

PHILOSOPHY DOCUMENT

Registration Numbers:

St Catherine's Playgroup - EY304659

Ladybarn Community Playgroup - EY402691

Playgroup LeaderLynn Gardner
Playgroup Manager (St Catherine's)..... Stephanie Ferguson
Deputy Manager, Safeguarding and Special Educational Needs Co-ordinator.
(St. Catherine's & Ladybarn).....Gemma Pike
Key person (St. Catherine's) Angela Hardy
Key Person (St. Catherine's) Jane Burns
Key Person (St. Catherine's)Algeta Patterson
Playgroup Assistant (St. Catherine's)..... Jennie Gibbons
Playgroup Manager (Ladybarn).....Lindsey Gallagher
Key Person (Ladybarn) Lindsey Williams
Playgroup Assistant (Ladybarn)..... Sarah Lea

Opening Times: Monday to Friday (**Term time only**)

St Catherine's Playgroup Morning Session.....9:00am - 12:00pm

St Catherine's Playgroup Lunch Club 12.00pm - 12.30pm

St Catherine's Monday, Wednesday & Thursday P.M. ...12.30pm - 3.00pm

Ladybarn Community Playgroup 8:30am - 11:30am

Ladybarn Community Playgroup Lunch Club..... 11:30am - 12:00pm

Ladybarn Monday & Tuesday 12:00pm - 3:00pm

Fees: St Catherine's Playgroup..... £13.50 per morning session

St Catherine's Playgroup..... £3.00 per lunch club

St Catherine's Playgroup.£9.50 per afternoon session (Mon,Wed,Thurs)

Ladybarn Community Playgroup.....£12.00 per session

Ladybarn Community Playgroup..... £3.00 per lunch club

Late Collection of Your Child

Late collection fees are charged at the rates below. If you know you are going to be late to collect your child, please contact the playgroup to inform us of your anticipated time of arrival. Telephone numbers are located on the business card provided on your child's first day. **If you have not contacted us within one hour of our closing time, and we have not been able to contact you, or any of the emergency contacts supplied by you on your child's Registration Form, it is our policy and obligation to contact the Child Protection Unit for further advice.**

Late Collection:Up to 10mins late = £10.00
then £10.00 for each additional period of 5 minutes thereafter

Payments

Fees are payable weekly, at the **beginning of each week or in advance, and all missed sessions must be paid for in full.** The fee secures a place for your child. Fees are **not refundable** except in certain circumstances, for example, hospitalisation (in which case a note from the hospital will be requested). The Community Playgroups accept cash or cheques and a receipt will be given upon payment. Alternatively, payments can be made directly into our bank accounts; however, **if you choose this method of payment, we do require you to email us to inform us of your payment** (details below):

St Catherine's Playgroup Bank Account: 20473530, Sort Code:09-01-29

Ladybarn Community Playgroup Bank Account: 20472861, Sort Code: 09-01-29

If you are in receipt of certain benefits, you may be entitled to access the Early Years Pupil Premium funding, or free early years education for two-year olds. For further information, please speak to the Playgroup manager.

The term following your child's third birthday, they will be entitled to a free place through the Nursery Education Funding. For further details, and specific information, please speak to the Playgroup manager or see the poster displayed on our Parents/Carers Board entitled: "When Does My Child Become Eligible for Free Entitlement Funding?".

Withdrawal of Your Child

If you wish to withdraw your child from The Community Playgroups, **two weeks written notice is required.** Where possible, The Community Playgroups will give two weeks notice of its intentions for closure should the need arise.

Absence

If your child is going to be absent from playgroup, please ensure that the Playgroup Manager is informed. If your child becomes ill at home and is unable to attend, please telephone us to let us know. **Please note that if your child is absent without prior explanation for two consecutive weeks, their place will automatically be given to another child from our waiting list, and you will still be charged for the missed sessions.**

Inclusion, Equality & Diversity

All children and families are welcomed by The Community Playgroups and are accepted and celebrated for our differences. We aim to provide a welcoming, stimulating environment where **all** children can learn by using appropriate equipment to enable them to engage in suitably differentiated activities and learning opportunities.

We aim to ensure that all who wish to help with or attend The Community Playgroups have an equal chance to do so. In accordance with the new EYFS (2012) any persons wishing to work or volunteer at playgroup must have a good knowledge of written English. This is to ensure that accurate records can be kept, and detailed reports can be written.

You can observe our inclusive approach through the activities and equipment we provide. Positive images can be seen in our planning, books, equipment, displays, and through the celebrations of different festivals.

We do not, and will not, tolerate exclusion at any level and any such behaviour or language will be challenged and dealt with accordingly.

We strive to portray positive images that closely link the multi-cultural and diverse society we live in. We embrace equality and diversity for all, and this positive behaviour is modelled by the members of staff and volunteers at The Community Playgroups. For further details, please see our Inclusion, Equality & Diversity Policy.

Objectives

A broad and balanced curriculum is provided and adapted to meet the individual needs of each and every child. First hand experiences are important to your child's learning. Through structured play, planned activities, and child-initiated play, we encourage every child to explore and discover each opportunity to support and extend their learning and development. We also challenge stereotypical attitudes, helping your child to become a self motivated, independent thinker and learner.

We aim to ensure that The Community Playgroups foster a happy, peaceful and safe environment, where all children can have fun and receive a standard of education and care that will help them to progress into our society with confidence and with a high level of self esteem.

We are concerned about providing experiences to enhance the holistic development of each child and it is our aim to ensure that the learning experiences are fun, and suitably challenging for all children.

Our overall objective is to ensure that each child is given the opportunity to achieve their full potential, which is in accordance with the EYFS Statutory Framework and the Five Outcomes of the Every Child Matters Framework.

Links

Links with parents, carers and other members of the community being served by the Centre must be as close as possible, so that positive contributions can be achieved. It is important to us that everybody feels The Community Playgroups is an open, and welcoming setting. Parents and carers are encouraged to participate in the activities of The Community Playgroups.

Children's learning journeys are available to parents and carers and will be shared with you during your Parental Consultation each term. In addition to this, each term you will receive a summary of observations which indicates how your child's achievements link into the EYFS Curriculum framework. The summary will also give you an opportunity to comment on your child's learning and development, and your child's Key Person will give you some examples of activities for you to do at home with your child in order to progress their learning and development. A short ten-minute parent consultation will take place each term with your child's Key Person. Parental Consultations will take place during the normal playgroup session times, notice of will be given in advance.

When your child leaves playgroup you will be given your child's Learning Journey, and the information gathered through this will be passed onto their next setting in the form of a Record of Achievement. This enables the new setting to determine the learning and development which has already taken place, and plan for your child's next steps, whilst supporting the transition process.

We also have secure links with the local primary schools, and during the summer term we meet with the nursery teachers and reception teachers from the local schools to share the Learning Journeys belonging to the children who will be joining them the following September.

Behaviour Management

At all times the staff will be consistent in their approach to behaviour, which will enable children to clearly understand the behaviours which we expect from them, and in turn teach them right from wrong. For further details, please see our Behaviour Management Policy.

Outside Agencies

The Community Playgroups welcome visits from all of our local community services. These include the Police, Fire Brigade, Dental Health Team, Library Team, Road Safety Team and many more.

Special Educational and Additional Needs

We welcome children with special educational and additional needs into The Community Playgroups. We work very closely with parents and carers in order to support children's individual needs.

It may be identified through the observations taken by the members of staff at The Community Playgroups that your child displays certain behaviours that may indicate that they need further observation or support from a specialist. If this occurs, it is necessary for you to give parental consent in order for us to seek further specialist advice. Should this situation arise, it will be dealt with sensitively and confidentially by the setting's designated Special Educational Needs Co-ordinator (SENCO).

We fully understand that this can be a traumatic time for some parents and carers, and we aim to minimise these negative feelings. It is essential for you to remember that this is a positive measure being taken to ensure the continuation of your child's happiness, safety, learning and development.

Complaints Procedure

Parents and carers are welcome to spend time at playgroup playing with your child, and we strive to promote positive relationships between parents and practitioners. You may wish to talk to us about your child's progress or just have an informal chat with us.

Specific complaints are to be documented using one of our complaints forms, which you must sign upon completion. The complaint will be investigated, and the complainant will be notified of the outcome within 28 days of us receiving the complaint. Complaints forms are available at each of the settings. Please speak with the Playgroup Manager who will be happy to give you a copy of our complaints form. Our Complaints File will be made available to Ofsted on request.

If you have any concerns, complaints or praises that you would like to discuss in confidence, we request that you contact the Playgroup Manager or the Playgroup Leader, either in person or by telephone, to arrange an appointment.

If you feel that you are unable to do this, or are still concerned after having done so, we advise that you to telephone Ofsted on 0300 123 1231 or write to them at:

Early Years
National Business Unit
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Heath, Safety & Hygiene/Sick Child

We ask that all parents and carers to settle your child into the setting before you leave the building. **We also ask that all public notices around the building are adhered to at all times.**

The emergency evacuation procedure is practised every half term for all children, and this is documented on the Emergency Evacuation Procedure sheet.

Fresh drinking water is available for children to access independently throughout the session, and during hot weather or whilst participating in physical activities children are encouraged to drink more water than normal.

All accidents on the premises are dealt with by a qualified first aider and recorded in the Accident Book (please see the parents and carers notice board for a list of first aiders). All accidents are logged by a member of staff and **must be signed by the parent or carer.** For further information, please see the Sick Child Policy.

The playgroup has a clear policy for the administration of medication. Please see our Sick Child Policy for further details.

If your child has been ill prior to a playgroup session, for example, vomited during the night, we ask parents and carers **not** to bring their child into playgroup unless they are sure that the child is fit to attend and that they are **no longer contagious.** For further information regarding contagious periods, please see our Sick Child Policy and our poster which is located on the Parents and Carers Board entitled 'Contagious Periods Following Illness'.

As you will see on the Registration Form, we keep a record of all immunisations, dietary needs, special educational and additional needs, allergies, medical conditions, and the contact details of your child's Doctor. We are also required to hold the details of two emergency contacts who will only be contacted in the event of an emergency should we not be able to contact yourself.

We keep your information secure and will never share it except if required to do so by law.

When your child has left playgroup all personal data will be shredded.

Snacks

Healthy snacks, along with a drink of milk or water are provided for the children to enjoy every session. These are served in their Key Groups and are supervised by your child's Key Person.

All medical, cultural and dietary needs will be met. **Please ensure that The Community Playgroups have been fully informed (by completing the registration form) of any dietary requirements or allergies that your child has, and if**

necessary, please ensure that new allergies and any changes in dietary requirements are reported to us as soon as you are aware of them.

Safeguarding children

If we suspect or receive evidence of any form of child abuse, be it sexual abuse, emotional abuse, physical abuse, or neglect, it is our policy and legal obligation to contact Social Services immediately. Any incidents are dealt with in the strictest of confidence and are only disclosed to further professionals on a 'need to know' basis. **Our main priority is the wellbeing of your child.**

Under Section 11 of The Children Act 1989, we have a legal duty of care. Therefore, it is our responsibility to report any safeguarding issues we observe or are made aware of. We would be failing in our legal obligation and registration if we fail to do so.

Please note that all information will be retained by The Community Playgroups for five years after the child has left playgroup, and then they will be shredded.

For further information, please see our Safeguarding Children Policy.

Contact Details

Telephone numbers:

Ladybarn Community Playgroup 07563 768055 (from 8.30am until 11.30am or 3.00pm on Mondays and Tuesdays)

St Catherine's Playgroup 07774 111408 (from 9.00am until 12.00pm or 3.00pm on Mondays, Wednesdays & Thursdays)

Please note that the playgroup operates during term time only, and therefore these contact numbers will not be operational during school holidays (**see Term Dates leaflet**)

Email addresses:

ladybarncommunityplaygroup@live.co.uk

stcatherinesplaygroup@live.co.uk

Website:

www.communityplaygroups.com



The Community Playgroups



@CPlaygroups

ALL POLICIES AND PROCEDURES ARE LOCATED ON THE WEBSITE, AND EACH SETTING HAS ITS OWN POLICY FILE. IT IS IMPORTANT THAT YOU READ ALL PLAYGROUP POLICES, AND CHECK THE WEBSITE REGULARLY FOR UPDATES.