WELCOME TO

UPHALL PLAYGROUP

Charity number SC010836

Organised, Run and Funded by Parents*.*



‘Supporting Development through Play’

# Uphall Community Education Centre

Strathbrock Place,Uphall

EH52 6BN

Tel number:- 01506 854451

Mobile number:- 07745 501997

Email:UphallPlaygroup@hotmail.co.uk

[www.Facebook.com/UphallPlaygroup](http://www.Facebook.com/UphallPlaygroup)

www.uphallplaygroup.co.uk

**Staff**

# **CLAIRE WELSH Playgroup Manager**

# **JULIE McGINLAY Play Leader**

**GEMMA DUNCAN Play Leader**

### Session Times

### Monday to Friday

### Morning session - 9.15am to 11.30am

Afternoon sessions - 12.15pm to 2.30pm (only when required)

Each child will be allocated between one and three sessions per week when they start depending on availability and parental wishes. Once the child has settled at the playgroup extra session can be requested.

Term times may differ slightly from those of schools to clean and maintain equipment.

When you collect your child at the end of the session, if staff are involved in a group activity it would be appreciated if you would wait until they are finished.

**Fees**

The fees are £6.00 per session.

An insurance/administrative fee of £5 is payable with the first set of fees.

Fees are to be paid monthly or weekly on request. Parents are issued with an invoice which states when payment is due. Preferred payment methods are by cheque (made out to Uphall playgroup), by direct debit (sort code 80-12-71, Account number 00931483, you must reference the childs name and month paying), Childcare Vouchers (Edenred – P20985379, and Computershare - 0022053429).

### Starting Playgroup – A new experience

It is our pleasure to welcome you to Uphall Playgroup. We trust that your time spent here will be enjoyable to the full. For both you and your child, starting Playgroup can be a very stressful experience. Together we will do everything we can to help your child settle and be happy here.

**About our staff**

We have two permanent members of staff at Uphall Playgroup, Claire and Julie, and Gemma who works with us when an extra pair of hands is required. The management committee of the playgroup is made up of parents and interested parties.

Claire started with us in 2008 holds both a SVQ3 and HND in childcare. She has also recently completed her BA in childhood practice. She has 2 children herself and understands and can relate to the pressures parents feel when bringing up children. Within playgroup Claire utilizes her knowledge and experience through providing and planning interesting and fun activities both indoors and outdoors to ensure that children and parents enjoy their playgroup experience.

Julie has recently joined the playgroup in 2014 after completed her HNC in childcare. As a parent of three children Julie has a nurturing and enthusiastic approach in working with children and supporting their development. She looks forward to the daily interactions with both the children and their families that the playgroup brings.

**Pre Start**

This welcome pack forms the first part of our induction process. It is important that you read the contents before your child commences Playgroup as it sets out important information about what you can expect from the Playgroup experience and what is also expected of you. You will be asked to come and visit the playgroup with your child before the child starts so both yourself and the child are familiar with the room staff and playgroup experience.

### On the first day

Some children settle very quickly, others gain confidence through gradually building up the length of time left in the Playgroup. All children are different, therefore it is important to allow your child time to become happy and secure in the Playgroup. Hopefully you will have been able visit the group with your child before your start date as recognising the room, activities and faces can help the settling period. However if you haven’t been able to visit please do not worry the staff will talk you through the processes involved when your child does start. You may wish to, and are more than welcome to stay for part of the first session as presence of a familiar adult can help to comfort and reassure your child in this new situation.

### Health Matters and Attendance

If your child is ill or cannot attend playgroup please phone at the start of the session to let us know.

If we do not hear from you we are obliged to contact you. If we are unsuccessful in reaching you we must contact the health visitor who will then try to establish contact. This procedure is in keeping with Child Protection guidelines.

Infections spread very quickly when young children are together. Please keep your child at home when ill, until they have been clear of infection for 24 hours.

Children at this age constantly have runny noses. It is a great help if each child provides a box of tissues at the start of your Playgroup year.

**Clothing – Playgroup can be messy**

**All coats/ jackets and bags must be clearly labelled with the child's name.**

Please dress your child in clothes that are washable, easily maintained and NOT special. It is important that they can go to the toilet easily and quickly, dungarees and tight jeans can be difficult, elasticated waists are perfect. We do keep a supply of spare clothes – just in case of accidents.

**Footwear –** Soft shoes need to be worn. In bad weather please bring a change of shoes/slippers.

**Outdoor Play –** Please ensure that your child brings a suitable coat.

**Sun Protection –** Sun cream is available from the play group but must be applied by a parent.

**Managing Behaviour**

Playgroup children are still very young and their social skills are just developing. We aim to help them grow in confidence and independence. We encourage sharing, taking turns, being aware of others and helping others. When young children feel angry, frustrated, frightened or insecure, they may respond physically by hitting or emotionally by crying. We do not advise children to ‘hit back’, but resolve conflict by talking, reasoning and comfort. Please read and discuss playgroups ‘golden rules’ Appendix 1, with your child.

**Child development**

Every child has a private development profile which is based on the Birth to Three development guidelines. The Curriculum for Excellence Early Level stage applies to children aged 36 months and above, children are assessed regularly and profiles can be viewed by parents by appointment.

**Privacy**

All forms at Playgroup are kept Private and Confidential, as are any discussions between Parents and Playleaders.

**Child Protection**

The Playgroup has the right to contact the Social Work Department if there are any signs or concerns of physical, emotional, sexual abuse or neglect. The staff are fully trained to recognise the signs of abuse and will take the appropriate action.

**(West Lothian Social Services – 01506 775666)**

The playgroups child protection guidelines and policy can be read in the policy folder located on the table outside the playroom and on our notice board.

**Policy and Procedure**

The playgroup staff follow policies and procedures which guide best practices all of these can be read at any time and are found within the playgroup policy folder located on the table outside the playroom.

**Complaints Procedure**

Playgroup complaint procedure can be found within our policy folder.

**Definition of a complaint**

A complaint is anything a parent wishes to call a complaint. This can be against any aspect of the running of the Playgroup. There is no checklist as to what constitutes a complaint. If there is any doubt, the parent will be asked if he/she is making a complaint.

If a parent makes a complaint, action will be taken immediately. A record will be made of all discussions. If you wish to contact the Care Inspectorate the address is below;

**The Care Inspectorate**

Stuart House,

 Eskmills,

 Musselburgh,

 EH21 7PB

**Enquires@careinspectorate.com** or [**www.SCSWIS.com**](http://www.SCSWIS.com)

**Suggestions /Comments or Complaints**

A suggestion box is located outside the playgroup room please feel free to add comments or suggestions as we value your feedback.

There is also suggestion/ comment/ complaint forms located in the playgroup room by the notice board. Please use these at your convenience.

Also please feel free to discuss ideas or information with the play leaders whilst collecting or dropping off your child. Parental knowledge is invaluable and is always appreciated.

During the term you will also be given the opportunity to complete child and parental questionnaires. These questionnaires help us to improve service and give families what they want.

**Other ways to provide feedback**

Committee meetings are a good opportunity to provide feedback. The committee welcomes parent’s opinion, ideas and feedback. All parents are encouraged to attend monthly committee meetings however if you are unable to attend you may wish to provide feedback via email or on the web:

UphallPlaygroup@hotmail.co.uk

[www.facebook.com/UphallPlaygroup](http://www.facebook.com/UphallPlaygroup)

**All about Playgroup**

**Who runs the Playgroup? - You Do!**

Each year a committee is voted for (volunteers to take on the official roles) this enables the Playgroup to run smoothly. All the other parents still have a role to play in supporting and maintaining the Playgroup.

The Committee is made up of the following posts:-

**Chairperson:**

Who keeps an overall view of the Playgroup, leads meeting and supports the staff.

Uphall\_Playgroup\_Chair@hotmail.co.uk

**Secretary:**

Who keeps things up to date, writes letters and fills in forms. E.g. insurance.

Uphall\_Playgroup\_Secretary@hotmail.co.uk

**Treasurer:**

Who handles the finances and collection of fees.

Uphall\_Playgroup\_Treasurer@hotmail.co.uk

The Chairperson, Secretary and Treasurer are ***essential*** roles, the playgroup cannot function without them, in the past however additional roles have supported the committee in the form of Fundraising and Grant [applications] roles. If you are interested in a committee role please talk to one of the playleaders or come along to a committee meeting.

**Parent/Guardian Rota Duty**

Each parent **must** be willing to help at the Playgroup on a regular basis, usually once a month, see Appendix 2 for a list of ‘things to do’. We are required by law to keep to a set adult-to-child ratio so it is important that each parent takes their turn or it could result in some children being turned away. Please inform the staff if you cannot do a duty and try to swap with another parent. When allocating places it may be necessary to consider the availability of the parent/guardian to help on the day(s) requested. If the parent/guardian is unable to help in playgroup on the day(s) requested alternatives days may need to be considered.

**Funding and Fees**

The Playgroup is self-funding. Therefore the Playgroup staff and expenses are paid from fees and fundraising. In the past we have occasionally received gifts from the Council but the main sources of income are **fees** and **fundraising**. If you are aware of any grants and or donation the playgroup may eligible for – please get in touch!

Some employers run ‘Give as You Earn’ or fundraising ‘matching’ schemes. Please advise the Committee or one of the PlayLeaders if your employer runs one of these schemes.

Fees are £6 per session

**It is very import that the correct fees are paid on time. Repeated late payment of fees can lead to your child’s place in Playgroup being withdrawn.**

A one-off administration charge of £5 is payable on your child joining Playgroup. This covers insurance and admin costs associated with new starts.

Please note that the fees must still be paid even if your child is absent for any reason, (with exception of Playgroup holidays). Please can you give us written notice of any holidays, and to phone if your child is going to be absent for any reason. If your child is off without a phone call, one of the Playleaders will phone to check.

**Communication**

Your input to playgroup is important. To make communication easier **please supply an email address and mobile number** when registering your child. This enables the committee and playleaders to keep in touch with important information.

Your input is welcomed and encouraged please feel free to get in touch with playgroup via our email address UphallPlaygroup@hotmail.co.uk or Facebook page [www.facebook.com/uphallplaygroup](http://www.facebook.com/uphallplaygroup)or attend the monthly committee meetings.

Please notify the Play Leaders in writing when your child will be finishing Playgroup, even if the reason is due to your child reaching the age of 3 and therefore moving onto nursery. This will allow the Play Leaders to accurately keep track of the number of available spaces for new children.

**Winter weather (closures)**

If in the event of adverse weather the playgroup has to close, an announcement will be made on Forth Radio, our Web Page and on our Facebook page (www.facebook/UphallPlaygroup). We always try to keep the playgroup open but child and staff safety are a priority.

If the local schools (West Lothian) are closed the likelihood is that we also will be closed but please check the radio for further information.

**Snack**

The children are provided with a varied health snack as a group. The children are required to wash their hands and join their friends. Snack is not compulsory and although the staff will encourage the children to taste and try different foods no child will be forced to eat. Dietary and cultural requirements are always met and staff members hold qualifications in preparing and serving food.

Occasionally children will have ‘unhealthy’ food offered such as birthday cake if you do not wish your child to receive such foods please notify a playleader.

Weekly snack choice is displayed on the playroom door.

**Aims & Objectives of Uphall Playgroup**

**Key Principles**

Uphall playgroup follows these principles:-

* Children learn and develop through play.
* Each child should be allowed to develop at his/her own pace.
* Parents are the prime educators of children.

In order to support these three key principles the playgroup must:-

* Provide a rich and stimulating play environment and maintain and raise standards of play provision wherever possible.
* Recognise that children’s play should be encouraged by informed and

understanding adults and not directed or restricted unnecessarily.

* Know that the sound basis of a group lies in a safe and healthy environment.
* Abide by statutory regulations.
* Are flexible and sensitive in providing play sessions.
* Encourage as fully as possible the participation of children and adults with

special needs within the group.

* Have a positive approach to living in a multi-cultural society and reflect this

By welcoming all races, religions and cultures into the group.

* Recognise the value of parental involvement and encourage parents to bring

their skills and experience to the group.

* Recognise the needs of all parents and carers for support and meet those

Needs by giving time and understanding.

* Endeavour to be friendly, approachable and willing to share knowledge with

others.

**Evaluating the Service we Provide**

At playgroup we ask all service users (parents and children) to be involved in evaluating the service provided. We issue questionnaires throughout the year and seek and act on suggestions made. The playgroup currently uses ‘child at the centre’ quality assurance model which parents can view at leisure and the care inspectorate self assessment tool in which parental input is required.

**APPENDIX 1**

**UPHALL PLAYGROUPS GOLDEN RULES**

WE LIKE TO SHARE

WE LIKE TO TAKE TURNS

WE LIKE TO HELP ONE ANOTHER

WE LIKE TO BE FRIENDLY

WE LIKE TO BE POLITE

WE LIKE TO FOLLOW SIMPLE INSTRUCTIONS

WE LIKE TO MAKE CHOICES

WE ENJOY RUNNING OUTSIDE AND WALKING INSIDE

WE KNOW OUR HANDS ARE GENTLE AND FRIENDLY WHICH DO NOT PUSH OR HIT

WE USE INDOOR VOICES AT PLAYGROUP

WE USE OUR TEETH TO EAT OUR FOOD BUT NEVER TO HURT ANYONE

**APPENDIX 2**

**PARENT / GUARDIAN / CARER ROTA DUTIES**

We have produced a list of ‘things to do’ while you are helping in the Playgroup so that you don’t feel ‘in the way’

This morning you could:

* Read a story in the quiet corner
* Help the children with craft aprons
* Write their names on pictures or craft creations
* Help with snack i.e. wash up snack dishes
* Sit with the children during registration, song time and going home time
* Help the children wash their hands after craft activities
* Help the children play with toys

Please do take time to play with your own child and be led by what they want to show you and do with you. If you need any help please do not hesitate to talk to a member of staff.

Unfortunately unless you have a valid PVG (Protecting Vulnerable Groups Scheme) or disclosure you are not allowed to take the children to the toilet. If a child asks you for the toilet please ask a member of staff to take them.

Above all, enjoy your morning playing with the children. We hope you will learn a little of what your child does at Playgroup.

Here are some further guidelines for helping within Playgroup.

We try to create an environment where children, staff and parents all respect, vale and care for each other. We aim to promote a happy and relaxed atmosphere whilst following guidelines based on the National Children’s Homes principles as follows:

* Always reject the behaviour and not the child. Never say to a child “you are bad or naughty”
* Give praise as often as possible, promote positive behaviour rather than pointing out negative behaviour
* Set limits. Follow the Playgroup Golden Rules. Boundaries help children feel secure and they will not let their behaviour or feelings get out of control. They will know you will neither let them hurt or be hurt.
* When talking to children about their behaviour be close, calm and at their level. Do not shout.
* Give direction and correction to children in a positive way. For example “can you sit on your chair please” rather than “get off that table”
* Be consistent. The same reaction to the same situation each time gives the children a feeling of security. It helps them have the ability to predict and avoid unhappy situations.
* Do what you have said. Do not threaten what you can’t do, build up trust.
* Make children sensitive to their own feelings and those of others. Give them different opinions of how to express or deal with their feelings. Make them aware that other people have feelings. Point out physical signs of feelings such as tears and smiles and ask them how they felt when they did these.
* Never force a child to say “sorry”. You may be teaching them how to lie.

**APPENDIX 3**

**Uphall Playgroup Timetable**

09.15am - 09.30am

ARRIVAL AND SETTLING IN

9.30am – 10.20am

CRAFTS AND FREE PLAY

10.20am – 10.40am

TIDY UP AND STORY TIME

10.40am – 11.00am

SNACK

11.10am – 11.30am

GAMES,SONGS, WALKS or PARK

11.30am

HOME TIME

**APPENDIX 4**

**Drop off and collection of children**

Children should be dropped off at playgroup no later than 10.00am. Adults entering the Playgroup can cause upset and distress to other children who may have had trouble settling. No child shall be admitted to Playgroup after 10.00am unless agreed with the Play leaders beforehand.

Please be considerate to other groups who use the community centre. In the interest of health and safety, please refrain children from running about the lobby area as this will eventually result in an accident.

All children must be collected at 11.30am. The Playgroup is not insured for children left on the premises after this time. It is also upsetting for children who have not been collected on time. If a parent or carer is more than 5 minutes late and the Playleaders have not been contacted then Social Services can be contacted.

**APPENDIX 5**

**UPHALL PLAYGROUP – CONSTITUTION**

A copy of the Constitution can be found on the Playgroup notice board which is located in the Playgroup room.