

Park Hall Playgroup

Manor Farm Community Association
King George Crescent
Rushall, Walsall
WS4 1EG
Telephone Number: 01922 720866 or 01922 614316

Information For Parents/Carers



Term time opening

Monday to Friday 9:30am—12:30pm

Ofsted Registration Number: EY416743

If you require this information in another format, for example large print, audio or in another language, please speak to the manager and every effort will be made to provide you with the alternative format as soon as practicable.



Park Hall Playgroup is part of:

Park Hall Community Association,
Park Hall Road, Walsall, WS5 3HF
Tel: 01922 720866 Email: info@parkhallca.co.uk Website: www.parkhallca.co.uk

Registered Charity No. 1058425

Registered Company No. 3166663

Introduction

Thank you for choosing to send your child to Park Hall Playgroup. Please take some time to read this information booklet, which will hopefully answer many of your questions about our Playgroup.

Park Hall Playgroup was opened in 1972 and was originally constituted as a registered charity in 1978. On 1st April 2010 we merged with Park Hall Community Association, which is certified by Ofsted as the registered provider responsible for the Playgroup. We care for up to 20 children, aged 2 ½ to 5 years, attending our five morning sessions, which run from 9:30am – 12:30pm, Monday to Friday during term time.

We are usually based in Falmouth Road, Park Hall, but whilst building work is taking place we will be based at Manor Farm Community Association, Rushall. Any children who join us at Manor Farm will be guaranteed a place when we move back to our new building in Park Hall around Easter 2011.

We are a friendly pre-school playgroup, which aims to provide a happy and stimulating environment for your child. Our staff hold suitable qualifications and undertake regular training to ensure that we continue to offer a quality provision for all of the children in our care. We are registered with the Charity Commission as an educational charity and are overseen by a volunteer management committee.

Our most recent Ofsted inspection took place in January 2007 and graded the quality of both our day-care and nursery education as 'good'. We are a member of the Pre-School Learning Alliance and we benefit from professional support from the Walsall Early Years Learning & Family Support Team.

We run as a fully independent pre-school playgroup and children attending usually feed into local primary schools. Please note that attending Park Hall Playgroup does not guarantee a place at any neighbouring school.

Aims of Park Hall Playgroup

Park Hall Playgroup aims to offer the highest standard of day-care and early years education for children aged 2 ½ - 5 years. We also aim to prepare your child for school, and for life in general, in a happy and friendly environment. We encourage your child's personal and social development and aim to increase his/her confidence through a variety of activities. We hope to see a happy sociable child who is friendly, willing to share with others and prepared to co-operate with other children and adults.

Admissions Policy

Park Hall Playgroup operates an 'equal opportunity' admissions policy. Children are usually admitted from the age of 2 years and six months but we will also accept children who are nearing this age.

Membership & Fees

Parents/carers are requested to complete a registration form to apply for a place at Playgroup, along with details of sessions required.

Places will be confirmed by telephone (followed by a confirmation letter).

Once your child has started Playgroup you may wish to change, or add to, the sessions booked (subject to availability of places). Please complete an 'amendment to sessions required' form which is available from the Playgroup Manager. To ensure that adequate staffing is in place please wait for confirmation before attending any amended/additional sessions.

Fees for Playgroup are set by the management committee and are subject to an annual review each September.

Fees for the 2010/2011 academic year have been set at £10.00 per session (9:30am – 12:30pm), whilst we are at Manor Farm. Fees will then be reviewed when we move back to Park Hall.

A non-refundable £5.00 registration fee, to cover administration costs, is payable upon submission of your application form and annually thereafter.

Invoices for fees will be issued each half-term. A final payment date will be included on all invoices for sessions. Any late payments will be charged at £5.00 per week to cover administration costs.

Payment will be accepted by cash, childcare vouchers or cheque (made payable to Park Hall Community Association). All payments should be made in a named, sealed envelope.

Up to five free sessions per week (38 weeks per year) are available for all four year olds, and three year olds from the term after their third birthday, through the Nursery Education Grant (NEG).

Parents/Carers must complete a claim form to benefit from NEG funding. More information is available from the Playgroup Manager.

Parents/Carers should be aware that any sessions not covered by the NEG claim form will be charged for at our standard fee rate. This will include any weeks that the Playgroup is open in excess of the number of weeks that the NEG covers.

Anyone having difficulty with fee payments should speak in confidence with Jayne Hunt (Business Manager) on 01922 720866.

Refund of fees

Refunds will be made if the playgroup is forced to implement an unforeseeable closure (e.g. power cut, loss of water supply, etc).

Fees will not be refunded for days missed due to illness or holidays (payment is for the child's secured place at Playgroup regardless of their attendance).

Cancellation of Membership

The Playgroup requires a minimum of half a term's notice of your child leaving the playgroup or half a term's fees in lieu of notice. If your child does not attend Playgroup for two weeks, without prior notice, membership will be cancelled and half a term's fees will be due.

If your child will be away from Playgroup for more than two weeks, but you wish to retain your membership, please notify the Playgroup Manager in writing so that your place is not offered to another child.

Safeguarding Children

We work together to keep all of the children in our care safe and free from harm. All of our staff have enhanced clearance from the Criminal Records Bureau. Staff have received child protection training and child protection issues are coordinated by Moira Edwards (Playgroup Manager) and Jayne Hunt (Business Manager).

Equal Opportunities

Our staff actively promote equality of opportunities and anti-discriminatory practice for all children and adults.

We positively support racial, gender and physical equality and nurture an understanding of cross-cultural perspective and values. We try to ensure that the specific needs of all children are met and that they are presented with positive images of people from all walks of life.

Special Needs

Our philosophy is that children with differing needs have a right to develop to their full potential alongside other children.

Allergies, Dietary Requirements & Medication

If your child has any allergies, dietary requirements or needs to take medication, please provide this information on their registration form and discuss it in more detail with the Playgroup Manager if necessary.

Illness

Please do not bring your child to Playgroup if they are unwell.

If your child is unwell please telephone to let us know that he/she will not be attending.

If your child has been vomiting or had diarrhoea please do not bring him/her to Playgroup until at least 48 hours after the last occasion.

If your child becomes ill at the Playgroup, he/she will be taken to a quiet area away from other children and we will ask you to collect him/her immediately.

Arrival/ Collection

Please ensure that your child is punctual and arrives in time for the session to begin at 9:30am.

Please wait outside until the doors are opened, as staff need time to prepare the room safely before Playgroup starts.

If you anticipate being a few minutes late collecting your child you must contact the Playgroup via Manor Farm CA's switchboard (01922 614316) in order for us to reassure your child.

It is your responsibility to arrange for someone to collect your child if you anticipate being late by more than a few minutes.

We reserve the right to charge a £5.00 fee for any parent who arrives to collect their child more than 5 minutes later than the closing time of the Playgroup (12:30pm).

If a child is left for an unacceptable amount of time, and we are unable to contact you, our policy is to contact the police and social services.

Persistent lateness may result in forfeiture of membership.

Children will only be allowed to leave with either yourself or your nominated adult.

Early Years Foundation Stage Framework

Park Hall Playgroup has provided the Early Years Foundation Stage (EYFS) Framework since September 2008.

The EYFS is a stage of development from birth to end of their first year at school (Reception year).

The EYFS framework describes how early years practitioners should work with children and their families to support their development and learning.

It describes how your child should be kept safe and cared for and how all concerned can make sure that your child achieves the most that they can in their earliest years of life.

The EYFS is based around four themes, each linked to an important principle:

A Unique Child

Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

Enabling Environments

The environment plays a key role in supporting and extending children's development and learning.

Learning and Development

Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

Themes, Activities and Events

We aim to offer a balanced mix of child-led and adult-led activities, including a range of seasonal themes throughout the year. You will receive regular newsletters, which will inform you what those themes are and provide information about various activities and events taking place here at Playgroup.

Key Person

Your child is allocated a Key Person from the day he/she joins Park Hall Playgroup. This member of staff is your main contact during your child's stay at the playgroup.

Food and Drink

We aim to provide a range of healthy snacks and drinks for your child and to make snack time a social time. Please provide a named drinking water bottle for your child to use each day. Fresh drinking water is available at all times.

During normal Playgroup sessions we request that you do not send in food for your child, unless they have a specific dietary requirement that you have discussed with the Playgroup Manager.

On special occasions we organise parties for the children. On these occasions we do ask parents to donate party food. Details of these events will be included in our newsletters and posted on our notice board.

Clothes/Nappies

We understand that all children develop at different rates and that young children may not yet be completely toilet trained. Some children will still be in nappies/pull-ups and others will have the occasional 'accident', which our staff will deal with. We keep a small selection of clean clothes, nappies sacks and wipes at Playgroup.

We request that you send in a named bag, to be kept on your child's peg, containing:

- a set of spare clothes (pants, socks, jogging bottoms and t-shirt/jumper);
- a pair of pumps and;
- nappies, nappy sacks and wipes (if necessary).

If your child is still in nappies/pull-ups please ensure that they are freshly changed before coming to Playgroup each morning. It is not fair for your child or our staff to have to deal

with a very wet or soiled nappy at the start of the session, when the children are being settled in.

We will encourage your child to be independent, so please send him/her to Playgroup in clothing that is easy for them pull up or down when going to the toilet or having their nappy changed (e.g. jogging bottoms, leggings, etc).

We also ask that you send your child to Playgroup in clothing appropriate for the weather. We try to play outside, even if it is cold or wet, so please ensure your child has suitable footwear, along with a coat, hat and gloves for cold weather and a sun hat and sun cream for warm weather.

Expected behaviour

Our Playgroup believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else.

We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment.

We require all staff, volunteers and students to use positive strategies for handling any conflict by helping children find solutions in ways that are appropriate for the children's ages and stages of development; for example distraction, praise and reward.

We never use or threaten physical punishment.

Positive behaviour is encouraged and praised

Parents Consultation Session

Throughout the year we have events that include a Parents'/Carers' consultation session. These are social events where you have the opportunity to join us for some light refreshments and see how your child is progressing.

Volunteer Parent Duties

Parents/carers are not routinely required to help at Playgroup; however you are always welcome to help out at a session, as we believe that it gives an invaluable opportunity for you to observe how your child is progressing at playgroup, and to see how the sessions are run. A parent helper rota is posted on the notice board in the Playgroup entrance so please add your name if you would like to help out.

It may be necessary on rare occasions that a parent/carer will be asked to assist the staff during the session if we are unexpectedly short staffed. It would not be possible for that session to run without a parent helper, as the adult/child ratio would be inadequate for our Ofsted registration and insurance cover.

Fundraising

Park Hall Playgroup could not continue to offer such a wide range of activities for your child without raising additional funds during the course of the year. We ask each

parent/carer to help with this essential work by supporting and helping with our fundraising activities during the year.

Management Committee

The Charity Commission requires that we are overseen by a management committee each year; without it Park Hall Playgroup cannot continue. If you are interested in joining our management committee please contact Jayne Hunt (Business Manager) on 01922 720866.

Photographs

We regularly take photographs during Playgroup sessions. These photographs are displayed on the walls and in our photo albums, included in your child's record of work, used as evidence of our good practice for quality improvement and may be used for publicity purposes.

If you do not wish your child's photograph to be included in any of the above please tick the relevant box on your child's registration form.

Leaver's Record

When your child leaves to go to school, you will be given a book containing samples of work and some photographs of your child during his/her time at Playgroup.

Comments & Compliments

We appreciate your comments & compliments, as we always strive to provide the best possible service to all of our customers.

Worries, Concerns and Problems

Should you have any concerns regarding your child or the running of Park Hall Playgroup, please speak to your child's key carer or the Playgroup Manager in the first instance.

A copy of our Complaints Procedure is posted on our notice board in the Playgroup entrance and you may request a copy from any member of staff.

Policies and Procedures

Our full file of Policies and Procedures is available for you to view at any time and copies are available upon request.

Disclaimer

We provide your child with an opportunity to play with a wide range of toys, games and craft activities. Please do not send him/her to Playgroup in expensive clothes or with precious items or toys.

Park Hall Playgroup reserves the right to alter or cancel sessions if the need arises and accepts no liability for loss or damage to personal items.

September 2010