

Information

William Older Playgroup
Arundel Road
Angmering
West Sussex BN16 4LP

For New Parents

01903 771025
www.williamolderplaygroup.org.uk

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

Welcome to the William Older Playgroup

Thank you for your enquiry about our playgroup. Our playgroup is based in a purpose built building, adjacent to St Margaret's C of E School in Angmering, West Sussex. Our building is beautifully designed and well equipped for the varying needs of preschoolers. We also have an excellent, large outdoor space. The playgroup is run by a team of experienced, well trained and dedicated staff. We are registered and inspected by OFSTED and in 2011 were awarded an 'Outstanding' rating. This was followed by our latest inspection in 2015 where once again we achieved 'Outstanding' in all areas.

We welcome pre-school children aged from around 2 years of age. We offer a morning session from 8.50 to 11.50am for our younger children, and an afternoon session from 12 noon to 3pm for those older children. We offer the Government's 30 hours for qualifying working parents from September 2017.

The afternoon session starts with the children having a packed lunch. Our aim is to provide a warm, caring and safe environment, where learning is FUN. We promote a healthy life style, a sense of independence and strong emotional well-being. By learning through PLAY we have found that our children thrive.

If you have not already done so, we would welcome you to visit the playgroup during one of our sessions, to view our excellent facilities and resources and see what we do and how we work. Finally, we want playgroup to be a happy and enjoyable experience for you and your child, so if any time you require help or information—please do not be afraid to ask.





Implementing Early Years Foundation Stage

More information can be found at www.education.gov.uk/schools/teachingandlearning/curriculum/a0068102/early-years-foundation-

In September 2012, the Government introduced the new Early Years Foundation Stage. This is the framework which we work to at William Older Playgroup.

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 anytime by arrangement.

Our provision reflects the four overarching principles of the Statutory Framework for the Early Years Foundation Stage.

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, parents and carers.

Learning and Development

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

Children start to learn about the world around them from the moment they are born. The care and education offered by the playgroup helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

We strive to offer a variety of exciting learning opportunities through play. We also arrange for outside visitors to come to the playgroup including Laura, the library lady who comes once a term to share stories with us. Other outside visitors include the Road Safety Team, the Local Community Policy, Hawking About, a Paramedic Ambulance and a Fire Engine along with its team.

The Areas of Development and Learning which we follow are:

Prime Areas:

- Personal, social and emotional development.,
- Physical development.,
- Communication and language.

Specific Areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.

We are registered by OFSTED and follow strict standards. At our last full educational inspection in October 2015, we were delighted with our "outstanding" rating overall and in ALL the individual aspects. You may view our OFSTED report on the web.





Our Facilities

"Children enjoy an excellent range of activities and experiences both indoors and out, which actively supports a healthy lifestyle. For example, the outstandingly well resourced outdoor play area provides children with ample opportunities to enjoy regular exercise, to help maintain a healthy lifestyle. Children thoroughly enjoy riding bikes, balancing on large planks, running and playing catch with other children and staff."

OFSTED Report, 2011

We have excellent facilities inside and outside - please come and visit us to see them in person!

Inside we have two large play rooms - each corner has a theme (book corner, ICT, pretend home/shop area and the arts/crafts/creative, reflection area, dark den, colours). We have two touch screen computers and an interactive ICT table which are available for the children to play on throughout some sessions.

We also have five little toilets and wash basins especially designed for little people!

There are a multitude of toys available and children are encouraged to ask staff which things they would like to get out.

Some of the typical activities we offer include: craft (plenty of sticking, painting, colouring and glitter), playdough, train table, dinosaurs, pirates, Lego, musical instruments, cooking, pretend play, dressing-up, gel boards/magnets.

Outside we have fabulous space. It is divided into six areas:

- A red soft play area where we typically have a large selection of ride on cars, bikes, tractors and scooters. There is a garage with three petrol pumps and steering wheels fixed to a wall.

- An area which is part astroturf and part rubber chip surface. This area has a wooden pirate ship with a slide and various routes for climbing up. There is also a large sandpit in this area.

- A grassy area with monkey bars and a campervan which has been converted into a safari van, a trampoline. From this area we have adjoining gates to St Margaret's Early Years.

- Our fourth area is an astroturf play space which includes a play tower (which slide and periscope), astro turf mounds, built in trampolines and Rainbow all-weather shelter.

- We have a nature/ environmental area complete with sensory path, bug boxes, covered pond, wildlife friendly plants and a firepit.

- Our final area is our garden at the front of our building. Each year we plant it with the children with a theme in mind.



Our Sessions

Our Morning Session

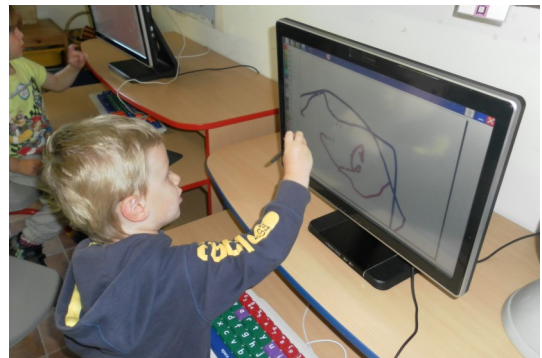
This session runs from 8.50am to 11.50am. Our younger children attend at this time.

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 play, and 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 child 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 pediatric 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, Forest Schools. All 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 18 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



FIONA CARR

Early Years Teacher Status
Safeguarding Lead
Responsible for admin/accounts



CAROLE GIBB

Level 3 in Childcare



RACHEL RYAN

Level 3 in Childcare
SENCO trained



CAROLINE GWENNAP

Level 3 in Childcare



CHRISTINA POLLARD

Level 3 in Childcare



JESS COWPER SMITH

Foundation Degree in Early Years.



SIMONE WARREN

Level 3 in Childcare



FAYE THOMAS

Faye has worked for many years in childcare settings and for West Sussex for the Childhood Service.



CHLOE BOOKER

Level 3 in Childcare

We are also supported by Lunchtime Assistants, Nikki and Tania and by our Bank Assistants, Ashleigh, Suzanne, Rachel and Fiona.



Our Trustees and Help from Parents

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.

We also have a Parent Committee who support the playgroup in many ways including fundraising, helping with outings, gardening.

Parents often feel that they do not have the necessary experience but this is not the case, everyone has something valuable to offer.

Our Parent Committee tends to organise one exciting event each term. In the past events have included: a

Easter Egg Hunt, Halloween Party, Summer Fun Day and a Pamper Evening. They have been very popular events and thoroughly enjoyed by the children and their families.

If you are able to help out during playgroup sessions, once child is settled, we can always use an extra pair of hands. If you have any special skills or ideas we would be delighted to hear about them. Regular helpers would be required to undertake a DBS check and provide references. Full information is available from Sue.



Government Funding and Fees

Government Free Entitlement

We offer up to 15 hours Government Funded Free Entitlement for children starting from the term after they reach 3 years old. Families are free to use all this time with us (assuming we have availability) or may share it with other participating childcare providers. In the event of this happening any extra hours taken will be charged.

You will find enclosed with this pack a West Sussex County Council form. We would ask you to complete this form and bring it with you when your child starts. The playgroup then has the information needed to claim the appropriate funding for your child, in the appropriate term.

We are also registered for the two year funding. If you think you may be entitled to this, please speak to our Manager, Sue, who will be happy to let you know how you can go

about claiming this. You will need to apply for the funding online www.westsussex.gov.uk/freechildcare/

We also offer the 30 hours free for qualifying working families. Families of older children may also buy extra sessions up to 30 hours a week, subject to availability. Please ask for more details.

Fees

We charge £15 per 3 hour session.



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. We do supply aprons for messy activities – but accidents do happen!

We do keep a small collection of spare clothes, should they be needed, but if your child is only recently potty-trained – please send in a bag of spares!

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 toiletting easier we would recommend joggers, leggings, looser trousers (particularly for those children who are only just toilet trained) so make the task a little easier!

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

MEDICAL CONDITIONS AND ILLNESS

If your child has something infectious ...

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 infant paracetamol (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 HIM/HER INTO PLAYGROUP UNTIL AT LEAST 48 HOURS HAS ELAPSED SINCE THE LAST ATTACK.**

It is not fair on:

- your child (no matter how much they want to come)
- the other children (they don't want to be ill)
- the staff (who care for your child)

Medical conditions they may affect your child during playgroup

Please 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 speak to the staff.

Headlice

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.

Other Information for New Parents

If your child becomes ill or is injured at playgroup

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 i.e. telephone or mobile 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 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. Any medication needed should be first discussed with the playgroup manager and then detailed/specific instruction noted in the medication book. Medicines will be stored in a secure way from the children.

Bumps and bruises book

If a bump or bruise occurs away from the playgroup please notify a member of staff so it can be written in the bumps and bruises book.

FOOD AND DRINK

Morning drinks and snacks

We supply a morning snack of fruit/vegetables and/or crackers/breadsticks, or similar.

From time to time we offer different snacks, such as cultural foods, toast or items of food the children have made while cooking. 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 lunchbox or container which your child will eat on arrival for the afternoon session at 12. We actively promote healthy lifestyle and would ask you to reflect this in their lunch boxes. We would discourage confectionery and fizzy drinks and send these back home. We will offer water/milk on a daily basis.

If you would like any extra information sheets on ideas for healthy packed lunches or would like to borrow some books then please ask Sue or another staff member. 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 and sent home 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.

Other Information for New Parents

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.

We would welcome you to stay with your child as they settle in to their new surrounding on their first (few) mornings/afternoons.

Each child is different when settling and we are happy to work together to make this comfortable for you and your child. 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.

Comforters

Just inside the double room to our playroom, we have a toy box. Children can put comforters in there and take them out as necessary. We request that other toys or precious possessions are not bought in as they can be mislaid. 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 telephone 771025. If there is anything you are unsure about please have a chat with Playgroup Manager or Staff.

Collecting your child at the end of the session

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.

Late collection

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.

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.

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 pad-locked therefore is not safe until properly set up by staff during a session. Please close the gate.

Other Information for New Parents

THE PLAYGROUPE'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

Smoking 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. The playgroup is permitted to use the school car park at the end of morning session and the beginning of the afternoon session. Prior to 9am and after 2.30pm please park on the surrounding roads.

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.

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!