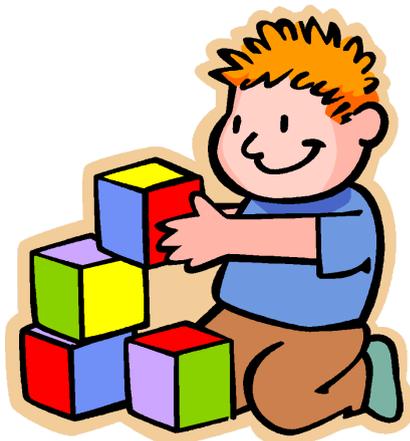




Welcome to
Over Kellet Playgroup

PROSPECTUS FOR ACADEMIC YEAR

2019/20



Welcome to Over Kellet Playgroup Prospectus for Academic Year 2019/2020

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WELCOME TO OVER KELLET PLAYGROUP

Held in Over Kellet Village Hall

Contact details:

Telephone: 01524 730904 (during playgroup sessions or please leave a message)

E-mail us on contact@overkelletplaygroup.co.uk

Website: www.overkelletplaygroup.co.uk

Address: Over Kellet Village Hall, Nether Kellet Road, Over Kellet, Carnforth, LA6 1DN

PLAYGROUP OPENING TIMES (TERM TIME ONLY)

Monday	8.30 am (1.00 pm	1.00 pm 3.15 pm)	2 – 5 years (Free Pre-School pm at Wilson’s Endowed School)
Tuesday	8.30 am	1.00 pm	2 – 5 years
Wednesday	8.30 am	3.30 pm	2 – 5 years
Thursday	8.30 am	3.30 pm	2 – 5 years
Friday	8.30 am	3.30 pm	2 – 5 years

FEES

£12.00 per 3 hour session (9 am to 12 noon / 12 noon to 3 pm)

£2 per Early Start, Late Finish, Monday/Tuesday Lunch (Parents supply a packed lunch)

FREE EARLY EDUCATION

15 hours (5 sessions per week) FREE early years education is available to everybody from the term after the child’s 3rd birthday. Some 2 year olds are also eligible. £12.00 per session will be charged for any extra sessions used over and above this free entitlement.

30 hours FREE early years education is available to some working families. Playgroup offers 30 hours.

For more information or to see if you are eligible, please visit www.childcarechoices.gov.uk or contact the Family Information Service (tel. 0300 123 6712).

WRAPAROUND CHILDCARE

Contact Wilson’s Endowed C of E School, Over Kellet, for information about using their Breakfast and/or After School club (from age 3). Childcare is available in Over Kellet from 7.45 am to 6 pm on most days.

COME ALONG AND SEE FOR YOURSELF

Please contact us for more information about Playgroup. We will be happy to help. You are very welcome to visit us at any time.

Look out for our website www.overkelletplaygroup.co.uk or e-mail us on contact@overkelletplaygroup.co.uk

OVER KELLET PLAYGROUP

Over Kellet Playgroup is a registered charity, managed by a parent management committee, who employ a team of experienced, caring staff, most are qualified to NVQ level three, one with teacher status. The playgroup is a member of the Early Years Alliance and is registered with, and inspected by, Ofsted. Playgroup offers up to thirty child places at any one time - for two year olds, three and four year olds on the universal 15 free hours and we also offer up to fifteen 30 hour places.

OVER KELLET PLAYGROUP AIMS TO:

- Provide high quality care and education for children below statutory school age;
- Work in partnership with parents to help children learn and develop;
- Add to the life and well being of the local community; and
- Offer children and their parents a service, which promotes equality & diversity.

AT PLAYGROUP WE AIM TO ENSURE THAT EACH CHILD:

- Is in a safe and stimulating environment
- Is given generous care and attention, because of our *high ratio* of adults to children
- Has the chance to join with other children and adults to live, play, work and learn together
- Is helped to take forward her/his learning and development by being helped to build on what she /he already knows and can do
- Has a personal key person who makes sure each child makes satisfactory progress
- Is in a playgroup which sees parents as partners in helping each child to learn and develop
- Is in a playgroup in which parents help to shape the service it offers.

OVER KELLET PLAYGROUP COMMITTEE

The Annual General Meeting in September is open to all the parents, it is a time to reflect on the previous year's activities and to shape the coming year's plans. Members are voted onto the Committee at the AGM, this is very important as without this parental involvement there would be no playgroup! There are many ways in which you can help, when tasks and responsibilities are shared this helps to prevent a few from feeling over burdened. Fund raising is very necessary and can also be a lot of fun. This is your playgroup, come along, make new friends, share your ideas and skills, your input is invaluable.

The committee is responsible for:

- Managing the playgroup's finances
- Employing and managing the staff
- Making sure that the playgroup has, and works to, policies, which help it to provide a high quality service
- Making sure that the playgroup works in partnership with the children's parents

PARENTS

This playgroup is a member of the Early Years Alliance. All parents are regarded as members who have full participatory rights. These include a right to be:

- Valued and respected
- Kept informed / consulted
- Involved and included at all levels
- We also depend on the support and commitment of parents to sustain us as a Playgroup



HOW PARENTS CAN TAKE PART

As a member of the Early Years Alliance, this playgroup recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making the playgroup a welcome and stimulating place for children and parents, such as:

- Exchanging knowledge about their child's needs, activities, interests and progress with the staff
- Sharing their own special interests/profession with the children
- Helping to provide, make and look after the equipment and materials used in the children's play activities
- Being part of the management of the playgroup
- Taking part in events and informal discussions about the activities and curriculum provided by the playgroup
- Joining in community activities with playgroup
- Building friendships with other parents in the playgroup

STAFF:

Jackie – Playgroup Manager
ECLA (Children who are looked after)
NVQ 3 Early Years Care and Education
Safeguarding Officer

Lynsey - Assistant Manager
Teacher - BA Hons with QTS Primary
PICO - Parental Involvement Co-ordinator
Safeguarding Officer

PLAYGROUP PRACTITIONERS:

Rachel

SENCO (Special Educational Needs Co-ordinator)

NVQ 3 Early Years Care and Education

Val

Health and Safety Officer

NVQ 2 Early Years Care & Education

Sophie

Level 3 - Children and Young Peoples Workforce Development

ENCO - Equalities Named Co-ordinator

Sarah – NNEB

Catherine – Relief Playgroup Practitioner

NNEB

Kirsty - Relief Playgroup Practitioner

Natasha – Business Manager

MA and PGCE (Primary)

LEARNING OPPORTUNITIES FOR ADULTS

As well as gaining qualifications in early years care and education, the playgroup staff take part in further training to help them to keep up to date with best practice and thinking about early years care and education. We have a rolling programme for all staff to update their knowledge of Safeguarding Children and First Aid every 3 years as well as Health and Safety, Food Safety and on going advice and training from the Lancashire Early Years Consultants. The playgroup also keeps itself up to date with best practice through the Early Years Alliance magazine Under 5 and other publications produced by the Learning Alliance., The current copy of Under 5 can usually be found on our information table in the foyer. We also receive information on courses particularly of interest to committee members.

SAFEGUARDING CHILDREN

The safety and welfare of children is this Playgroup's paramount consideration at all times. We have a duty to protect children and will pass on any concerns to the relevant agencies. We use Ofsted guidance on obtaining references and DBS checks for staff and volunteers who will have substantial access to children.

WORKING TOGETHER FOR YOUR CHILDREN

At our playgroup we usually *exceed* the ratio of adults to children in the setting that is set in the Early Years Foundation Stage. This helps us to:

- Give time and attention to each child
- Talk with the children about their interests and activities
- Help children to experience and benefit from the activities we provide
- Allow the children to explore and be adventurous in safety
- We also set up the hall before each session to transform it into a well planned playgroup, full of interesting toys and activities, and pack away after each session, leaving the hall clean and tidy for the benefit of the many other groups in the community who meet in the village hall.

PLAYGROUP TIMETABLE AND ROUTINES

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the session/day in the playgroup are provided in ways that:

- help each child to feel that she/he is a valued member of the setting
- ensure the safety of each child
- help children to gain from the social experience of being part of a group



- provide children with opportunities to learn and help them to value learning

THE PLAYGROUP DAY

We organise our sessions so that children can take part in a range of child chosen and adult led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. We cater for children's individual needs for rest and quiet activities during the day. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them.

REST/SLEEP

We provide a quiet area / beds for children's rest or sleep. We will consult with parents about their child's individual rest / sleep routines. Parents can bring their child's comforter, if this helps.

SNACKS AND MEALS

Water is available to all children at all times. Our playgroup makes snacks and meals a social time at which children eat together. We plan snacks that provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.

For their snacks children can choose water or milk and eat a healthy snack such as fresh fruit or vegetables or bread sticks. Children are taught to wash hands before they eat or handle food and they are encouraged to pour their own drink and cut their own fruit. Parents are asked to try to contribute to our healthy snacks by donating a piece of fruit for each session their child attends.

PACK LUNCHES

At playgroup we have a domestic size fridge, where small, named containers of perishable food can be stored. Alternatively parents can use the insulated type of lunch box/bag with a cool pack, which can be stored in the kitchen. We are not equipped for heating food. Parents are encouraged to provide a nutritious packed lunch, such as sandwiches with a healthy filling, fruit and a milk based dessert such as yoghurt or fromage frais. We discourage sweets, fizzy drinks or cans, we recommend diluted fruit juice or we can provide water or milk. We discourage packed lunches that consist largely of crisps, processed foods and sweet products such as cakes and biscuits.

LEARNING THROUGH PLAY

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. We plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the EYFS has been used to decide what equipment to provide and how to provide it.

ASSESSMENT

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment, sharing information about what their children like to do at home and how parents are supporting this. We use a program called Tapestry for online learning journeys. Information can be shared both ways.

KEY PERSONS AND YOUR CHILD

We have a key person system. This means that all members of staff each have a group of children for whom they are particularly responsible. Your child's key person will be the person who works with you to make sure that the care and education we provide is right for your child's particular needs and interests. When your child first starts at playgroup, she/he will help your child to benefit from our Playgroup's activities.

WHEN CAN MY CHILD START PLAYGROUP?

We can take children from two years if there are places available. We can take children in nappies or pull-ups. Please supply spare nappies, wipes etc, in a named bag, to bring daily. When a child first starts it can be helpful for parents to bring a small bag each day with a change of clothes, spare nappies, wipes and the child's comforter. We have plenty of experience of supporting children during toilet training. A child seat, step and potty are always available. Occasional accidents are not a problem.



STARTING AT PLAYGROUP

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into playgroup. We have a policy about helping children to settle into the setting, which is available for you.

Children should wear older play clothes as we enjoy some messy activities and although we provide aprons these are not always foolproof! We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off and putting on outdoor clothes. Clothing that is easy for them to manage will help them to do this.

You will probably wish to stay for part or all of the session during the first week and are welcome to stay for as many sessions as you wish to help settle your child. We hope that you and your child enjoy being members of our playgroup and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.

SPECIAL NEEDS

As part of Over Kellet Playgroup's policy to ensure that the provision meets the needs of each individual child, we take account of any special needs which a child may have. It is important that parents inform us of any special or medical needs, allergies, etc. before the child starts, so that, if appropriate, professional advice can be sought and an individual care plan can be set up. We work closely with many specialist services. The playgroup works to the requirements of the DfES Special Educational Needs (SEND) Code of Practice (2014). Our Special Educational Needs Co-ordinator (SENCO) is Rachel. For further details please see our [Provision Map](#) and [Local Offer](#).



EQUALITY, INCLUSION & VALUING DIVERSITY

We ensure that our service is fully inclusive in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability.

We encourage parents to share information with us about their family's needs and appreciate their input especially where children speak English as an additional language (EAL). Our playgroup is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. We aim to provide activities, equipment, books and materials to value diversity and to reflect a variety of cultures. Our equality named co-ordinator (ENCO) is Sophie.

TREASURE BUCKETS

Children are encouraged to bring an item from home to place in the treasure buckets near the entrance. The item may relate to a current theme in playgroup or may simply be something of particular interest to your child. In a group each child is helped to show and talk about their treasure. This helps children to talk confidently about familiar items and reinforce the understanding of a variety of concepts.

LEARNING JOURNEY

The setting keeps an on-line learning journey for each child. Staff and parents work together on their child's learning journey and it is one of the ways in which the key person and parents work in partnership. Your child's learning journey helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress. Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

TAPESTRY

Tapestry is not just for staff to send observations and photos of your child's learning and development but it is a way for you to communicate with us. You can send a message or photos of what your child does at home, it could be a new skill they have achieved or a family celebration. This can then be added to your child's journal.

If your child attends another setting, or has a childminder, they too may be using Tapestry. If they are we can link it together to share information. This will help us to work in partnership with other childcare providers in looking after your child's needs. We aim to send three observations per half term. This may be more in the beginning. When your child leaves Playgroup you will be sent a PDF of their journal. We will then deactivate their account.

Along with half termly newsletters we send information/reminders to parents via a text system. Please ensure that all mobile numbers, landline numbers and home address are kept up to date.

NAMES ON THE STAGE AND COAT PEGS

Parents can leave their child's plastic Playgroup bag on the child's name on the stage, this will help parents, staff and children to know where they are. Children soon become used to looking for their name as somewhere to put their paintings or drawings ready to take home.

When your child arrives at Playgroup they will take their name off a board in the foyer then take it to the cloakroom and place it, where they like, above a peg. Please hang bags and coats here. Please make sure your child has a coat and suitable layers of clothing for our changeable weather as they do enjoy outdoor play every day. It is also really helpful for children's clothes to be labelled with their names, especially hats and coats. Wellies can be brought in for the Autumn/Winter terms which can be stored at Playgroup.

ARRIVAL AND DEPARTURE

Please deliver and collect your child on time. Late pick ups of more than 10 minutes will be charged £2.00. During playgroup hours the inner doors will be bolted shut. If you arrive late someone will let you in as soon as you are seen. If you need to arrange for someone else to collect your child, please give us the name and contact number of that person.

Please take extreme care in the car park as it can get very busy. Please park tidily and avoid blocking the entrance doors or the disabled parking space.



HOW FEES ARE PAID

Playgroup fees are to be paid half-termly in advance unless other prior arrangements have been made. Parents should be invoiced during or before the first week of term and payment should be made within two weeks. Cheques should be made payable to *Over Kellet Playgroup*. Cash should be paid in an envelope labelled with the child's full name. There is also the option to pay online. Late payers will be issued with up to 2 reminders before we consider the small claims court. Parents who cannot afford to pay will be encouraged to reduce sessions rather than build up a debt. Refunds in respect of non-attendance for any reason cannot be given, but fees can be waived if a child is absent for three or more weeks through ill health, provided that the Playgroup Manager is informed of the reason of absence. Parents whose children are eligible for free sessions will be asked to pay for any sessions not covered by the free entitlement. One week's notice of intention to withdraw a child from playgroup must be given in writing or in person to the Playgroup Manager.

ILLNESS

No child who has been in contact with an infectious disease should attend Playgroup until the necessary incubation period has elapsed. If your child has a sickness/diarrhoea bug then we ask that they stay away for **48 HOURS** from the last episode.

POLICIES

Copies of Over Kellet Playgroup's policies are available for all parents to read. These policies help us to make sure that the service provided is a high quality one and that being a member of the playgroup is an enjoyable and beneficial experience for each child and her/his parents. During playgroup sessions the policy folder can be found on our information table. Extra copies can be emailed or otherwise made available on request given reasonable notice.

The staff and parents of the playgroup work together to adopt and to regularly review the policies to make sure that the policies are enabling the playgroup to provide a quality service for its members and the local community.

CHILDREN'S DEVELOPMENT AND LEARNING

Children start to learn about the world around them from the moment they are born. The care and education we offer helps children to continue to do this. We provide all of the children with interesting activities that are right for their age and stage of development. We value each child for their own unique character and achievements and recognise that children progress at different rates in different areas of their development. While the children are having fun with toys, games and planned activities, we help them to develop their knowledge and skills.

THE EARLY YEARS FOUNDATION STAGE (EYFS)

The provision for children's development and learning is guided by the Early Years Foundation Stage. The EYFS uses four themes to underpin good practice along with the key issues to consider when meeting each child's needs:

A Unique Child

Every Child is a unique child who is constantly learning and can be resilient, capable, confident and self assured.

Positive Relationships

Children learn to be strong and independent through positive relationships.

Enabling Environments

Children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.

Learning and Development

Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special education needs and disabilities.

AREAS OF LEARNING AND DEVELOPMENT: There are seven areas of learning, three prime and four specific.

PRIME AREAS

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT (PSED)

- Making relationships
- Self-confidence and self-awareness
- Managing feelings and behaviour

PHYSICAL DEVELOPMENT (PD)

- Moving and handling
- Health and self-care

COMMUNICATION AND LANGUAGE (CL)

- Listening and attention
- Understanding
- Speaking



SPECIFIC AREAS

LITERACY (LIT)

- Reading
- Writing

MATHEMATICS (M)

- Numbers
- Space, shape and measure

UNDERSTANDING THE WORLD (UW)

- People and communities
- The world
- Technology

EXPRESSIVE ARTS AND DESIGN

- Exploring and using media and materials
- Being imaginative



OVER KELLET PLAYGROUP 2019/2020 TERM DATES:

Playgroup closes on Tuesday, 23rd July for the Summer Holidays

Autumn Term 2019

Playgroup re-opens on Monday, 2nd September

Closes at 3.30 p.m. on Friday, 18th October (Half Term)

Playgroup re-opens on Monday, 4th November

Closes at 3.30 p.m. on Friday, 20th December (Christmas)

Spring Term 2020

Playgroup re-opens on Monday, 6th January

Closes at 3.30 p.m. on Friday, 14th February (Half Term)

Playgroup re-opens on Monday, 24th February

No lunch club or afternoon session on Friday, 6th March (close at 12.00 noon) due to the Women's World Day of Prayer.

Closes at 3.30 p.m. on Friday, 3rd April (Easter)

Summer Term 2020

Playgroup re-opens on Monday, 20th April

Closed on Friday, 8th May (May Day Bank Holiday)

Closes at 3.30 p.m. on Friday, 22nd May (Half Term)

Playgroup re-opens on Monday, 1st June

Closes at 1.00 p.m. on Monday, 20th July (Summer)



SUGGESTIONS / COMPLAINTS

We hope you and your child are very happy at playgroup but please feel free to discuss your ideas, queries or problems with us talking to a member of staff or the chairperson.

We value your opinions and comments and are pleased to hear your views.

Parents are welcome to join the Committee and have an active role in the running of the playgroup. If a parent is unable to attend a meeting a Committee member can be asked to bring up issues on the parent's behalf.

Our complaints procedure can be found in our Policy folder on the information table during playgroup sessions. We will do our best to resolve any problems. Any unresolved issues about the playgroup and / or staff can be referred to:-

Ofsted: Registration 309409

Complaints and Enforcement: 0300 123 1231

Website: www.ofsted.gov.uk