



William Older Playgroup
Arundel Road
Angmering
West Sussex BN16 4LP

01903 771025
www.williamolderplaygroup.org.uk

Information

For New Parents

Welcome to William Older Playgroup

A WARM, CARING, SAFE ENVIRONMENT WHERE LEARNING IS FUN ...

We are a long established term-time childcare setting based in the heart of Angmering, purpose built to promote learning through play alongside a fantastic outdoor space, which not only covers all areas of the curriculum but provides challenging activities and fun in the fresh air.

Welcoming children from age 2 and, for those that qualify, we also offer 15 and 30 hours Free Entitlement*. With inclusivity high on our agenda, we are open to all families that feel we can accommodate their needs.

Our staff are highly qualified with vast experience and expertise in all areas of the EYFS (Early Years Foundation Stage) plus training in Safeguarding and Paediatric First Aid.

Morning sessions from 8.50 - 11.50am are currently offered to our youngest children with older children attending afternoon sessions from 12 - 3pm or all day if they qualify for extended hours.

We hire a surplus Reception classroom at St Margaret's Primary School which adjoins our play area to accommodate our older, extended hours 'Explorers' in the mornings.

Registered and regularly inspected by OFSTED, we pride ourselves on our commitment to safeguarding, inclusivity, compliance and forward-thinking approach.

*For information about fees and funding, please refer to page 2.



Implementing Early Years Foundation Stage (EYFS)

The EYFS was revised in September 2020 and was legally effective from 1st September 2021 for all providers of early years education and care.

The Government's two key aims for the changes to the EYFS;

- To improve outcomes at age five, particularly in early language and literacy*
- Reduce workload so that practitioners can spend more time interacting with children in their settings*

William Older Playgroup considers the all round development of your child. We provide opportunities which enable your child to; exercise options and express ideas, reflect on experience and information, share thoughts, make decisions, make discoveries and explore and engage in first hand experiences. Our activities are designed to be accessible for all children, regardless of any special educational need or disability.

Our provision is designed around the needs of our young children and is organised into the EYFS seven areas of Learning and Development, these are:

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

Our allocation of time, space and equipment will provide opportunities for your child to develop to their potential, physically, linguistically, intellectually, emotionally, socially and morally.

We encourage child led and imaginative play but also carefully plan a variety of exciting activities to support and enhance your child's learning ensuring they make good progress over time. In addition to this we invite visitors such as West Sussex Library Bus, Zoolab, the Road Safety Team, the Local Community Police, Hawking About and a Fire Engine along with its team to give the children a well rounded and interesting view of the world around them.

KEY WORKERS

Your child will be allocated a key worker on starting the playgroup and they will support your child and liaise with you on a regular basis.

The keyworker will be responsible for your child's Learning Journal. This is the record we keep to track your child's progress and will go onto school with them.

We use a mixture of written observations, photographic evidence and home/family information to help plan for your child.

Your child's record will be offered to you to view and contribute to at regularly intervals but they can be discussed at any-time by arrangement.

We are registered by OFSTED and follow strict standards.



FEES & FUNDING

Our current fees are £18 per session (a session is a morning or afternoon).

Children who have turned 3 will be entitled to 15 hours per week of Universal Free Entitlement Funding starting the term after their third birthday.

Those who are entitled to 30 hours funding for 3 year olds or 15 hours for eligible 2 year olds must apply for a funding code in advance from www.westsussex.gov.uk/freechildcare and pass the code to us upon receipt.

We also accept childcare vouchers paid by employers and government administered tax-free childcare. You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both.

Our Facilities

Our Playgroup has been created with love and care, with indoor and outdoor spaces designed to keep children inspired, curious, active and engaged.

Inside, we have two large playrooms with themed areas including a book corner, ICT suite, role-play home and shop, arts and crafts, sensory spaces and a quiet reflection area. Children can explore technology through our interactive ICT table, robots, interactive toys and digital cameras.

Our small world and role-play area encourages imaginative play, while a wide range of toys and resources support building, creating and problem-solving. Children are encouraged to choose what they'd like to play with and help tidy away afterwards. We also have child-friendly toilets and a changing area for those who need it.

Activities include crafts, playdough, construction, train and car play, dressing up, puzzles, sensory play, musical instruments and a variety of imaginative play resources to support learning through play.



Our Facilities

Our outdoor space has recently been expanded with the addition of William Older Street – a vibrant, imaginative area designed for safe but exciting exploration.

At the heart of it is our village-style setting, with a winding road where children can travel between a variety of interactive spaces including the fun house, builders yard, bistro and garage, encouraging rich role play and real-world learning through play.

Children can visit the bistro for a break, explore the fun house, or head to the builders yard to construct, dig and create. Our dedicated sandpit room offers immersive sand play, while the sensory room provides a calm and engaging space for lights, textures and sensory discovery.

Separate from William Older Street, we also have a beautiful purpose-built cabin which houses our beauty salon and hairdressers, offering children a dedicated space for imaginative role play and creativity.

Beyond this new addition, our wider outdoor area continues to offer a rich range of experiences. Our William Older Train Station and platform features a track and train extending into a covered outdoor train play area.

Treasure Island invites adventure with a soft-play beach and sea, a desert island tower and pirate ship sandpits, complete with sun shades for warmer days. Our ice cream van adds extra fun, serving real ices on hot days.

The space also includes a busy road network for ride-on cars, bikes and scooters, as well as climbing equipment, slides, trampolines, adventure trails and a large pirate ship set on a soft, safe surface. Children can take time out in playhouses, a teepee or rainbow shelter, enjoy music-making on group drums and xylophones, or get creative in our Outdoor Art Room with its colourful Perspex roof.

At the top of the garden, our Explorers area supports older children as they prepare for school, with more challenging activities and its own outdoor space including a treehouse and shepherd's hut.

We also have a nature area with a sensory path, bug boxes, wildlife-friendly planting and a fire pit for seasonal activities. At the front of the Playgroup, our garden is planted each year with the children, encouraging a connection with and understanding of the natural world.



Our Sessions

Our Morning Session



This session runs from 8.50am to 11.50am. Our younger children attend at this time.

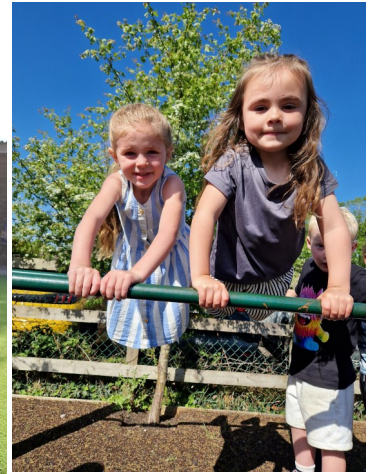
At the beginning of each morning session, the children are greeted at the door by a member of staff. Assisted by their parent/carer, the children place their coats and bags on their

named peg in the entrance hall and register themselves by posting their photo-name badge into the post-box.

Then the fun begins!

At around 10am a “rolling” snack time starts. The children are free to come when they choose. They sit down in small groups to have milk or water to drink plus a healthy snack (which is provided by the playgroup).

After this, there are a few minutes of quiet when the children are encouraged to sit down and listen to a story or sing songs.



Our Afternoon Sessions

The format of the afternoon sessions is very much the same as the morning sessions and run from between 12 noon and 3pm and is reserved for those children who are in their final year at playgroup before starting school.

The key difference that the children start the session with lunch. Each child brings with them a healthy packed lunch which runs for the first 30 minutes of the session and is aimed at being a social and educational time with time spent talking to the other children and adults.

In the afternoons we also run more activities designed to prepare the children for school, including talks from visitors and outings.

Transition to School

Part of our planning for the final year that children spend with us is to prepare them for school. We organise a programme of events to help them settle into to school well. We also put out school uniform as part of our range of dressing up clothes and talk to the children about how they feel about starting school.

This include PE lessons in the final term as well as free flow play with the Early Years Classes at St Margaret's' School. The gates are opened at the end of our field and the children are free to play in Early Years classes or at playgroup.



Meet the Team

We are fortunate to have a great team of staff—all are trained in paediatric first aid and child protection and most hold a Level 3 or higher childcare qualification. We take staff training seriously and staff frequently attend courses on different aspects of the Early Years Foundation Stage including inclusion, English as a foreign language, play, literacy and forest school. Many of our staff have children of their own, they understand the needs and wishes of little people well. Our usual practice is to exceed the expected child : adult ratios.



SUE DROY—MANAGER

The playgroup has been managed by Sue Droy for over 25 years during which time she has seen many changes. She holds a Level 4 childcare qualification and is our designated person for child protection issues. Sue is supported by a team of qualified practitioners. All hold paediatric first aid and child protection certificates. All staff have also attended the sign language, Makaton, training.



TARA SEYMOUR

Deputy
Designated Child Protection
Level 3 in Childcare



LUCY LINDSEY-CLARK

Administrator



ASHLEIGH WARD
Level 3 in Childcare
Level 3 SENCO
Keyperson



CAROLINE GWENNAP

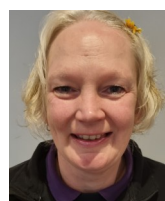
Level 3 in Childcare
Keyperson



SIMONE WARREN
Level 3 in Childcare
Keyperson



CHLOE BOOKER
Level 3 in Childcare
Level in Makaton
Keyperson



CATHY DYNES
Level 3 in Childcare
Keyperson



RACHEL EDWARDS
Level 2 in Childcare
Keyperson



FAYE THOMAS
Childcare Assistant
Keyperson



EMILY MARTIN
Level 3 in Childcare
Keyperson



AMANDA GEORGIOU
Level 3 in Childcare
Keyperson



SKY SMITH
Level 3 Apprentice
Keyperson



ABBY JARDIM
Level 2 in Childcare
Level 3 Apprentice
Keyperson



SANDY COOPER
Level 4 in Children's Care
Learning Development
BA (Hons) Early Childhood
Studies
Bank Assistant



NIKKI HOLDEN
Lunchtime Supervisor
Bank Assistant

Our Trustees

As a registered charity, the playgroup's work is overseen by our Trustees. They are four local people who have a multitude of skills, experience and enthusiasm. They take overall responsibility for the playgroup including taking all the major financial decisions.

Other Information for New Parents

We are delighted that you wish your child to join us. Below are some details about what your child should wear, what to do if your child is unwell and some other pieces of important information.



WEAR OLD CLOTHES

Old play clothes are the best for children to wear at playgroup due to the often fun but messy activities, please also send in a bag of spares, especially important if your child is only recently potty-trained.

At William Older we promote the children's independence and will encourage them to 'have a go' at putting on their own coats, shoes, dress-up (particularly as they get older). With this in mind, to make toileting easier we would recommend joggers or leggings to make the task a little easier.

If your child wears nappies please ensure that you provide enough nappies, wipes, nappy sacks and any cream they require, for their session. We send dirty nappies home as, unfortunately, we are unable to dispose of nappies at Playgroup.

Please make sure your child has a coat or warm jacket and wellies as we do try to go outside at all times of the year.

MEDICAL CONDITIONS AND ILLNESS

Two of our playgroup aims are:

To promote a healthy lifestyle

To provide a high standard of hygiene in its day to day work with the children and adults.

Please help us to meet these aims and protect health:

- Please let us know if your child has anything infectious, or has to go into hospital.
- If your child is on antibiotics or needs painkillers (such as Calpol or similar) we ask that you keep them at home until the course is finished.
- If your child has been vomiting or has had diarrhoea do not bring them to Playgroup until **at least 48 hours has elapsed** since the last bout.

Please also advise us of any medical problems that may affect your child during playgroup activities on the information form provided. We do keep medicine permission forms which we ask you to complete with full instructions if your child requires medication such as asthma inhalers, please just ask a member of staff for these.

Unfortunately we do have cases of head lice from time to time. Please notify us if your child has head lice so all parents can be asked to check their children.

If your child becomes ill during the playgroup session, we will telephone you, or your emergency contact, to arrange for them to be collected. Please make sure we are kept informed of any changes to phone numbers.

In the event of a serious accident or illness, we will contact you in the first instance as well as arranging emergency treatment. If we are unable to contact you or your emergency contact quickly enough, a member of staff will accompany your child to hospital if needed and appropriate, with all records and consent forms. Please make sure these are kept up to date.

If your child's injures themselves in a minor way during playgroup hours, it will be recorded (including details of the injury, how it occurred and how it was dealt with). You will be asked to read and sign this record at the end of the session.

If a bump or bruise occurs away from the playgroup please notify a member of staff so it can be recorded in the Bumps and Bruises Book.



Other Information for New Parents

FOOD AND DRINK

We supply a morning snack of fruit or vegetables, crackers or breadsticks or something similar. From time to time we offer different snacks such as cultural foods, toast or special occasion treats so please make sure we know of any allergies. The children will be offered milk or water to drink.

Packed lunch

Our afternoon session starts with lunch. We ask you to provide a packed lunch in a suitable container which your child will eat on arrival for the afternoon session at 12pm.

We actively promote healthy lifestyle and would ask you to reflect this in their lunch boxes. We would discourage confectionery and fizzy drinks and also operate a NO NUT policy to protect our allergy sufferers, any of these items will be sent back home. We will offer water/milk on a daily basis.

The children usually sit down to eat for approximately 20 to 30 minutes. This is a sociable occasion which we value as a learning experience on many levels. In the past some children have been sent in with extremely large lunch and we have found they are unable to eat such quantities but can become a little distressed if all their friends have finished and are off to play. For these reasons we would set a limit of 30 minutes but then any leftovers would be packed up, unless your child wished to continue eating.

Birthday Sweets

If you wish to bring in sweets for your children to distribute to their friends at the end of the session we are happy to help with this. If you do not wish your child to receive sweets, please sign the relevant section of the registration form, and we will give them a healthy alternative e.g. raisins.

VISITING US BEFORE YOU JOIN

We would like you and your child to visit in the term before they start permanently to familiarise them with the setting, this may be for as much time as you feel works for you and your child and would also welcome you to stay with your child as they settle in to their new surrounding on their first (few) mornings/ afternoons.

If your child has difficulties settling please do not worry, we are happy to offer whatever support is needed. Please talk to Sue or member of staff if you have any worries.

Children can bring comforters in until they settle but we request that other toys or precious possessions are not brought in as they can be mislaid and other children may mistake them as playgroup toys which can lead to distress.



COLLECTION OF CHILDREN & CONTACTING US DURING A SESSION

If you are worried about your child or need to contact us during a session please call 01903 771025.

For safety reasons the children are filtered out to parents at the end of each session. If you would like to talk to Sue or your child's keyworker please come back into playgroup once the children have all gone when we can give you our time and attention.

If you are going to be late collecting your child due to unforeseen circumstances please contact us immediately on 01903 771025, we can then mutually agree the safe collection of your child. If we have no contact from you the following procedure will be put in place:

- Playgroup to ring parent/carer on contact numbers
- Playgroup to ring emergency contact numbers and arrange collection
- Playgroup to contact social services and seek advice.

Continued late collection is distressing for your child and puts the playgroup in breach of regulations. Please see the Parent/Carer contract for the potential penalties for late collection.

Other Information for New Parents

In line with the Children's Act, we must be informed if someone other than the parent/carer (or other authorised contact) is collecting your child from playgroup. On the information form enclosed, we ask you to confirm the names of the adults who are authorised to collect your child from the playgroup.

Attendance & Safeguarding

If your child is going to be absent from playgroup, please let us know as soon as possible, ideally before the start of the session, by phone or email. This helps us ensure your child's safety and wellbeing. If we have not heard from you, we will try to contact you using the details provided. If we are unable to reach you and have any concerns, we will follow our safeguarding procedures.

Entering and leaving the playgroup/use of equipment

Before our sessions begin, and once our sessions have finished, the playgroup can take no responsibility for any child on the premises. The children are not insured or supervised outside playgroup hours. We do ask that you do not allow children to play on our outdoor equipment. The children know the boundaries when supervised by staff. During holidays and weekends equipment may be moved or padlocked therefore is not safe until properly set up by staff during a session. Please close the gate.



THE PLAYGROUP'S GROUNDS AND CAR PARK

Security

During playgroup sessions the doors are locked for security reasons; please ring the bell to gain entry if needed. When the children are playing outside the front gate is also locked.

Smoking & Vaping

Smoking and vaping is not allowed inside or outside the playgroup.

Dogs

Dogs are not allowed on the school premises.

Car Parking

We do not have our own car park area, St Margaret's School staff have sole permission and entry to the car park located next to our premises which is accessed through secure electric gates and requiring a pass.

Term Dates

Every term we issue a newsletter giving details of the term dates and activities that are taking place during the term and general information. Our term dates are very similar to the school opening times.

POLICIES AND PROCEDURES

Policies and procedures

Enclosed is our admission policy and complaints policy. The playgroup also has a manual of formal policies and operational procedures which we work to. Please ask for a copy to read or a copy can be found in the entrance lobby. They are also published on our website www.williamolderplaygroup.org.uk.

Equal opportunities

Our playgroup has an inclusion policy incorporating equal opportunities and we welcome and value all families in the community. All children (and parents) are considered as individuals regardless of such factors as gender, ability, culture, religion etc. and are welcomed and supported in our setting.

Other Information for New Parents

Complaints procedure

We hope all families will enjoy their time with us, feeling informed and secure with our practice. In the event of this not being the case, then please make an appointment with the Manager. The problem can be discussed in confidence and hopefully resolved. In the unlikely event of this not happening we have a complaints procedure/log, both of which can be found in the foyer to the right hand side of the internal doors. Please see our complaints policy.

Social Media

We have a policy on social media. Parents are reminded:

- That they must not post any pictures of children (other than their own) taken at playgroup.
- Any grievances concerning the playgroup should not be aired on Facebook—please come and talk to us.
- Staff members should not be contacted in regard to playgroup matters on their own personal accounts.

Thank you for your cooperation!

You can pay via BACS to our bank account for everything from voluntary snack pot donations, to uniform and fees.



Just use your child's initials and what you're paying for (e.g 'SNACK') as a reference and transfer to:

Account Name: William Older Playgroup

Account Number: 00626350

Sort Code: 30-95-09





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Email: williamolderplaygroup@gmail.com

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