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1. About Pulloxhill Pre-School Playgroup

We hope this information booklet will provide you with all the details you need to know about us. Please feel free to talk to any member of staff, the committee or parents of children already attending Pulloxhill Playgroup should you wish to discuss anything about the Playgroup.

Pulloxhill Playgroup provides high quality care in a safe environment where children can learn to develop through play. We welcome children between 2 years 6 months and 5 years (whether dry or not).

We were inspected by OFSTED in November 2008 who stated " The setting's daily practice is very effective in ensuring that children make good progress. They enjoy their time at the setting

We are members of the Pre-School Learning Alliance (PLA). As parents of children in Playgroup you are members too. The PLA is a National Organisation that offers regional support to staff, committee, parents and groups. They also provide the training for staff and parents and they provide our Bulk Buy shop, which you can all use.

2. Organisation

Sessions run from 9:15 until 11.45 then from 12.30 until 3.00 on Monday, Tuesday, Wednesday, Thursday and Friday, term time only. Initially children must attend 2 sessions per week; this can then be increased as the child settles into playgroup.

Should you wish to change your child's session to a different day then please speak to the Membership Secretary who will do their best to change it for you. We require at least six weeks notice for any changes.

Lunch Club

There is a lunch club available daily from 11.45 until 12.30. This has an extra charge of £2.75. Children are required to bring a packed lunch or money for a school dinner. Please ensure your child's name is on their lunch box and drink bottles. Lunch boxes won't be able to be stored in a fridge so it may be an idea to include a small ice pack in the box to help keep the contents cool.

Lunch Box

Here are some Healthy Guidelines for a healthy Lunch Box.

You should try to include the following

A good portion of starchy food e.g. wholegrain bread, chapatti, pitta pocket pasta or rice.

Plenty of fruit and vegetables e.g. carrot sticks, cucumber, tomatoes, apple banana etc Remember the 5 a day recommended for health.

A portion of milk or dairy product e.g. yoghurt or cheese/ or soya if dairy free diet

A portion of lean meat, fish or alternative e.g. ham, chicken, tuna, egg or hummus.

A drink e.g. fruit juice or water.

Try to choose foods low in salt, fat and sugar.

It is advisable to chill sandwiches etc and place in an insulated lunch box and use small ice packs to help keep things fresh.

If you freeze the drink, this will help keep the lunch cool until needed.

We will store your child's lunch in a cool place.

Children will be encouraged to eat their lunch and any uneaten food will be left in the box so that you can see what things your child enjoys and adjust the contents if necessary.

Please do not include nut based products or chocolate if possible to prevent the risk to others with allergies.

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3. Session Timetable

Sessions are carefully planned and will always include the following:

Registration

Free play with various activities including painting, crafts, sand, water, building table, play dough. Access is available to outside learning environment throughout the session weather permitting

Milk bar during which children can have a healthy snack to eat and choose between milk or water to drink.

Tidy-up time and story time or action songs.

Each child has a named container into which any work done during the sessions can go. Please note that paintings and craft work with glue may take several days to dry

before being placed in here. The child's container will also contain any correspondence to parents from staff, parents or the Committee. Therefore it is important to check your child's container after each session.

4. Planning

Our policy is to provide a safe and secure environment, which is stimulating and educational, which allows children to learn from hands-on experience and allows children to develop in all areas of the curriculum. We cover the following six areas within our planned sessions:

- ✓ Personal Social and Emotional Development
- ✓ Problem Solving Reasoning and Numeracy
- ✓ Creative Development
- ✓ Language and Literacy
- ✓ Knowledge and Understanding of the World
- ✓ Physical Development

The playgroup staff will choose a theme for each half term. In conjunction with this theme there is a weekly letter, colour or shape. Children are encouraged to bring in items from home relating to these themes, which are discussed with the other playgroup children during registration. These items are returned to the child's container by the end of registration.

5. Staff

Playgroup Leader: Claire

Deputy Playgroup Leaders: Fran & Sue

Playgroup Assistants: Jenny Joanne Kim Julia

Afternoon assistant leader Sue

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6. Key Person System

What is a Key Person?

When your child starts Pre School he or she will be allocated a key person, this person will be one of the experienced staff, They will assist your child and yourselves with the settling in process. They will give you initial advice and ask you questions about your child's needs, their likes and dislikes, any special interests they have and your family unit.

During your child's time at Pre School the Key person will carry out observations and take photos of him or her whilst playing or taking part in other activities we offer. These observations are then written up and put into their Progress Records. These

cover all the Early Learning Goals and help you and staff to give your child the best level of care to help them progress at their own level.

A Written settling in Report will be given to you after your child's first full term.

Progress Records enable us to plan sessions and activities that will support learning for each individual and can also help Parents see how the child's learning is supported through play. They also give us the whole view of a child's nature, character and interests, so that we can support and encourage, helping them become confident and happy with themselves.

Each year, normally in July, the key person will provide a written report and may ask you to come in to go through the progress records. This will enable you to ask questions and also add things to these that your child does at home or elsewhere.

When your child leaves to go to school, or another pre school if you are moving areas, the progress records will be given to you so the new setting can use them to make your child's transition and progress continue smoothly.

Although your child has a key person, all staff will also note progress when seen whilst working with your child and pass this to the key person to add to records.

You can speak to any member of our team each day. They will answer any questions and, if related to progress, will pass on any specific information to the key person if they are not available to see you.

We know that you as parents are an important part of your child's learning and want you to feel confident to approach us at any time with questions or ideas you may have to help your child be happy and confident.

We are all parents ourselves and know how we can often have things we want to say but sometimes feel embarrassed to do so in case they sound silly, so please be confident to talk to us and we will do our best to help.

If you would prefer an oral report please ask.

If your child has any special needs then these can be incorporated in a play plan with the child's key person. It is important that parents discuss any special needs with their key person.

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7. Registration

There is a £5.00 registration fee and a registration form to fill in when your child joins. This contains permissions and personal information and when completed is kept in a locked box on the playgroup premises.

Please supply proof of your child's date of birth when you bring in your registration form ie. Birth certificate/passport/child benefit letter etc.

In order to ensure the smooth running of the playgroup, at least six weeks notice is required in advance of your child leaving playgroup.

8. Fees

Fees are charged at the current rate per session - presently £7.75.

Fees are charged per half term and invoices will be issued in the first week of the new half term, stating a date on which the payment must be paid by (usually within 2 weeks). Please ensure payments are made on time as this greatly assists the Committee with cash flow and planning. Cheques are preferable to cash for ease of accounting. If, however, you have any problems with making payments on time, or on this basis, then please speak in confidence to the Treasurer who will try to make suitable arrangements for you.

Please note that any bank charges received by the playgroup will be charged to you. Cheques should be made payable to Pulloxhill Playgroup.

9. Funding

We are registered with the Early Years Development and Childcare Plan and are currently able to get funding for 3+ year old children. (This is from the term after your child's third birthday.) Please speak to the chairperson or the membership secretary if you would like further information about these funded places.

If your child is entitled to funded sessions, (this is from the term after your child reaches the age of 3 years) you may choose to split these with another care provider. Please note that you may need to pay for some of your sessions if they are more than five in total. Please ensure that the Membership secretary is aware of the arrangements.

10. The Committee

Pulloxhill Playgroup is managed by a team of parents called The Committee who are police checked for the safety of the children. The Committee consists of the legal minimum of five members who are elected at the AGM (Annual General Meeting): Chairperson, Treasurer, two Secretaries and a Fund-raising Co-ordinator. The Committee is responsible for the general running of the Playgroup and it employs the staff. 5

The Committee is not paid and they work voluntarily for the benefit of the children and to support the staff. The more parents who get involved with the Committee the better for the Playgroup.

The Committee meets regularly throughout term time (at least once each half term) to discuss ways of maintaining and developing the Playgroup further. We are always willing to listen to and consider suggestions given to us by parents who are not on the Committee. As we are a charitable organisation we rely heavily on fund-raising and your support with this is greatly appreciated.

Should you be interested in getting involved with the Committee then please speak to the Chairperson or Playgroup Leader. At present our AGM is held in May. This is when a new committee is elected and it is open to all parents to attend and apply for such positions. However, for various reasons, positions on the Committee may become available throughout the year.

11. Health and Safety

We are entitled to have up to 20 children at any one session. As is legally required, we maintain the following adult to child ratios: 1:4 for under threes and 1:8 for three year olds and above. This ensures a happy and safe environment for your child.

Fire drills are carried out at least once a term and these are recorded in a log book which is kept on the premises. Each child is made fully aware of the procedures and the information is in a visual form as a poster on the wall.

Emergency/first aid procedures are reviewed regularly. A copy is always on display within the classroom

An accident book is kept available during the sessions to record any minor accidents. The parents are informed at the end of the session and are asked to countersign the record and are given a copy of the entry.

All emergency contact telephone numbers of children are on hand in case staff need them. **Please make sure these are up to date.** If there are any changes please let the Membership Secretary & Playgroup Leader know as soon as possible.

12. Illness

As we want your child and others attending playgroup to be fit, healthy and happy, please do not send your child if they show signs of illness. The playgroup leader may ask you to collect your child at any time should s/he become too ill to benefit from the session. Do not allow your child to attend playgroup for 48 hours after any vomiting or diarrhoea.

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Conjunctivitis and impetigo are highly contagious so please do not send your child to playgroup whilst infected. All infectious diseases, such as chicken pox and infestations of head lice, should be reported to playgroup to inform other parents to look out for symptoms.

13. Clothing

We like the children to get lots of hands-on experiences. While we make every effort to keep your child clean (using plastic aprons, hand-washing etc.), every

parent knows that children plus paint or glue equals mess. Please consider this when dressing your child for playgroup. T-shirts, sweatshirts, fleeces and other items with the playgroup logo can be purchased. (Please ask a staff or committee member for further details).

In case of mishaps:

- ❖ Paint is best removed from clothing by rubbing with a soap product first, e.g. "Vanish". Then wash as usual with normal detergent.
- ❖ Glue is best removed by putting the garment in the freezer and then carefully cracking off the frozen glue.

Weather permitting, we aim each day to give the children some fresh air and learning time in the garden. In cooler weather, please supply a warm coat, hat and wellies with your child's name in to allow your child to participate. Please bring smaller items of clothing in a named bag and provide a plastic bag for dirty wellies.

If your child has pierced ears, please ensure that only studs are worn.

Necklaces should not be worn, unless they are for cultural purposes,

These should stay below clothing in case of accidental tugging, etc.

14. Children in Nappies

Children in nappies or trainer pants should come to playgroup with adequate supplies of nappies, wet wipes and nappy sacks. We completely understand that children of 2 years 6 months and older may well still be in nappies and we are happy to have them. We do, however, need plenty of supplies as during a busy morning children sometimes forget to ask for the bathroom. Only a member of staff will change children with another adult nearby.

15. Playgroup Outings

Occasionally playgroup organises outings. In such cases a small charge may be made to you to cover certain costs (such as transport). You will be notified about these trips well in advance.

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16. Fund-raising

The playgroup staff are paid a small wage by the committee. Money for renting the room, insurance and the expenses of craft materials, refreshments, printing etc. all has to be met.

The playgroup does not receive any money from the local authority. Therefore it is self-financing and relies on fees and fund raising events. Your ideas and help are vitally important to us and are greatly appreciated. PLEASE SUPPORT OUR FUND-

RAISING ACTIVITIES. Partners, grandparents and other family members are always welcome to help us if you are unavailable.

17. Behaviour Management

We believe that children flourish best in an ordered environment, where they know what is expected of them and can develop their play and learning without fear of being hurt or bullied. We aim to help children develop self-discipline, self-esteem and mutual respect.

This is achieved through adults praising and encouraging desirable behaviour, e.g. kindness and willing to share. Misbehaviour is not tolerated and should a child behave poorly, it will be immediately made clear to the child that the behaviour or attitude is not welcome. Recurring problems will be tackled in partnership with the child's parents.

18. Equal Opportunities Policy

We are committed to providing care for people without discrimination and want everyone to feel welcome. We will not tolerate discrimination on the grounds of race, creed, class, gender, sexuality, disability or age. It is therefore our policy to challenge unacceptable behaviour or comments whether it is amongst staff, parents, children or other users.

19. Complaints Policy

We believe children and parents are entitled to courtesy and prompt and careful attention to their needs and wishes. If you have any comments or complaints, in the first instance, speak to the Playgroup Leader. Please make clear to them, the degree of confidentiality required as normally the Playgroup Leader will wish to discuss issues raised with the other staff. There is a comments book on the notice board.

If you are unsatisfied with the outcome of this meeting, then you should put your concerns in writing to the Chairperson and request a meeting with Chair/Playgroup Leader or Committee. Parent and Playgroup Leader can have a friend/colleague present if required.

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If the matter is still of concern you can request the Chairperson to call in a mediator, possibly from PLA or Ofsted, who will then define the problem, review action and suggest further plans. Alternatively you can contact Ofsted directly.

There is a comments/complaints book kept on the notice board, along with Ofsted numbers.

20. Notice Board

Please read the notice board by the entrance. This contains daily news, help or items required etc. There is also our Policy Document entitled "Welcome to Pulloxhill Playgroup" which you are welcome to read. This includes policies on: Admission, Behaviour, Child Protection, Complaints, Equal Opportunities, Health and Hygiene, Safety, Equipment, Special Needs and Employing Staff.

21. What We Require From You

You will be expected to stay with your child until you and the Playgroup Leader feel confident that your child has settled in well enough to be left without you.

Please take care not to block any drives, paths or roads when parking to drop off or collect your child from playgroup in order that we do not cause any inconvenience to the residents of Fieldside Road.

The Landlord of the Cross Keys Public House has kindly offered to allow parking during drop off and collection times. Please try to use this car park as it's only a short walk away and will ease any congestion.

Children are dropped off and collected using the rear entrance through the side gate of the building. Please note that playgroup staff are only responsible for your child from 9:15 and not before.

Please collect your child promptly at 11.45am, 12.30pm if lunch club is included, or 3.00pm. Parents should note that at the end of the session the responsibility and liability for the safety of your child ceases to be with the playgroup and lies totally with the parent or whoever is collecting your child.

If somebody else is collecting your child then you need to write this in the parent pick-up book which is kept at playgroup. It is important that you also include the person's contact number.

If a situation arises during a session when you need someone else to collect your child, telephone the playgroup to let them know. You should provide a password to ask for when the other person picks up your child. Your child will not be allowed to leave the playgroup with another person without this.



Bedfordshire
county council

INFORMATION FOR PARENTS

FAIR PROCESSING NOTICE

DATA PROTECTION ACT 1998

Early Years Settings, Schools, Local Authorities (LAs), the Secretary of State for Children, Schools and Families and the Department for Children, Schools and Families (DCSF) (the government department which deals with education and children's services), the Qualifications and Curriculum Authority (QCA), Her Majesty's Chief Inspector of Education, Children's Services and Skills (Ofsted), and the National Assessment Agency (NAA) all process information on children and pupils in order to help administer education and children's services and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about children must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **Early Years Setting** holds information on children in order to support their development, to monitor their progress, to provide appropriate pastoral care, and to assess how well the Setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time Early Years Settings are required to pass on some of this data to LAs, the DCSF and to agencies that are prescribed by law, such as QCA and Ofsted. In particular, at age five an assessment is made of all children (the Foundation Stage Profile) and this **information is passed to the Local Authority and receiving maintained school.**

The **Local Authority** (LA) uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the Local Authority will make an assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified from them.

The **Qualifications and Curriculum Authority** (QCA) uses information about children to administer national assessments such as the Foundation Stage Profile. Any results passed on to the DCSF are used to compile statistics on trends and patterns in levels of development. The QCA can use the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Her Majesty's Chief Inspector of Education, Children's Services and Skills and **Ofsted** do not routinely process any information about individual children. However, whilst Ofsted holds no records of individual children's progress, it does use information about the achievement of groups of children to help inform its judgements about the quality of education in Early Years Settings.

The **National Assessment Agency** (NAA) uses information for those, relatively few, Settings undertaking the Foundation Stage Profile. The resulting data is passed on to the NAA which also uses information in working with schools, the QCA, and Awarding Bodies, for ensuring an efficient and effective assessment system covering all age ranges is delivered nationally.

The **Secretary of State for Children, Schools and Families** and the **Department for Children, Schools and Families (DCSF)** use information about children and pupils for research and statistical purposes, to allocate funds, to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole. The DCSF will feed back to LAs information about children for a variety of purposes that will include data checking exercises, and use in self-evaluation analyses.

Information about children may be held to provide comprehensive information back to LAs to support their day to day business. The DCSF may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys

is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

The DCSF may also disclose individual child and pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

The Children Act 2004 permits the disclosure of information from registered childcare providers for inclusion on ContactPoint. The purposes of ContactPoint are to:-

- help practitioners working with children quickly identify a child with whom they have contact;
- determine whether that child is getting the universal services (education, primary health care) to which he or she is entitled;
- enable earlier identification of needs and earlier, more effective action to address these needs by providing a tool to help practitioners identify which other practitioners are involved with a particular child; and
- encourage better communication and closer working between practitioners.

ContactPoint will hold for each child or young person in England (up to their 18th birthday):

- basic identifying information: name, address, gender, date of birth and an identifying number;
- name and contact details for a child's parent or carer;
- contact details for services involved with a child: as a minimum educational setting (e.g. school) and primary medical practitioner (e.g. GP Practice) but also other services where appropriate; and
- the facility to indicate if a practitioner is a lead professional for a child and/or if an assessment under the Common Assessment Framework has been completed.

ContactPoint will NOT contain any case information (such as case notes, assessments, attendance, exam results, medical records or subjective observations).

Access will be strictly limited to those who need it to do their job. All authorised users must have undergone relevant mandatory training, have security clearance and have a user name, a password, a PIN and a security token to access ContactPoint. To ensure high standards of accuracy, information on ContactPoint will be drawn from a number of existing systems, including the termly School Census from which pupils' home address will be collected.

For further information go to <www.everychildmatters.gov.uk/contactpoint>

Children, as data subjects, have certain rights under the Data Protection Act 1998, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

the Early Years Setting Leader / Manager;

the Local Authority at: Martin Alcock, Bedfordshire County Council, County Hall, Bedford, MK42 9AP ;

the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;

Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London WC2B 6SE;

the NAA Data Protection Officer at NAA, 29 Bolton Street, London W1J 8BT;

the DCSF's Data Protection Officer at DCSF, Caxton House, Tothill Street, LONDON, SW1H 9NA.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.

