

HOLYROOD PLAYGROUP

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Our setting aims to ;

- ~provide high quality care and education for children below statutory school age
- ~ work in partnership with parents to help children to learn and develop
- ~ add to the life and well-being of the local community
- ~ offer children with their parents a service that promotes equality , value and diversity

Parents :

Parents are regarded as members of our setting who have full participatory rights these are;

- ~ to be kept informed
- ~ to be consulted
- ~ to be involved
- ~ to be included at all levels

As a voluntary managed setting, we also depend on the good will of parents in their involvement in the group. This means joining the Committee and having a bigger say in how your Childs pre-school is run.

With regards to children when he/she is typed referred to hereafter as he.

### Our approach to learning, development and assessment.

Children start to learn about the world around them from the moment they are born. Play helps children to learn by doing and talking. The care and education offered by our setting 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. Children make progress by deciding how they will use the activity, in others the adult takes the lead.

### Children's development and learning we aim to ensure that each child :

- ~ is in a safe environment
- ~ is given generous care and attention, because of our ratio of staff to children
- ~ has a chance to join in with other children and adults, to work and learn together
- ~ is helped to take forward his learning and development by being helped to build upon what he already knows and can do
- ~ has a personal key person who makes sure each child makes satisfying progress
- ~ is in a setting that sees parents as partners in helping each child to learn and develop

### Learning and development

Children learn and develop in different ways and at different rates, the Framework covers the education and care of all children in early years provisions including children with special needs and disabilities

### The areas of development and learning comprises of the following:

#### PRIME AREAS

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

#### SPECIFIC AREAS

- ~ Literacy
- ~ Mathematics
- ~ Understanding The World
- ~ Expressive Arts and Design

For each area the level of progress that children are expected to have attained by the end of the Early years Foundation Stage is defined by The Early Learning Goals. These goals state what is expected that children will know and be able to do by the end of the reception year of school.

### Characteristics of Effective Teaching and Learning

We understand that all children engage with other people and their environment through the Characteristic of Effective Learning this is done in the following ways :

- ~ playing and exploring
- ~ active learning
- ~ creating and thinking critically

We aim to provide for the CETLs by observing how a child is learning and being clear about what we can do and provide in order to support each child you remain an effective and motivated learner.

### The Development Matters Guidance

This sets out the likely stages of progress a child makes along their journey towards the ELG`s. Our setting uses this as part of our curriculum.. Our programme supports children to develop the knowledge, skills and understanding they need for :

#### Communication and Language

- ~ listening and attention
- ~ understanding
- ~ speaking

#### Physical development

- ~ moving and handling
- ~ health and self care

#### Literacy

- ~ Reading
- ~ writing

#### Mathematics

- ~ numbers
- ~ shape space and measurement

#### Understanding The World

- ~ people and communities
- ~ the world~ technology

#### Expressive Arts and design

- ~ exploring using media and materials
- ~ being imaginative

The Early Years Foundation Stage requires that we complete a two year old check on all eligible children, we supply parents with a short written summary of their Childs development in the three Prime areas, we complete this when a child is 28 months old.

Your child's key person will complete the check and share with you the findings.

### Assessment

We assess how young children are learning and developing by observing them daily. We use information that we gain from written observations and photographs to document their progress and where this may lead them. We believe that parents know their child best and we ask you to contribute to assessments. We value your input in writing, please jot anything on a piece of paper when we send home your Childs Journal for you to read at the end of each term.

### Record of Achievement

Your child's key person will work in partnership with you to keep this record, to do this you and the key person will collect information about your child's needs, interests and achievements, this will take the form initially upon starting of a simple sheet for you to complete about things your child can do and also information on the settling in feedback sheet.

### Government Funding

We are registered to accept children aged 2, 3, and 4 years who are in receipt of Universal Entitlement this entitles your child to 15 hours a week, to be able to receive the 2-year-old funding you must meet a certain criteria please apply online @ [www.somerset.gov.uk](http://www.somerset.gov.uk). We are also registered to provide the Working Families childcare which will give you up to 30 hours a week childcare if you meet the criteria please apply @ [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk).

### Special Needs

As part of the settings policy to make sure that its provision meets the needs of each individual child, we take account any special needs a child may have, and we work closely with parents and outside professionals to deliver any requirements needed. We work to the requirements of the Special Educational needs and Disability Code of Practice.

Our SENCO is Louise Clarke.

Tessa and Louise are accredited deliverers of Speech and Language UK, this is a 8 week programme delivered in small groups to children who may have some delay in speech , attention problems or a lack of confidence. Each child is given a different book each week with a Tizzy Tiger finger puppet we read the story three times a week in small groups and as parents we ask you to read the story to your child along with the story we complete two different activities each day and sing a song.

We plot on a tracker where your child is at the start and where they are at the end all of this information will be shared with you , we also complete a form called Every Child A Talker along with this and Tizzy we get a good idea of any speech problems.

### The First Days

We want you and your child to feel happy and safe with us. To make sure that this is the case we suggest three separate visits of 1 hour a visit over three days we can extend these visits for as many as is needed for each child has individual needs. You will be given a sheet with your times and days to visit also a few questions about your child and also a feedback section on anything you feel we could do to help your child settle. All we ask is that you do your best to attend each visit and let us know if you are unable to attend any as we can rearrange, at the end of your three visits your key person will have a chat as to whether you want more visits or if you want your child to start without you. this gives everyone a chance to get to know each other and also for your child to feel safe and secure to be left.

### The Session

Each session is organised so that the children can choose from and work at a range of activities. In doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduces them to new experiences and help them gain new skills as well as helping them learn to work with others. When your child is 3 years old you will be asked if you wish them to take part in our teeth brushing scheme, each eligible child is given a toothbrush and toothpaste for home, we keep a separate named toothbrush at playgroup to use each session your child is in. The toothbrushes are kept in a special storage box provided by the toothbrush scheme people. We brush teeth 40 mins after the children have had their snack.

### Clothing

We provide protective clothing for children when they play with messy activities. We encourage children to gain 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 do this, A dap bag is provided for you to leave a complete set of spare clothes for your child and nappies/wet wipes if needed. Please only put your child in pull ups if they are physically taking them down to use the toilet , changing pull ups takes a lot longer than a nappy. We like the children to wear daps/slippers in playgroup so we provide a box to put their shoes in when you arrive and take the slippers out of.

In bad weather we do have waterproofs for the children to wear but if you could leave a pair of wellies by your Childs named box this would be most helpful.

In the summer if you could apply sun cream to your Childs skin and leave a pot in their dap bag we can re apply as and when needed, also a sun hat. It will help us if each time you send your child to playgroup they are wearing a suitable coat and shoes for the weather ( strappy sandals are not the best for climbing on and off the timber trail )

### Snack

Snack time is seen as a social time when children eat together. Please provide a snack of fruit or vegetables in a named pot they will need one snack for the morning and two if staying until 3 pm.,we also give the children their 1/3 pint of milk each session.

### Lunch

If your child stays for lunch please put in a named lunchbox and in the summer an ice pack to keep cool , as we do not have space in the fridge for various lunch boxes. The cost of a lunch club is £4.50 a time and lasts from 12.00 - 1.00 pm.

### Opening Times

We are open 38 weeks a year

We are closed during school holidays and bank holidays

We are open 5 days a week

The times we are open are Mon - Thurs 9.00 - 3.00

Fri - 9.00 - 12 noon

Lunch clubs Monday - Thursday 12- 1.00 pm

### Fees

The fees are £4.50 per hour payable by the 10th of each month within a term, you will be given an invoice for the whole term stating what needs to be paid by the 10th of each month of the term. If you are in receipt of EYE you will still be given an invoice showing what hours you are claiming. Fees must be paid on time and if your child is away ill or on holiday.

### Registration / Booking Form

Before your child starts you will need to complete a registration form and a booking form, the booking form signed by yourself shows what days and times you are booking your child in for, these sessions will be confirmed when we have received a copy of your child's birth certificate ( we can copy ).

### How parents take part in the setting

Parents are encouraged to share information on their children with us, supporting fundraising events, becoming a Committee member. When your child is settled you are more than welcome to pop in and see what your child does while at playgroup.

A very important way you can help the group is by becoming a Committee member each Autumn we hold our Annual General Meeting where we look back over the past year and then choose a new group of parents to join the management committee, these parents contribute a great deal to the running of the group and it can be a very rewarding past time.

### The Staff of Holyrood Playgroup working together for your child

We maintain a ratio of adults to children . Our ratios are 1 adult to 4/5 children aged 2 years , 1 adult to 8 children aged 3 years plus.

## OUR STAFF

### Tessa Spiller - Supervisor

I have been married for 45 years and I have two grown up children who both attended Holyrood Playgroup. I have been involved with the group since 1985 when my son started here, I have been a Committee member, Chairperson, Playgroup Assistant and since 1990 the playgroup Supervisor. I have an NVQ level 3 in Childcare and Education, I have 4 Grandchildren who occupy a lot of my spare time. I like to cook, collect cookery books and meet with friends.

### Louise Clarke - Assistant Supervisor / SENCO / Safeguarding Lead

I have a Level 3 BTEC in Early years, I recently completed My Level 3 Award for Special Educational Needs in Early Years. I spend my free time walking and fishing with my partner, our two children. I am also passionate about music and rugby which my partner and I are heavily involved with.

### Emma Halford - Pre-school Assistant

I have recently moved to Chard from Southampton where I worked in a Pre-school for 6 years. I have 5 children, having My children encouraged me to start working in a pre-school. I recently returned to work after having My last child.

No day is ever the same at Playgroup, each day is different, just as all the characters and personalities of all the children here. If we could wish for one this it would be to bottle up all their energy !!!!!!!!!!!!!!!!!!!!!!!

## Policies

Copies of our Policies and Procedures are on this website, these make sure that the service provided by the setting is high quality and that being a member is an enjoyable one. The policies are reviewed at least annually if something is not working within a policy either for parents or staff we will discuss ways of changing. With parents and staff in put we can make sure these policies are working to provide a high quality service.

## Key Person and your child

Our setting uses a key person approach. This means that each member of staff has a group of children whom they have particular responsibility. Your child's key person will be the person who works with you to make sure that the childcare we provide is right for your child's particular needs and interests.

When your child first starts your key person will help your child to settle and throughout your child's time at Holyrood Playgroup they will help your child to benefit from the settings activities.

## Safe guarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problem that may emerge, and we can offer support including referral to appropriate agencies when necessary, to help families in difficulty.

## Problems

If at any point you are not happy with anything within playgroup please come and speak to us, most things can be solved with a chat. Also please appreciate sometimes we may need to speak to you about something that we feel is not right, we do this as a matter of care.