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Information for parents ~ Your child starting the setting.

Shipdham playgroup
Pound green lane
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www.shipdhamplaygroup.co.uk

Background

Shipdham Playgroup moved to its own premises in the school grounds in 2001 and provides child centered learning and care for children aged between 2 and 5 years. Wraparound care was provided firstly with breakfast club in April 2007 and then Kids Aloud was formed to provide quality after school and holiday care for children from two to eleven years. In 2011 wraparound care was transferred to the school grounds and is now managed by Thomas Bullock Primary School, staffed by playgroup and school staff.

We aim to provide:-

- A safe, secure and stimulating environment.
- Opportunities for children to gain in confidence and self esteem as they become active, independent learners.
- A rich environment that enables children to learn through play experiences building on previous learning and existing knowledge.
- Good role models for children, supported by trained and experienced staff.
- A high standard of care and learning.
- A range of learning experiences to meet the requirements of the Early Years Foundation Stage and enable children to reach their full potential.
- A partnership for parents.

Staff

Shipdham Playgroup is managed by a team of qualified, caring and experienced staff. There are always members of staff on duty that are first aid trained. All staff have been checked by the Criminal Records Bureau and will receive Child Protection training. We also have staff trained in special needs, sign language and behaviour management.

Manager **(piglets key person)-** Lynn Dwyer -BA Early Years, Foundation Degree Early Years, Diploma in working for children (level 4), Certificate in Early Years Practice (level 4), Diploma in Pre-school Practice (level 3) *working towards Early Years Professional Status (2011)*

Assistant Manager (**lambs key person) -** Annette Watts Certificate in Early Years practice (level 4), Diploma in pre-school practice (level 3)

Early Years practitioner/ parent co-ordinator - **(kittens key person)** – Rosie Smith Diploma in Pre-school Practice (level 3)

Early Years Practitioner (ducklings key person) – Maxine Hinde NVQ in Childrens learning care and development (level 2), *working towards level 3 qualification (2011)*

Early Years Practitioner (**ducklings key person)**- Kate Satchwell-Poole level 3 qualification (2011)

Early Years Practitioner/Bank staff – (ducklings key person)- Kate Chard

Playgroup Administrator – Susan Buckley

Cleaner – Samantha Blayney-Simpson

In addition we have some regular bank staff and volunteers and we support students on placements from local colleges and schools.

Key persons

On joining the setting your child will be allocated a Key Person. This grouping involves a member of staff taking responsibility for a specific group of children. Children are allocated a Key Person according to their age; the groups are; Piglets, Lambs, Kittens, Chicks and Ducklings.The Childs Key person is responsible for necessary observations, assessments and record keeping helping them reach their full potential. Children will be issued a tray to keep their scrapbooks and other personal items in.

All key 'persons' groups work alongside each other and all children are given the same choices and opportunities.

Your child's key person will be your first contact should you have any concerns or need to discuss anything relating to your child. However you may contact anyone within the setting, staff or committee with any concerns or worries.

Home Visits

Research has proven that a child will settle more quickly if their key person is already known to them. If a child see's their key person in their own home they understand this is a safe person to be with.

Home visits are entirely optional but we are delighted to able to offer this if you feel it would benefit you and your child.

Opening times and fees

The playgroup is open Monday to Friday during term time.

Morning session: 9.00 -12.00noon	£8.25
Afternoon session 12.30 - 3.00pm	£8.25
Cooked lunch	£2.10

Fees are billed on a monthly basis in advance; we accept payment weekly, fortnightly, monthly or termly. We accept cash, cheques, made payable to Shipdham Playgroup. We also accept online payments and employer childcare vouchers. Please note we are a registered charity and therefore a non-profit making organisation that relies on fees being paid on time. A 10% charge will be applied for any unauthorised late payments.

We are registered to provide early education under the Nursery Education Grant, children are eligible to receive funding from the term following their 3rd birthday, please speak to a member of staff for more details.

Absence

If your child is unable to attend for any reason, whether it be due to illness or holidays, fees will still be required to be paid in full.

If your child is absent due to illness please inform a member of staff.

Clothing

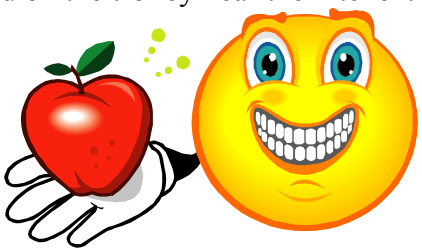
There is no uniform policy at our setting, playgroup t-shirts and sweatshirts are available to purchase and order forms are available from staff. We ask that your child attends in clothes that are marked with their name; it is the settings policy to only retain lost property for three weeks.

Please do not send children in ‘best’ clothing, although aprons are provided they do not always protect clothing.

Children often feel more confident and happier in their own clothing and we recommend you send a change of clothing in a named bag (not a plastic carrier bag), in case of accidents or messy play. If your child is in nappies please also send the necessary nappy changing items in their bag. We do have spare clothing and should your child be changed we ask that these clothes are washed and returned to the setting as soon as possible.

Snack

Snacks are organised with healthy eating in mind. We encourage the children to try new food and experiment with different tastes. We offer the children drinks with snack time, this is usually milk or water. Parents can also provide a labeled drinks bottle for their child, which should be placed on the trolley near the kitchen.



IF YOUR CHILD HAS ANY FOOD ALLERGIES PLEASE MAKE A MEMBER OF STAFF AWARE BEFORE THEIR FIRST SESSION AS AN ALLERGY CARE PLAN WILL NEED TO BE IMPLEMENTED.

Security

During opening hours the gate is kept locked; if you need to gain access there is a bell at the gate to the right***. If somebody else will be collecting your child PLEASE ensure staff are made aware and you record the necessary details in the diary***. Your child will not be released from our care if we are not aware of any other arrangements, until you have confirmed the information to be correct.

Illness

Please do not send your child into playgroup if they are ill. Our policies state that if your child has been sick or had diarrhea they must be kept off for at least **48 hours** following the last bout of illness.

If your child becomes ill whilst in our care every effort will be made to contact you so arrangements will be made for you to collect them.

Medication

If your child needs medication whilst at the setting please speak to their key person as you will need to complete a medication form.

First Aid

Staff are first aid trained and we always have a member of staff on duty that has completed pediatric first aid training, any accident that requires first aid is recorded on an accident form. Parents/ carers will be informed and asked to sign the accident form to acknowledge that you are aware of what has happened.

Parental partnership

Shipdham playgroup values partnerships with parents and carers. We recognise that learning begins in the home and that parent's and carers are children's first and most enduring educators. We aim to work in partnership with parents to provide continuity of care and build on children's existing learning and experiences. Parents are encouraged to contribute to their children's scrapbooks, which contain records of significant achievement, special events and interests. Monthly newsletters will keep you informed of what is going on in playgroup. Daily sheets are also provided for your child, these allow key persons to give details of your child's day including snack, activities and nappy changes if appropriate. Many parents also request a diary to relay information from home, for example if your child has had a bad night, please speak with your key person if you require one.

Parents are welcomed into the setting to observe and join in with sessions, we want your child to enjoy their time with us so if you have any questions, concerns or comments please speak to your child's key person.

To be completed before your child starts playgroup

Name of Child _____

Name known as _____

Date of birth _____Gender: Male / Female

Doctors Name _____

Doctors tel:_____

Parent/ carer details:

	PARENT / CARER 1	PARENT / CARER 2
Address:		
Postcode:		
Home tel:		
Work tel:		
Mobile tel:		
Email address:		
Permission to email letters?		
Parental responsibility? y/n		

Emergency Contacts (if playgroup is unable to contact parents)

	NAME	NAME
Relationship to child:		
Home/ work tel:		
Mobile tel:		

Persons authorised to collect your child (must be over 16)

	NAME	NAME
Relationship to child:		
Home/ work tel:		
Mobile tel:		

Does your child have any allergies or intolerances? If yes please state clearly, you will need to complete a care plan you're your child's key person so please ensure allergies/intolerances are made clear, along with any actions or measures to be implemented whilst in the setting.

Does your child have any special dietary requirements of preferences?

How would you describe your child's ethnicity or cultural background?

What is the main religion in your family?

What language/s are spoken at home?

Does your child have any special needs or disabilities? If so please give as much detail as possible to allow staff to ensure the right of level of support is available.

Are there any professionals involved with your child?

Does your child require any additional support while they are at playgroup?

_____
_____
_____
___

Photographs are taken in playgroup for the children's developmental records and for display purposes. We also take the children on walks around the village or to the Thomas bullock school to participate in activities within the school grounds.

Please could you tick to give your permission to the following?

	Yes	no
Be photographed for records & displays		
Photographs be used in other children's records e.g. when taking part in a group activity		
Attend outings within the village		
Participate with activities within the school grounds		
Have their face painted		
Have their nails varnished		
Have their nappy changed when necessary		
Have their clothing changed when necessary		
Have sun cream applied when necessary		

Medical permissions

	yes	no
I allow a member of staff to seek medical treatment if necessary e.g. call an ambulance and attend hospital with child until parent arrives		
If my child is unwell or is in pain and I am unable to be contacted I give my permission to give my child the recommended dose of calpol		
I allow a first aid trained member of staff to give first aid to my child when necessary		

Which days do you require your child to attend playgroup, please tick.

	Mon	Tues	Wed	Thurs	Fri
AM					
PM					

My Contractual Agreement

- I have read the playgroup policies and agree to adhere to these.
- I will give two week's notice if I wish to withdraw my child from playgroup or reduce the number of sessions I require and will pay for my contracted hours during this period.
- I will pay my fees for my child's contracted hours one month in advance.
- I agree to pay the 10% late payment charge if my fees are late.
- I agree to work in partnership with playgroup to support my child's learning and development.

Signed by parent/carer (1)
Name

Signed by parent/carer (2)
Name

Signed on behalf of playgroup
Name