

Guiting Power Pre-school playgroup and toddlers

New Parents' Information

Pre-school and toddler education for 2-5 year olds

9.15am-12.15pm (Lunch club until 1.15pm)

Toddlers 9.30am-11.30am

Monday to Friday



Playgroup Leader - Becky Baker

Tel: 07779 635 068

www.guitingpowerplaygroup.org.uk

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Introduction & philosophy

Guiting Power pre-school and toddler playgroup is calm, welcoming environment for families and carers with children up to the age of 5 years. Children up to the age of 2 can attend if accompanied. Children of 2 years and above, once settled, are able to attend unaccompanied for the duration of the session.

We are open during term time, Monday to Friday mornings from 9.15am until 12. 15pm, or 1.15pm for children who stay for lunch.

Our philosophy is to enable every child to grow as an individual who values themselves, are independent, creative, responsible, and happy little people who can socialise with and respect others.

We do not have free play time allocated as all play should be free:

Free... to choose

... to explore

... to investigate

... to share

About us

Playgroup was established formally in 1973 by mums in the village, although had been in existence informally for many years previously. Until 1999 we were backed and financed by Guiting Manor Amenity Trust. We are now independently managed by a committee.

We are members of PATA (Playgroup and Toddler Association) and meet all the necessary requirements laid down by the 1989 Childrens' Act.

We serve not only surrounding villages but also attract children from as far as Cheltenham and Moreton-in-Marsh. We operate from the village hall which provides a large open space for children to try out the many activities planned each day. The venue provides the added bonus of an enormous playing field, which ensures that the children have ample opportunity to venture outside.

Playgroup differs from nurseries, because parents and carers can stay for a session. The involvement of parents and carers in the playgroup organisation is what sets us apart from other forms of childcare.

The philosophy of the group and the day-to-day leadership comes from Becky Baker who has four children of her own. Becky took on this role in 2007 in partnership with Michele Boote.

Under the leadership of Becky, the playgroup has reached an all-time high with the latest OFSTED report showing 'outstanding' and 'good' in all areas. OFSTED said 'the environment is very child friendly' and has a 'harmonious atmosphere'.

Playgroup is about the children's journey of discovery which with the help of Becky's creative zest involves many varied activities ranging from cooking vegetable soup to Christmas puddings; tending to the garden; playing with 'the elements' such as soil trays and in the winter 'snow trays' which can look like giant mud pies! As well as being great fun, these discoveries are carefully planned to ensure each child progresses through their developmental milestones.

Who's who

Playgroup

Becky Baker - Playgroup Leader

Becky lives in Winchcome with her 4 daughters, so has plenty of first hand experience to draw on! Becky holds a Diploma in Childcare Education, which she completed after the birth of her 4th child. Becky joined Guiting Playgroup as Play Leader in 2007.

Michele Boote - Playgroup staff

Michele lives in Guiting with her husband and 4 children (3 boys and a girl), so she too has more than her fair share of hands on child care experience! Michele first became involved in Playgroup in 1991 when her eldest son joined the group. In 1995 Michele became a staff member and completed the PATA child care course.

The Playgroup Committee.

The playgroup is managed by a committee of mums who support Becky and Michele in all aspects of the playgroups management.

New members are always welcome to join. If you are interested, please talk to one of the Committee or Playgroup.

Chairman - Liz Waltham, Mum to twins Edward and William

Treasurer - Claire Burditt, Mum to Flora and Nell

Secretary - Anna Lamballe, Mum to Naula and Saskia

Member - Nicole Milner, Mum to Matilda and Kit

What to expect

The playgroup is set inside the spacious Village Hall of Guiting Power, which is surrounded by an extensive enclosed playing field. This provides a fun-filled expanse with no end to 'play' possibilities within the security of an enclosed space, and with constant supervision.

There is ample parking outside the playgroup front door. Remember it is a public car park with no designated spaces, so please be careful.

The playgroup front door is always locked for health and safety reasons. Please ring the bell on arrival.

On arrival please sign in as this is a fire register and is therefore vitaly important.

A peg is provided for each child, please hang coats, etc. on the peg provided. Your child will also be allocated a drawer, which you will need to check regularly to collect your children's art-work, etc.

We welcome new parents/carers to stay if they wish. There are no strict guidelines, but please ask Becky or Michele for advice on what suits you. It is important, for us all, that children feel at home, settled and happy.

Planning Facilities and Activities

Each day is different at playgroup. Becky and Michele plan a variety of activities, themes, toys and equipment to be used throughout the day to enable creative learning through play, but also to provide choice and freedom to explore. Whilst this is always fun, it is also carefully planned to ensure that children are meeting the learning milestones set out by OFSTED.

Occasional short outings within the local community include visits to the local shop, bakery, church, and nature walks. This gives children the opportunity to explore their immediate environment, and encourages greater awareness of the countryside (parental consent will always be requested before excursions take place).

Clothing

Playgroup provides outdoor all-in-one rain proof suits and sun hats for all ages which ensures that playing outside is always an option!

Please provide:

- Wellington boots, (if children wear welly' boots on arrival, please bring an alternative pair of shoes for playing indoors)
- Warm coat in winter
- Sun cream
- Packed lunch if staying for lunch.
- Spare clothing if your child is recently potty trained
- Nappies if your child is not potty trained

Children will get involved in many creative and, sometimes, messy activities. Whilst we ensure that children wear aprons for painting, etc. we cannot guarantee that they will stay unscathed from other messy play. Please therefore ensure that children are dressed appropriately, and not in their Sunday-best!

Snack Time

Snack time happens daily at around 10.20am. This is provided by playgroup, and will always consist of two fruits and a carbohydrate. Mums occasionally bring in cakes and biscuits, otherwise we offer toast, crumpets or similar.

Snack time is a very sociable time when children are asked to sit at the table in the dining area to eat, have a drink of water or milk and not to rush but enjoy the social interaction which this activity involves. On joining please make us aware of any allergies.

We like to encourage Mums to help out at snack time, not necessarily to bringing cakes (although, lovely if you do!) but helping lay the table, and washing up. This ensures that our wonderfully trained staff can spend all the time possible with the children. There is a rota, placed on the parents & carers notice board. This is not compulsory although many mums do decide to contribute in some way.

We enjoy celebrating children's birthdays and religious festivals so please feel free to bring anything you wish to share the celebration of these occasions (birthday cake)

Parent / Carer Communication

There is a parents and carers' notice board inside playgroup, please look out for any notices.

The Committee regularly sends e-mail communications to parents / carers to ensure everyone is aware of what's happening at playgroup. If you do not read e-mail regularly, notices are also posted on the notice board.

We generate a 'buddy' list which you are welcome to be part of. This is a contacts list of children, parents and carers to enable you to contact each other outside of play group.

A normal day

- 09:15 A calm welcome to unaccompanied children.
This is the opportunity to pass on information about your child to Becky and Michele.
- 09:30 Toddler morning starts
(please try to arrive by 10am at the latest, in order to minimise disruption to the group)
- 09:40 Morning Registration. Children are encouraged to take an active role in self registration.
- 09.45 Children explore a range of planned activities supported and encouraged by staff.
There are individual and small group activities to help extend learning.
- 10.30 Celebration of friends and name time. 'Helper of the day'
- 10:40ish Snack time, in the dining area.
- 11:00 Story time groups.
- 11:10 Outside learning environment.
- 11.30 End of toddler morning.
- 12:15 Pick up for those not attending lunch club.
- 12:20 Lunch (provided by parents)
- 13:15 End of session, parent/carer pick-up.

Thursdays are dedicated to pre-school children which enables us to take outings and incorporate more complex learning appropriate to their age.

During a six week term the children will investigate two themes. These topics are always based on children's interests, and the OFSTED guidelines.

Sessions

Sessions are held each week-day morning, during term time, as follows:

Day	Time	Lunch Club
Monday-Friday:	9.15am - 12.15pm	12.15-1.15pm

Note Thursdays are dedicated to Pre-school children. Discussion with Becky is necessary to decide if your child is at the right stage to attend on this day.

Sessions are booked for a term, for a minimum of two mornings.

Joining & Fees

To join or book a 'pop in visit' please contact Becky Baker (see Contacts).

Attendee	Fee
Mums to be	Free
Mums/accompanied child under one year	Free
Mums/accompanied child between 1 and 2.5 years	£2.85
Unaccompanied child over 2 years	£8.50
Lunch Club	£2.85

Fees remain fixed until July 2010.

We are registered and able to accept payment through the salary sacrifice voucher payment schemes such as Busy Bees or Kiddie Vouchers, and or through the Government Early Learning Free Education scheme (15 hours free)

Other useful Information

Playgroup closure

In the event of any unforeseen circumstances, such as snow, or electricity failure, e-mail and text communications will be made to all parents / carers between 8.30 - 9am. It is important that contact details are therefore kept up-to-date. No Charge will be levied if the playgroup is closed.

Playgroup Contact Details

Playgroup Mobile (playgroup hours only) 07779 635 068

Committee Chair 01451 851 864

Web-site www.guitingpowerplaygroup.org.uk

Our Policies and Procedures

In order to explain in more detail the day-to-day running of the playgroup, we have a detailed set of policies and procedures. These cover all aspects of the playgroups operation ranging from behaviour management and child protection, to lunch club.

Our policies and procedures are on display in the entrance for Parents and Carers to view at any time.

Below is a summary of the policies and procedures

- Admissions
- Fees
- Behaviour management
- Child protection
- Complaints procedure
- Confidentiality
- Equality and diversity
- Equipment and resources
- Food and drink
- Health and safety
- Parental involvement
- Special educational needs
- Staffing and employment
- Student placement
- Non collection of child
- Lost child
- Accident and emergency
- Lunch club

(Note, these are currently under a complete review and should be fully updated by Feb 2010)

All About Me

The more information we can have about your child the better. The information requested in this form gives us a greater understanding of your child at the start, and enables us to tailor activities and themes to meet your child's individual interests, as well as helping to dispel fears or anxieties.

My Name is _____

In my family the grown ups are called

My brothers and sisters are called

The names of my pets are

I like to play with

My favourite story is

I don't like

These things worry me

My mum describes me as

Guiting Power pre-school playgroup registration form

Childs full name _____(Boy / Girl)

Preferred name _____

Date of Birth _____ Age _____

Names of Parent or primary carer

Name _____ Relationship (mother, nanny) _____

Childs Address

Parents address if different from child

Telephone Numbers

Home _____ Mobile _____

Work _____

E Mail _____

Emergency Contact Details

Name	Telephone Number(s)	Relationship
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1) _____	_____	_____
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2) _____	_____	_____
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3) _____	_____	_____
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Number of siblings' _____

Ethnic Origin _____ Family Religion _____

Home Language _____ *(It is helpful to know which languages are spoken at home should translation be required for parental communication)*

Contact details of other professionals involved with the family (Health visitor, social worker)

Please confirm the days you wish your child to attend

Day	Accompanied or Independent	Lunch Club (12-1.15pm)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Health Information

Any medical procedure forbidden by family religion

Name and address of family doctor

Doctors telephone number _____

Details of allergies, medical conditions, feeding difficulties, or other special needs (please use additional sheets if necessary)

Current medication

Medical History inc Immunisation

Parental Consent (Please confirm and sign if you give consent to the following)

Photographs may be taken during a playgroup session which may be used for

a). Internal displays in playgroup. Yes / No Signature _____

b). External media (newspapers etc) Yes / No Signature _____

Children may be taken on local trips to the church, shops etc

Yes / No Signature _____

Sun cream can be applied by staff.

Yes / No Signature _____

Transfer records to be passed to new settings (schools or nurseries)

Yes / No Signature _____

I give consent for any emergency medical attention. I therefore authorise staff to sign on my behalf any written form of consent should medical treatment be necessary, provided that the delay in obtaining a signature might endanger my child's health and safety.

Yes / No Signature _____

I have read the policies and procedures

Yes / No Signature _____

I have read the fire drill and know what to do in the event of a fire

Yes / No Signature _____