we are unable to apply sun creams due to the safeguarding children guidelines. We recommend that parents apply a 'once a day' SPF30 sunscreen to their child before they leave playgroup in the morning. We also remind parents and carers to dress children appropriately for outside play throughout all of the seasons, and stress that coats with hoods and sunhats are a necessity. Parents and Carers are to inform their child's Key Person of any specific outside clothing that must be worn, for example, sun hat/raincoat/wellies etc. Please note that all personal belongings (including cardigans and other items of clothing that may be removed by the child during the session) should be clearly labelled with your staff member who will check the lost property box for your child's belongings.

Heuristic Play

All of the children will have access to play with dry & wet cornflour, dry & wet sand, glue and other interesting textures which will stimulate all of their senses. The aim of Heuristic Play sessions are to enable the children to discover and explore natural materials, and to challenge their senses. The sessions will not be 'adult led' but there will be a member of staff observing and supervising the children. We remind parents and carers to dress their child appropriately, and advise that **children should not be dressed in their best clothes for Playgroup** as there will be a certain amount of 'mess' involved with many of the projects!

The EYFS Curriculum Framework (2012)

In your policy packs, you will have received a copy of a Government leaflet which is a parent's guide to the EYFS Curriculum Framework (2012). Throughout the setting, the EYFS is implemented and delivered in various ways. The planning, our continuous provision sheets, our policies and procedures, our key person system etc, all work towards the delivery of the EYFS to the children in our care. For further information please see the following websites or follow the links for them via our own website:

www.education.gov.uk/childrenandyoungpeople/earlylearningandchildcare/early/b0077836/introduction

www.foundationyears.org.uk

The Role of The Key Person

Details of your child's Key Person can be found in the setting on the Key Person white boards, and you will also be informed who your child's Key Person is on their first day at playgroup.

"Their role is to help ensure that every child's care is tailored to meet their individual needs.....to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents." EYFS (DFE, 2012, p. 18)

In accordance with the above, The Community Playgroups feel that the Key Person system helps build positive relationships with the children and between parents/carer and staff. This is achieved by:

Shared Care

- An adult who is 'tuned in' to the child and family, and actively builds positive relationships and communications.
- An adult who oversees and builds the shared record of a child's development and progress with staff, parents and other professionals.

Secure Attachment

- An adult who cares and responds sensitively to a child's feelings, ideas and

behaviour.

- An adult who is primarily responsible for personal care routines, e.g. nappy changing, toileting, sleep periods, shared eating times.
- An adult who helps the child to become familiar with the setting and to feel confident and safe within it.

Independence

- A trusted and supportive adult who enables independence.
- A supportive adult during new situations and times of anxiety or illness.

Ofsted

As the playgroups are Ofsted registered settings, we will receive Ofsted inspections. We normally receive 24-hour notice of their visit, all parents and practitioners will be informed. A copy of the last Ofsted report is available in each of the settings or you can access this via our website, or Ofsted's website.

Child Observations

Observations are carried out on a daily basis to monitor your child's achievements. Photographs of your child will be taken as they play, and a selection of these will be placed in our display frames. If you do not want your child to be photographed, please advise either your child's Key Person, or the Playgroup Manager, who will ask you to note this on your child's Registration Document.

Every term we hold parental consultations to discuss your children's learning and development based on the information we have gathered from their learning journey. The observations will be summarised prior to the consultation, and we will ask you to comment on our findings. Your child's Key Person will also indicate on the summary form how you can further your child's learning and development at home, and give you examples of specific activities you can do with your child. We also welcome parental observations, both written and verbal, which can be placed into your child's learning journey file. Parental observations are invaluable, and provide insight into another aspect of your child's personality, which will aid us in ascertaining your child's developmental stage across all areas of their learning and development, we support this by using "star" observation sheets and an interactive class Dojo, which will be explained on admission. If you do not feel confident to document the observations yourself, please do not hesitate in asking a member of staff to help you, or we can document it for you. It is important to keep a note of comments that they make (using the exact words that they used), and keep a record of any significant events, for example, when they used the toilet for the first time independently etc. **There is no right or wrong way of making observations, so please don't feel embarrassed - any input from you will benefit your child, and all observations are welcome, no matter how big or small!** Thanking you in advance for your cooperation.