

CROWLAND COMMUNITY PLAYGROUP
Established 1968



Prospectus For New Parents

Supervisor:	Mrs Cynthia Smith
Deputy Supervisor:	Mrs Yvette Kirchin
Playgroup Practitioners:	Mrs Chris Przyszlak Mrs Hannah Bradley



VISITORS ALWAYS WELCOME

Contents (Pg numbers)

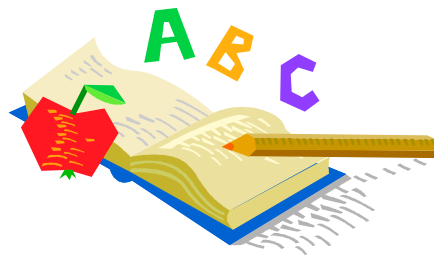
**Every Child Matters
In Lincolnshire**



LOTTERY FUNDED

CROWLAND COMMUNITY PLAYGROUP
Established 1968

3. Welcome, about the setting and aims and objectives
4. Staff members
5. Management
6. Opening hours, snacks and meals, hygiene and toilets.
- 7, 8. Early Years Foundation Stage and Areas of learning.
9. Key person and progress records
10. Parental Involvement & Partnership with Parents
11. Training Opportunities
- 12,13 General information and Policies – illnesses and exclusions, Medications, Safeguarding, Non collection of children.
14. Special Needs
15. Settling-in policy.
16. Fees – Admissions
17. Dress Code, Community Links
18. Terms and Conditions & Complaints



WELCOME TO CROWLAND COMMUNITY PLAYGROUP

**Every Child Matters
In Lincolnshire**



CROWLAND COMMUNITY PLAYGROUP

Established 1968

Dear Parent/Guardian

We hope this will help you feel welcome at our Playgroup and tell you all you need to know. If you have any further queries please do not hesitate to telephone the Playgroup Supervisor.

OUR HISTORY

The playgroup was founded in November 1968 and was held in the Crown Hall. In 1969, the Playgroup moved to its present venue, the Wheatsheaf Rooms, which is let to us for our exclusive use.

THE SETTING

The Playgroup is situated in the centre of Crowland Town Centre close to all amenities.

The Wheatsheaf Rooms are let to playgroup for its exclusive use and comprises of one large room, a kitchen and a toilet block. The premises are decorated in a child-friendly fashion using wherever possible the children's work.

Playgroup's emphasis is on "learning through play", using a variety of resources including sand and water, painting, sticking, modeling, imaginative play, dressing up, stories, music and movement, discussion, singing and musical instruments, construction toys, puzzles, board games, physical education, outside play, computers, etc. Playgroup encourages the children to use their own initiative; there are many opportunities to access learning in large adult led groups, small friendly groups and individually, each nurture your child's early start into the education system. Our doors are always open for you to visit, and we always welcome your comments. We want children to enjoy their time at Playgroup.

The children are able to play outside in an enclosed area on a rubberized safety surface, and we also have the use of the Secret Garden, an area covered with play bark chippings. There is a sandpit, playhouse and investigation area in the Secret Garden. Here the children can enjoy fresh air and the freedom to run around. We have recently obtained two grants to refurbish our outdoor areas from Awards for All and Lincolnshire County Council.

Playgroup is registered to take children unaccompanied by parents from 2 years to school age.

We are members of the Pre-School Learning Alliance. The PLA works with its members to increase the standard in pre-school education. Our membership of the PLA ensures we are in touch with up to date information and training opportunities.

We are registered with Ofsted, the government body responsible for inspecting all establishments that work with children. Copies of Ofsted reports are available for inspection at the Wheatsheaf Rooms.

AIMS

We aim to provide good quality care for each child in a safe and happy environment. We recognise that each child is an individual and it is our firm intention that the playgroup supplies a broad and balanced curriculum, using the Early Years Foundation Stage themes. We aim to work in partnership with parents, carers and the local community, and within an Equal Opportunities framework.



STAFF MEMBERS



CROWLAND COMMUNITY PLAYGROUP

Established 1968

We have a bright display on the wall near the kitchen door. This shows our staff members' photos, their names and their qualifications. You can view this at any time.

All staff are registered with the Ofsted, and have submitted to an Enhanced Criminal Records Bureau Check which has approved them to work with children.

- **Mrs. Cynthia Smith** - Playgroup Supervisor, Designated First Aider, Special Educational Needs & Key worker

NVQ Level 4 in Children's Care Learning and Development

Mrs. Smith has been involved in Playgroup as a mum since 1989. She joined the staff in 1994 and became Supervisor in 2007. She is married with two children and has lived in Crowland all her life.

- **Mrs. Yvette Kirchin:** Deputy Supervisor, Special Educational Needs Coordinator & Key worker

NVQ Level 3 in Early Years Care and Education

Mrs. Kirchin has been involved in Playgroup as a mum and a committee member since 1995. She joined the staff in 1999, is married with two children and has lived in Crowland all her life.

- **Mrs. Chris Przyszlak:** Playgroup Practitioner

NVQ Level 3 in Children's Care, Learning and Development

Mrs. Przyszlak has been involved in Playgroup since 1981 as a committee member, she became staff in 1984, became supervisor in 1988 to 2007 when she retired, then rejoined us again in 2011. She is married with 3 children and 6 grandchildren and has been in Crowland since 1980.

- **Mrs. Hannah Bradley:** Playgroup Practitioner, Safeguarding Officer & Key worker

NVQ Level 2 in Children's Care Learning and Development, Studying Diploma Level 3 in Children's and Young People's Workforce.

Mrs. Bradley has been involved in Playgroup as a committee member and parent helper since Oct 2010. She joined the staff in April 2011, is married with 2 children and moved to England in 2005 from the Armed Forces.

Crowland Community Playgroup always adhere to Early Years Foundation stage welfare requirements whereby at least one member of staff holds a level 3 qualification and half of all other staff a level 2 qualification and always 2 staff on duty at any one time.

The playgroup recognises the importance of providing work placements for students studying for recognised qualifications. The work experience programme is something we have supported for many years. They are only admitted in numbers that do not hinder the work of the Playgroup, and they are never left alone with the children.

Everyone working at Crowland Community Playgroup has been CRB checked before they commence employment. Staff are recruited within an Equal Opportunities framework.

**Every Child Matters
In Lincolnshire**



CROWLAND COMMUNITY PLAYGROUP

Established 1968

MANAGEMENT

The Playgroup is a community playgroup run by a committee of past and present parents which ensures that the major decision making is in the hands of parents who use the group, together with a representative of the Local Health Authority and employs suitably qualified and trained staff to run the sessions. Playgroup is a registered charity (Charity number 1036268) and are members of the Pre-school Learning Alliance (PLA), registered with both the Early Years Development and Childcare Partnership and Ofsted Early Years Directorate, who make the necessary inspections.

The committee is responsible for fundraising, reviewing policies, and for the employment of staff.

In October playgroup holds its Annual General Meeting to which all parents are invited. At this meeting a committee of parents are elected. The Offices of Chairperson, Secretary and Treasurer are elected by the committee. Accounts are prepared and audited for each Annual General Meeting in October; a copy of the latest is on the Playgroup notice board.

The committee meets once a month during terms and over sees the running of the Playgroup and fundraising. Parents are given a chance to have their say in how their children are looked after.

Role of the Committee:

Main duties of the Chair

The Chairperson of an organization has three main elements to his/her remit as follows:

- Assisting with the managerial direction of the organization
- Planning and running meetings
- Acting as spokesperson/figurehead

Main duties of the Treasurer

The Treasurer also has three main areas of responsibility:

- Keeping an overview of the finances of the organization
- Reporting into committee meetings
- Making sure the organization has the right financial policies and procedures in place

Main duties of the Secretary

The Secretary's main responsibilities are:

- Supporting the administration of the organization
- Facilitating and supporting committee meetings

Main duties of the Committee member

The Committee's main responsibilities are:

- Commits to preparing for and attending meetings
- Has a good understanding of the organization, what it does and how it does it
- Is not afraid to ask questions
- Agrees to stick to the majority decision
- Supports fellow committee members and staff
- Acts as an advocate for the organization

If you would like to become involved please mention this to one of the Staff or a committee member.



Every Child Matters
In Lincolnshire



CROWLAND COMMUNITY PLAYGROUP

Established 1968

OPENING TIMES

Playgroup sessions are held from Monday to Friday during term time. Term dates are notified in our regular newsletters.

Sessions are from 9.00am to 12.00am each morning and Friday afternoon sessions are held between 12.30pm and 3.30pm.

On Wednesday and Thursday afternoons, Playgroup is open from 12.30pm to 3.30pm for our "Pre-School" sessions for the children who will be starting school in September. Staff are attending regular transition meetings which is a project together with the school to help prepare your child with the transition from playgroup to school.

We also offer all day sessions, if you are interested in this option, please ask a member of staff for more information.

SNACKS

In morning sessions all children are offered drinks and a small, healthy snack.

We encourage children to drink milk, which is funded by the government and good for their teeth, or an alternative of water. If a parent prefers they can provide their own drink.

The snacks that we offer are varied; the main stay is fruit, toast, breadsticks, or crackers with spreads. Staff and children have snack time together where children are encouraged to spread their own butter and to pour their own drinks.

For the afternoon sessions children bring their packed lunch into playgroup with them and eat as soon as session has started. We ask that packed lunches are healthy, maybe consisting of a sandwich, some fruit, a healthy drink (not fizzy) etc.

Water is available to children at all times.

Playgroup does introduce children to foods relevant to the occasion, for example Chinese New Year.

If for any reason, allergy, religion, etc, you do not wish your child to take a particular snack, please advise Playgroup on your registration form.



HYGIENE AND TOILETS

Children are allowed to visit the toilets at any time, though we do monitor frequency of visits. We hope that by the time your child moves on to primary school they will be able to use the toilet independently. Staff will assist children who need help in the toilets and we will help parents with toilet training when necessary. The children are encouraged to flush the toilet and wash their hands.

For hygiene reasons Playgroup provides individual paper towels beside the wash hand basins. Children wash their hands before they eat and wash hands before taking part in food preparation activities.

We are happy to accept children who are using Nappies. We ask that you provide your own nappies and wipes, along with any creams you like to use to avoid any allergic reactions.

We are happy to fit in with your chosen toilet training regime when your child is ready. Please liaise with staff as to your child's needs. Please provide spare pants and a change of clothes in case of accidents while your child is training.

**Every Child Matters
In Lincolnshire**



LOTTERY FUNDED

CROWLAND COMMUNITY PLAYGROUP

Established 1968

EARLY YEARS FOUNDATION STAGE

What is the Aim of the EYFS?

The overarching aim of the EYFS is to help young children achieve the five *Every Child Matters* outcomes to:

- Be healthy;
- Stay safe;
- Enjoy and achieve;
- Make a positive contribution
- Achieve economic well-being.

The EYFS has four themes: A Unique Child, Positive Relationships, Enabling Environments and Learning and Development.

- **A Unique Child**
Principle: Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- **Positive Relationships**
Principle: Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
- **Enabling Environments**
Principle: The environment plays a key role in supporting and extending children's development and learning.
- **Learning And Development**
Principle: Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and interconnected.

There are six areas of **Learning and Development**:

Communication, Language & Literacy

In both small and large groups, children are encouraged to extend their vocabulary by talking and listening, and by hearing and responding to stories, songs and rhymes. Snack time is used as a group discussion time and for sharing thoughts and experiences, and to discuss the week's topic, weather, day, month and alphabet. Children are helped to understand that written symbols carry meaning and to be aware of the purposes of writing and drawing. A well-stocked book corner gives every child the opportunity and encouragement to become familiar with books.



Personal, social and emotional development

Within a nurturing environment, children are individually supported in developing confidence, independence and self-respect. They are encouraged to take part in the life of the group, sharing and co-operating with other children and adults. Through activities, conversation and example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others.



Problem Solving, Reasoning and Numeracy

By means of adult-supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities which form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs and games help children become aware of number sequences.



CROWLAND COMMUNITY PLAYGROUP

Established 1968

Knowledge and understanding of the world

Children are encouraged to talk about their families and friends and past & present events in their lives. They are assisted in exploring and understanding their environment, both within the group and also in the wider community. Involvement in environmental issues such as recycling occurs on a daily basis. A range of safe and well-maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and to solve problems.



Physical development

A range of equipment and opportunities both indoors and outdoors, allows children to develop confidence and enjoyment in the use and development of their own bodily skills. Adult supervision enables children safely to develop increasing skill and control in moving, climbing and balancing. We have a swing bridge which the children can use. We have two different outdoor areas. The children have free-flow of access to our safety surfaced area with equipment. We also have a further barked garden area called the 'secret garden' in which we introduce the children to which is our growing garden in which the children are involved in growing fruit and vegetables in our green houses which can be moved to plant in our main garden area. There is also a sand pit and pebble pit in the secret garden. At the same time, children are supported in the development of the fine motor skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision.



Creative development

Children are encouraged to use a wide range of materials in order to express their own ideas and feelings, in media such as painting and drawing or junk modelling. Art equipment, including paint, glue, crayons and pencils provides for exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with and respond to music and stories, and there are many opportunities for imaginative role play such as dressing up, both individually and as part of a group. We have a role play setting called our home corner, set out with real home items for children's use.



Due to the Early Years Educational Entitlement, funding begins at the start of the term after your child turns three (September, January and April). This gives up to 5 free sessions per week for 38 weeks of the year are funded for 3 and 4 year olds.

The staff holds weekly planning meetings to ensure what your child is learning has been led from observations taken from your child, that way we can get the most out of your child developmentally.

We encourage multi-agency working in our setting – Birth to Five services, Speech and Language Therapist and Health Visitors are crucial links in the childcare environment.

**Every Child Matters
In Lincolnshire**



CROWLAND COMMUNITY PLAYGROUP

Established 1968

YOUR CHILD'S RECORDS AND KEYWORKER

Your child's 'Special Book' maps and follows their progress and development throughout their time at the playgroup. The Special Book will be updated periodically as assessments and observations are carried out. This takes the form of photos, assessment notes, formal assessments and records. All of which go towards providing a visual timeline of the individual child's development. These are available for parents and carers to look at and the playgroup staff encourages parents and carers input.

We are always happy to hear from you about milestones reached or interests held by your child at home. Outside the front door of playgroup we have a red post box for parents to write post-it observations that will be very useful to your child's key worker. You can write anything on it that you feel is an achievement for your child, e.g. poured own milk on cereal this morning. This will then go in your child's special book.

Your child will be assigned a key worker. This is a member of staff with a special responsibility for a small number of children.

The key worker will make regular observations and detailed records of your child's achievements at Playgroup. These records are available for you to read at any time. Each child will be treated as an individual and will be encouraged to develop at their own speed. They will be passed to you, the parent, when your child leaves us. If you want to discuss these or your child's development with a staff member, please feel free to approach them at the beginning or end of the session. Alternatively, a more private meeting can be arranged. If the key worker has any concerns about the development or behavior of your child, she will arrange a private meeting with you. All records will be kept in the strictest of confidence.



**Every Child Matters
In Lincolnshire**



CROWLAND COMMUNITY PLAYGROUP

Established 1968

PARENTAL INVOLVMENT

Crowland Community Playgroup sees parents/carers as the most important educators in their child's life. We would like to work in partnership with you in providing care and education for your child/children.

There are many ways in which parents/carers and playgroup can work in partnership.

- Exchanging knowledge with staff about their child
- Input into their child's 'Special Book'
- Volunteering
- Informal discussions
- Helping at events
- Fundraising
- Management Committee

We encourage parents to be involved in the themes sharing their expertise, and, subject to obtaining Police checks, welcome parent helpers into the sessions. Parents are vital to the work of Playgroup and we hope you will feel included and welcome at all times. If you can play a musical instrument or have some other skill please speak to one of the Playgroup staff.

Please let us know if your child will be attending another setting (including a childminder), we will communicate with the other provider so we can give the best possible care. This will be done by a book that goes between settings.



Every Child Matters
In Lincolnshire



LOTTERY FUNDED

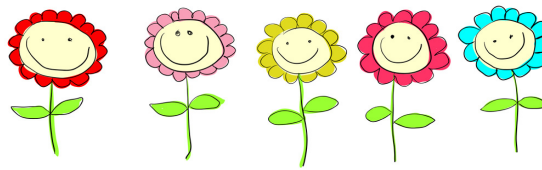
CROWLAND COMMUNITY PLAYGROUP

Established 1968

TRAINING OPPORTUNITIES

All staff undergoes appraisals and regular reviews to ensure they are continually motivated to trying to better the learning outcome for your child.

All staff keeps up to date with training and are qualified in all the core training criteria's through their NVQ's or Diplomas. They are encouraged to browse the Birth to Five Training Directory at every opportunity and are free to place themselves on any course that they feel would benefit both themselves and the children.



English as a Second Language

Children whose first language is not English will be encouraged in the continued use of their first language and will be supported in developing their understanding and use of English. Close links with parents are encouraged (for example so that children can see written examples of both English and first language words). We are also able to access the support of the Lincolnshire Ethnic Minority Achievement Service, who offer advice and help with planning, and who may assist with a home visit if appropriate.



**Every Child Matters
In Lincolnshire**



LOTTERY FUNDED

CROWLAND COMMUNITY PLAYGROUP

Established 1968

POLICIES

Playgroup has a full set of policies which are readily available for parents to read.

Here is a selection of policy statements which you will find the most useful when looking into a Playgroup.

STATEMENT OF BEHAVIOUR AND SANCTIONS

When a child attends playgroup it is often the first time they have had to share attention, toys and socialise with the other children in the peer group. Good behaviour has to be learned, this may mean overcoming problems like pushing, slapping, tantrums and even biting. Therefore, we have a sanction policy.

Discipline and respecting the rights of others will be expected and maintained throughout the child's stay with us. For minor incidents like shouting or pushing, the child will be taken from the group and calmly told why their behaviour was unacceptable. They will then be asked to say sorry and returned to the group.

For incidents like kicking, biting or slapping the child will be made to sit to one side of the room for a short time with a member of staff. He/she will have the reason for discipline explained to him/her and again the child will be expected to apologise. The child will return to the group.

The staff dealing with a child who is having a tantrum will talk to the child reassuringly and hold their hand. If the child endangers staff by their actions then they will step away from the child until they have calmed down. When the child is calm, they will be able to say sorry and have a hug.

The playgroup aims to create an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. The playgroup aims to:

- Allow the child to develop a positive image of self worth and self-confidence.
- Encourage a sense of right and wrong behaviour through social organisation.

Corporal punishment is not performed and shouting is only employed to avert potentially dangerous situations. Sanctions normally involve the removal of the child from the scene of the conflict for a cooling off period. Real behavioural problems will be discussed fully with parent/carer before any action is taken.

MEDICATION

Staff can only administer medicines, creams and inhalers when a medication form has been signed by parents/guardians.

It is important that you tell the setting if your child has been give medications at home, prior to them attending the setting, even if you do not wish for us to give more. This information may be important in the case of a sudden rise in temperature or a medical emergency.

UNWELL CHILDREN

When a child becomes ill at playgroup, every effort will be made to contact the parent who will be requested to collect their child as soon as possible.

In most cases when a child is sent home we feel it would be beneficial for them to see a Doctor.

Please notify us if you are aware your child has a contagious illness or if a doctor has confirmed the cause of illness.

Children suffering from sickness or diarrhea must not return to playgroup until at least 48 hours have elapsed since the last bout of sickness/diarrhea and they are eating normally. Incubation period from one hour to several days (usually between 12 to 48 hours).



CROWLAND COMMUNITY PLAYGROUP

Established 1968

EQUALITY

The pre-school is committed to providing equality of opportunity for all children and families and to all adults committed to their education and care. It will take positive action to eliminate discrimination in all areas of its work.

Care has been taken to ensure that the wide range of activities and toys reflect our equal opportunities policy. We do not discriminate against religion, race, gender or disability in any form. A copy of our equal opportunities policy is available for parents to read.

HEALTH AND SAFETY

The pre-school considers the safety of young children of paramount importance. It will take the necessary precautions to ensure that the safety of both children and adults is never compromised.

TOYS AND EQUIPMENT

All toys and equipment used by the playgroup will be safe, clean and regularly checked.

CONFIDENTIALITY

The playgroup recognises that staff will have access to and be entrusted with confidential information in respect of the children who attend the playgroup.

The playgroup and its staff are under an ethical and moral obligation to protect and maintain confidentiality and security of personal information.

SAFEGUARDING CHILDREN IN LINCOLNSHIRE

We work in accordance with The Children Act 1989, Human Rights Act 1998, Adoption and Children Act 2002, Children Act 2004, Child Care Act 2006 and Lincolnshire Area Child Protection Committee Code of Practice.

We intend to create an environment in which children are safe from abuse, and in which any suspicions of abuse are promptly and appropriately responded to.

We have a designated safeguarding officer to oversee all individual cases. Our designated officer is Mrs Hannah Bradley

NON COLLECTION OF CHILDREN

We try to encourage parents to be prompt in picking up their child as we are only insured for the children to be on the premises during our open hours. Although we understand that delays do happen. If this is the case, please inform us as soon as possible.

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a session, Playgroup puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Your child's registration form will be checked and we will try to contact the numbers given to us by you when your child was registered. Your child will be safe at all times.

If the time of the late collection is considerable, or happens frequently, please be aware that there may be a charge for the staff having cared for your child for longer.

In the event of the child not being collected and nobody on the registration forms being contacted, after 30 minutes, we may need to contact other agencies to inform them of the circumstance.



CROWLAND COMMUNITY PLAYGROUP

Established 1968

SPECIAL EDUCATIONAL NEEDS

All children are welcomed at Crowland Community Playgroup where we aim to provide a happy, secure and inclusive environment.

All children will be supported to reach their full potential through a broad and balanced Early Years curriculum. They will be encouraged to participate in the daily routine; most sessions will include small group activities and also free choice.

At Crowland Community Playgroup we work in partnership with parents and carers to support children with any kind of individual need. If advice is needed we would contact the appropriate agencies, working closely with them. We also receive regular advice and support on SEN issues from our Early Years Support Teacher.

Parents and carers of all children are welcome at any time to talk to the staff about their child's progress. Our Special Educational Needs Co-ordinator (SENCO) is Mrs Yvette Kirchin.



**Every Child Matters
In Lincolnshire**



CROWLAND COMMUNITY PLAYGROUP

Established 1968

SETTLING YOUR CHILD

The pre-school recognises that for children to play and learn successfully, they must feel safe and happy. It aims to ensure that children look forward to their pre-school sessions and that parents/carers feel welcome and involved from the beginning.

We welcome parents and children to visit on any morning or afternoon to see us at work. You may just like to drop in, or phone the Supervisor on 01733 210510 to arrange a mutually convenient time.

In the first days, it is important that parents/carers and staff work together to help settle your child. It takes longer for some children than others, and parents should not worry if their child takes a while to settle in.

On your child's first session we ask you to arrive quarter of an hour after the start time to enable us to settle the other children. This also stops the first day being too tiring. Your child may like to bring a familiar favourite Teddy Bear or similar small toy for comfort. If you could please bring the child's original birth certificate for us to copy.

If your child is still upset as you leave, we offer a reassurance phone call to let you know how your child is doing. We will do this around 15 minutes after you leave, if you need longer to allow yourself to get home, just let us know.

Parents are welcome to stay until their child is settled; the time for this will vary. So please don't feel guilty if this takes several sessions, or unwanted if your child waves you goodbye after 5 minutes! Each child is an individual and the staff will approach settling your child with this in mind, working as a team with you the parent. Please be reassured, our staff are very experienced at settling new children. We work on a high staff to child ration of 1:6 or fewer, so there is always time to reassure a nervous newcomer. In the early days, we recommend that parents arrive to collect their child a few minutes early as children sometimes become distressed when seeing other children collected before them.



**Every Child Matters
In Lincolnshire**



LOTTERY FUNDED

CROWLAND COMMUNITY PLAYGROUP

Established 1968

Admissions

On registering a child with the playgroup, confirmation of an available place will be made as soon as possible. Most spaces become available in September when children leave to start school.

Admissions are open to all children aged over the age of two and below school age. Any waiting list is arranged in order of date of birth, with priority given to the older children.

In an event of over subscription, your child's details will be placed on the waiting list. Parents will be advised of the approximate date at which a place may become available.

Children with Special Educational Needs (S.E.N) are admitted to Crowland Community Playgroup under the same criteria as all our other children. A copy of our S.E.N policy is available on request.

If you have any questions or would like to arrange a visit, please do not hesitate to contact us. Our telephone number and address are on the front of this Prospectus.

If you would like your child to come to Crowland Community Playgroup, please complete the registration forms and return them to Playgroup.

Fees

Fees are payable daily, weekly or monthly. Fees are non refundable due to absence, but your child may 'make up' a missed session by attending an extra session where numbers permit.

Fees : £7.50 per session

Nursery Education Grant funding is available. Funding begins at the start of the term after your child turns three (either September, January or April). Funding is only made available to the nursery from the start of each term. Appropriate forms to be completed will be available from the playgroup.

SESSION ROUTINE

Our timetable is flexible as the children will often initiate spontaneous play themes. Therefore this timetable is only intended as a guide to what we enjoy with the children at Playgroup.

9.00 am – On arrival children take a seat on the carpet squares and are marked in for register. The weatherboard is completed. Activities - Staff show the children activities for the session, working alongside them, the children choose from a selection of activities, book corner, drawing, puzzles, home corner, construction, painting, play dough, etc. They are free to move from one activity to another. There are also activities (including craft activities) associated with our theme and early learning goals, e.g. measuring, cutting, cooking, planting, making a collage, role-play etc. Sometimes the children will bring home the work they do at this time or it may be displayed at Playgroup.

10.00 am - We encourage the children to clear away the materials they have been using.

10.05am- 10.15 am - Snack time - Children sit in small groups at the tables after washing their hands. A healthy snack is handed round followed by drinks. All the staff sits with the children and encourage them to recall their morning.

10.40 am - Outside/physical play - Weather permitting the children will play outside for physical play; e.g., sand, water, ball games etc. If it is wet or too cold the children enjoy either similar suitable activities inside or board games on their choice.

11.30 am - Singing/Musical Instruments - The children sit together in a large group to sing action songs to a tape or play musical instruments or play ring games.

- Story time - The children sit in a large group on story squares in the book corner where they listen to a story (sometimes connected with the current theme) and then decide what Nursery rhymes they want to recite.

12.00 am- Time to go home - Parents wait outside the gates, your child will be called by a staff member and then safely handed to you. They now become the parents' responsibility.

Afternoon

A similar routine takes place in the afternoon sessions.



CROWLAND COMMUNITY PLAYGROUP

Established 1968

“Pre-School” has their own timetable aimed at older children.

DRESS CODE

In order to allow children to explore and experiment freely, please do not send them in their best clothes as they will get messy. Aprons are provided for messy activities but this doesn't provide complete protection. Make sure your child can cope with the clothes they are wearing, e.g. will a belt hinder their trip to the toilet? Please note that shoes should be suitable for active play, the heels not too high and securely strapped to feet (no sling backs).

Playgroup red sweatshirts and grey polo shirts, with our logo can be purchased from Playgroup staff. Red caps and legionnaires hats are also available. All clothes are in a variety of sizes, at a very reasonable price. Wearing of these is optional, though most children enjoy the feeling of belonging that wearing them brings.

We would appreciate it if all clothes could be labeled and named clearly. Children are encouraged to learn to put their coats and shoes etc. on themselves. A child's self-esteem is increased when they can complete what seems to us a simple task.

COMMUNITY LINKS

We are fortunate to be in the centre of Crowland and Crowland life. Crowland Community Playgroup has been a part of the community since 1968.

The Playgroup regularly holds fundraising events and is grateful for the support of the residents, voluntary organizations and businesses in this and many other areas. Support from parents and carers whose child/children attend playgroup are vital in order that we can purchase new toys and equipment for the children.

Playgroup has good links with South View Community School, Mobile Library, Transition Meetings and the Lollipop Lady, Abbey 345 Playgroup, St. Guthlac's School, Fire Station, Health Visitor and parents past and present.



**Every Child Matters
In Lincolnshire**



LOTTERY FUNDED

CROWLAND COMMUNITY PLAYGROUP

Established 1968

Terms and Conditions

- In order for your child to be fully involved in playgroups activities, please can all of your registration form be filled out as without consent from parent or carer, First aid, activities like walks, etc. will not be possible.
- If you would like to remove your child from playgroup, please give 30 days notice to the playgroup staff. This allows for all documentation to be processed, your child's Special Book to be readied and handed over and to inform parents with children on the waiting list that a place will be becoming available.
- The maximum time we can allow payment to go over is 1 term. We will send out a payment reminder if your payments have reached this time, and will be given some time to pay. On non-payment, your child will not be able to attend playgroup until your bill has been paid.
- Please notify us if you are aware your child has a contagious illness or if a doctor has confirmed the cause of illness.

Children suffering from sickness or diarrhea must not return to playgroup until at least 48 hours have elapsed since the last bout of sickness/diarrhea and they are eating normally. Incubation period from one hour to several days (usually between 12 to 48 hours).

Complaints

The pre-school will ensure that any concerns are resolved as soon as possible through the implementation of the agreed procedure. Playgroup staff are available up to 9.00 a.m., between 12.00pm and 12:30pm, and after 3.30pm each day should you have any matters of concern. If you are unable to resolve any problem by talking to them informally you may make an appointment to discuss the matter in private.

If you still feel dissatisfied you have a right to complain officially to the Playgroup Committee or Complaints & Enforcement (Ofsted) 08456 404040.

Crowland Community Playgroup takes all complaints/concerns seriously and all issues will be responded to verbally or in writing where appropriate.

Playgroup has a complaints procedure should you ever wish to use it.

- In the first instant, the Playgroup Supervisor should be notified.
- Then, if you want to take the matter further, the committee should be notified.
- Should you still feel aggrieved, the complaint would go to:

OFSTED Early Years
Floor 3
National Business Unit
Royal Exchange Buildings
St. Ann's Square
Manchester
M2 7LA

Tel: 08456404040

