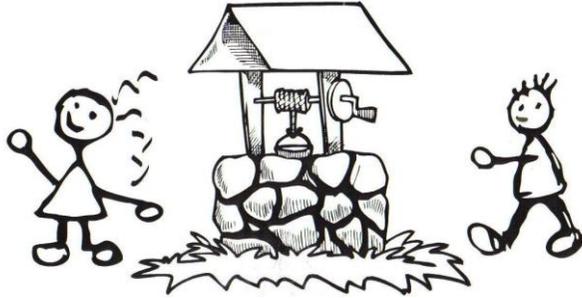


# Chasewell Playgroup



# Parent Information Book

Revised May 2020

## **Chasewell Playgroup**

Chasewell Community Centre | Avocet Way | BANBURY OX16 9YA  
**Phone:** 01295 275363 | **Email:** [manager@chasewellplaygroup.me.uk](mailto:manager@chasewellplaygroup.me.uk)

## **CHASEWELL PLAYGROUP INFORMATION**

We are a Community Playgroup which is run by a Committee of Parent / Carers both past and present. We are a registered Charity so all funds collected by the Playgroup are reinvested to provide our children with the very best that we can. Parents are welcome and encouraged to join the committee which is vital to the running of the Playgroup.

We provide learning through purposeful play in a safe enabling environment. We are guided by the children's interests and needs, working in partnership with parents and carers building a positive relationship that makes your child feel safe and secure as they settle in; giving them the confidence to participate and enjoy their time with us.

There are seven areas of learning and development within the early years Foundation Stage (EYFS) through which your child will be gaining knowledge, learning skills and showing understanding. These areas form the basis of the activities we provide for your child, alongside their unique interests and needs, and enable us to plan for their progress.

Prime areas of learning and development:

- Communication and language
- Physical development
- Personal Social and Emotional development

Specific areas of learning and development:

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

We look forward to welcoming you and your child to our  
Playgroup.

Our Playgroup takes children from the age of 2 to 5 years old, although we only have a limited number of places for under 3-year-olds due to Ofsted regulations about Staff to Children ratios.

### **Session Times**

Our session times are: 9.00 am – 12.00 pm (term time only)  
Or: 9.00 am – 1pm (term time only)

Monday – Friday

If your child is staying until 1pm we ask you to provide a healthy packed lunch.

**(A minimum of two sessions per week must be booked)**

### **OFSTED**

Chasewell Playgroup is registered with Ofsted and a copy of the latest report is available for you to look at on the Information table.

### **General Information**

Chasewell Playgroup is registered and inspected by:

OFSTED

The National Business Unit

Piccadilly Gate

Store Street

Manchester

M1 2WD

Telephone 0300 123 123

Chasewell Playgroup is a registered charity; number: 1028284

## The Staff Team



**Louise Izzo – Playgroup Manager**

***Qualifications and Training:***

BA in Early childhood studies  
Early years teacher status  
First Aid  
Designated Safeguarding lead



**Ann Hands – Deputy playgroup manager**

***Qualifications and Training***

Diploma in Pre-School Practice Level 3  
First Aid  
Specialist Safeguarding Training



**Jo – Early years practitioner**

***Qualifications and Training***

Level 3 Diploma for the Children and Young Peoples Workforce  
First Aid & safeguarding



**Kasia – Early years practitioner (Assistant)**

***Qualifications and Training***

Kasia holds a Bachelors degree in Education and social care and a Master's degree in pedagogy.



**Rachael – Early years Practitioner**  
***Qualifications and Training***

Level 3 Early Years Education  
First Aid  
Safeguarding



**Sammi – Early years practitioner**  
***Qualifications and Training***

Level 3 in EYFS and Childcare  
First Aid  
Specialist safeguarding



**Leanne – Early years practitioner**  
***Qualifications and training***

Level 3 in Early years care and development  
Safeguarding  
Currently studying a level 2 in Autism awareness

Our Staff attend professional development courses throughout the year and statutory training such as safeguarding, and first aid are updated regularly.

## Fees

**\* Fees will be charged per session:**

**9-12 at £15**

**9-1 at £20**

**Additional hours are £5.00 per hour.**

\* All fees are correct at the time of printing and are subject to change without prior notice

Fees are payable monthly and must be paid in full regardless of illness or holidays and staff inset days.

Invoices for fees are issued monthly and there is a late payment fee of £15 after 4 weeks of non-payment. If your financial situation changes and you cannot pay by the due date, please speak to a member of staff so we can work together to sort out a plan

We also accept childcare vouchers. For more information, please ask a staff member.

**We require 4 weeks written notice if you wish to cancel your child's sessions or you will be charged for the full half term.**

When the registration forms have been filled in and signed by yourself, we ask for a non-refundable deposit of £25 to secure your child's place with us. This is an administrative charge.

## Funding

Children are now eligible for 15 hours of funding per week with the funding starting the term after their 3<sup>rd</sup> birthday and some children will be eligible to claim for 30 hours. You can start claiming after your child turns 3. The date you can claim will depend on when their birthday is.

<b>Child's Birthday</b>	<b>When you can claim</b>
1 <sup>st</sup> January to 31 March	The beginning of the term on or after 1 April
1 <sup>st</sup> April to 31 August	The beginning of term on or after 1 <sup>st</sup> September
1 <sup>st</sup> September to 31 December	The beginning of term on or after 1 <sup>st</sup> January

Some two-year-olds are also eligible for 15 hours a week finding. You may receive a postcard through the post to inform you or you can check for yourselves on the below website.

All children, who are over 3 and eligible for 30 hours must have their codes re validated every 3 months. Please log on to the system to refresh your code. Failure in doing so could result in you losing the extra hours for your child.

The website to check what you are entitled too is:

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Getting to Know Playgroup**

A happy introduction to Playgroup is very important and we will therefore invite you to visit with your child prior to him/her starting so that he/she gets to know the building and most importantly the Staff. This also gives you the opportunity to meet your child's key person. We like parents and staff to work together to settle your child into Playgroup to ensure they feel happy and safe. The Manager will arrange settling visits with each individual family according to the child and family needs.

### **Key person**

All staff are responsible for every child at all times. When your child starts at our Playgroup, he/she will be allocated a key person who will be responsible for observing your child to ensure the care we provide meets their needs. Your involvement is essential in this; therefore, we will keep you regularly informed of your child's progress and in turn the

information you provide to your key person about your child's interest, development and experiences at home will help us to build on your child's development. We also provide an online system called Baby's days to track your child's development and you are also able to log in and add to this, which is highly encouraged.

When your child moves on to school, we will forward their records on to help aid this transition.

**N.B.** Although we have close links with the Grange School you will still need to request a place directly with them if they are to be the chosen school for your child.

### **Working together to promote your child's learning and development**

- We use Baby's days online system to track all of the children's development. This is a safe and secure system and confidentiality is adhered too at all times. Parents/carers are able to log in to see their own child's records and can add observations to help the playgroup get a full picture of your child.
- We have an information table and notice board which are there to supply you with details of what we are doing at Playgroup as well as various other leaflets and documents which you may find useful. We also display photos of recent activities / events that your child has taken part in so please take a look.
- The playgroup produces a regular Newsletter giving parents details of forthcoming events, fundraising activities and general information.
- We are always looking for ways to improve our setting and are willing to consider any suggestions you may have to help us 'get it right'

- We like to encourage parents to be involved with the Playgroup. If you have a particular hobby or interest which could be shared with the children, please speak to a member of Staff.
- We recognise the value of reading and sharing books together with your child and to promote this we operate a book loan service. You are invited to borrow a book to share with your child at home and return it to swap for another. (Book bags are available to buy)

**NOTE:** In the event of us having to close due to bad weather or emergency situations; we will inform you via Facebook and staff will contact you directly via telephone and email. There will also be a note added to Baby's days.

### What to Bring

We like the children to bring indoor shoes without buckles e.g. slippers or plimsolls, together with a change of clothes. **Please mark your child's belongings with their name.** Please provide your child with a water bottle which they will have access to throughout the session.

The children have access to outdoor play. Therefore, can you please provide them with appropriate clothing for the weather, e.g. wellies, gloves, sunhats, sun cream (Due to playgroup opening for 3 or 4 hourly sessions only, we ask that if needed children do not have sun cream in their bags and that this is applied before the playgroup starts)

PLEASE NOTE: We have a supply of water play aprons the children can borrow for outside wet play.

We prefer children not to wear any jewellery to playgroup.

For children who are not already dry please provide spare nappies or trainer pants and wipes. Please note our changing facilities are limited.

### Items for Sale

Chasewell Playgroup bags are available to purchase. There are two types of bags:

- The book bag which is suitable for taking home your child's work - these are priced at £5
- The shoe bag which can be used for bringing your child's change of shoes and clothes - these are priced at £3.50
- The bags are not mandatory, but we feel they are a good way of publicising the Playgroup.
- We also sell Chasewell Playgroup t-shirts - these are priced at £6

### Activities

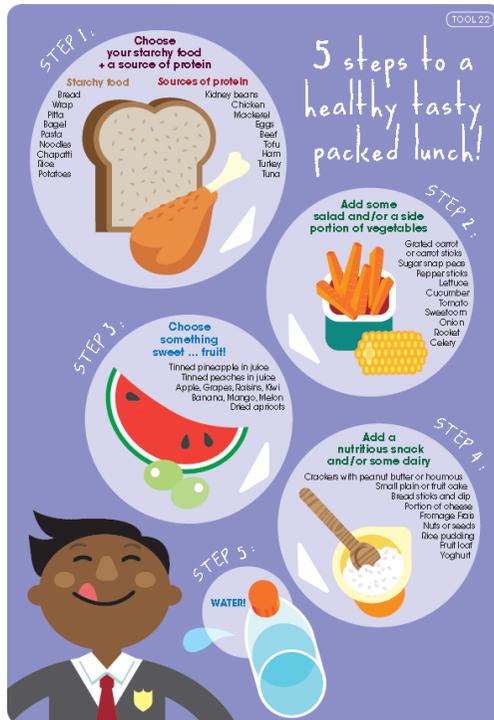
As some of the activities we offer are "messy" it is a good idea to dress your child in something that is easily washed as we do encourage the children to partake in a variety of sensory activities.

### Snacks

During each session the children have the choice of a drink of milk or water together with a varied healthy snack. As we are a charity, **we ask for a voluntary contribution of £5 per month** towards our snacks and resources this can be paid directly to playgroup in cash or via the bank monthly, termly or yearly.

### Packed Lunches

Children staying for the four-hour session will need to bring in their own packed lunch in a named lunch bag. We ask that children do **not bring sweets or chocolate** in their packed lunch and that they **have water only in their drink's bottles**.



Nutritional guidance for pre-school children is available from [www.schoolfoodtrust.org.uk](http://www.schoolfoodtrust.org.uk)

We also display information on any of the main fourteen allergens that may be in any foods we provide. More information can be found on the food Standard Agencies Website.

### Collecting your Child

If, for any reason, somebody other than you have to collect your child from Playgroup please can you inform a member of staff on that day and sign the collection book. The child will not be allowed to leave Playgroup with anyone not authorised by the parent/guardian.

**We understand that in emergencies other arrangements may have to be made and may lead to a slight delay but in all other circumstances the playgroup reserves the right to charge a penalty fee for late collections. The penalties are set out below:**

**£10 for the first 10 minutes and £5 for every additional 5 minutes.**

### **Special Events**

On special events e.g. Sports Day and Concerts etc. all children must be accompanied by a parent/carer, as such events affect our staff to child ratios that Ofsted require us to adhere to.

### **Policies and Procedures**

A full copy of our policies and procedures are available for you to look at on the parents' information table in the main corridor of the setting

### ***Key extracts from our policies***

#### **Equal Opportunities**

The Playgroup promotes equality and diversity and supports an inclusive approach working in partnership with both parents and other agencies.

#### **Behaviour Management – Policy and Practice**

There is no physical punishment at Playgroup. We promote positive behaviour and children are verbally reminded of the Playgroup rules if necessary.

#### **First Aid**

Minor accidents are recorded in the Accident Book which parents are asked to sign at the end of the session.

If your child arrives at Playgroup with an existing injury, please can you inform the Manager as this needs to be logged.

### **Safeguarding Children Policy**

The partnership between Parents, Carers and the Local Authority is an important part of protecting your child. We have a duty to inform the Local Authority of any significant concerns regarding the children in our care. Safeguarding child is everyone's responsibility and therefore if you see or hear something that causes alarm it is your duty to inform the playgroup manager who will explain what will happen next.

### **Health and Hygiene Policy**

Please do not send your child to Playgroup when he/she is suffering from an infectious disease. If your child has been unwell during the night, we would ask you to keep him/her away from playgroup for **48 hours after the last bout of illness**. Ofsted require us to keep a more detailed log of absences, so please can you phone or email us if your child will not be in. If your child becomes unwell during the session, we will contact you immediately in order that he/she may be taken home.

### **Complaints Procedure**

If you have any complaints or concerns about the running of the Playgroup, please direct them initially to the Manager of Chasewell Playgroup then to the Chairperson (as listed on the Notice-board).

If this approach does not produce a satisfactory outcome you could then contact:

OFSTED HELPLINE 0300 123 123

Or write to:

OFSTED  
The National Business Unit  
Piccadilly Gate  
Store Street,  
Manchester,  
M1 2WD

If you require any further information or have any questions  
please contact the playgroup manger via email;  
[manager@chasewellplaygroup.me.uk](mailto:manager@chasewellplaygroup.me.uk)