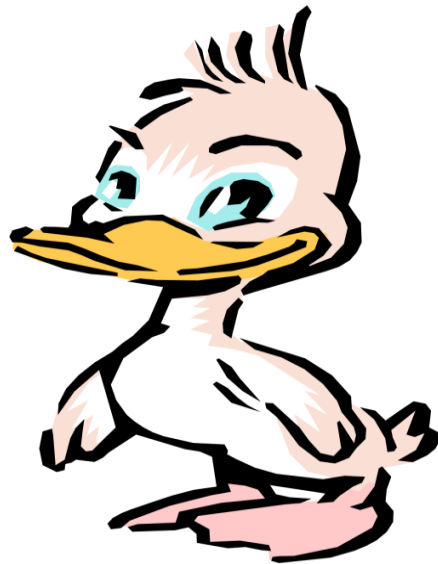


Shelswell and Fringford Pre-School Playgroup



Prospectus 2016 - 2017

Our Mission Statement

Shelswell and Fringford Pre-school Playgroup is a community pre-school where parents and carers can confidently leave their children secure in the knowledge that they will receive the highest standards of care and early years education.

The ethos underpinning all we do is 'learning through play'. We offer children a stimulating environment where their individuality is respected and valued. We promote all areas of the children's learning and development, and work towards them becoming confident and independent both in their self care and approach to learning in preparation for their transition to nursery or reception class. We do this by providing play activities appropriate for their stage of development in accordance with the Early Years Foundation Stage.

We welcome all children whatever their individual needs may be. All children have the right to be educated and to develop their full potential. We believe that having an inclusive policy benefits all children, and positively reflects the diversity of our society.

We listen to and work closely with families to meet the needs of all children and believe that 'parents are ... (children's) first and most enduring educators.'



Welcome to Shelswell and Fringford Pre-school Playgroup

Shelswell and Fringford Pre-school Playgroup is a charity organisation managed by a committee of volunteer parents (Reg no: 1052801). We are members of the Pre-school Learning Alliance, and are supported by the Oxfordshire County Council Early Years team; our Early Years advisory teacher visits twice a year and all members of staff attend training courses run by the authority. We have a board of Custodian Trustees who meet three times a year and who oversee the long-term maintenance of the building and the role of the pre-school within the Shelswell benefice.

We have an experienced team of key workers some of whom have additional roles.

Supervisor - Samantha Barnett-Legh (Early Years Foundation Degree)(Safeguarding)

Shirley King (NNEB) - Deputy Supervisor/Safeguarding (NNEB)

Sharon Smythe – (Level 3 Diploma) - Finances

Natasha Clark (NNEB) (SENCO)

Nichola Runswick (Level 3 Diploma)

Mandy Jones (Health and Safety)

Christine Savins - Lunchtime Assistant / Cleaner

All staff hold current advanced paediatric first aid certificates and have been cleared by the Criminal Records Bureau (CRB).

Many of our staff initially came to playgroup as parents and stayed – be warned... it could happen to you!

Contact details can be found on the last page of this booklet.

OPENING TIMES

Playgroup is open daily from 9.15am to 3pm during term time. Funded children on a five hour day may be collected at 2.15pm. Lunch is taken between 11.45am and 12.30pm.

Our term dates generally follow those of Oxfordshire schools with some variance for inset days. The dates for this year are displayed on the notice board in the cloakroom and on our website.

AGE

Generally we accept children (between 2½ and 4 years) from the start of the September, January and April terms after they turn 2 years 6 months until the end of the school year before they have their fifth birthday (ie the end of July before they begin their F1 (Reception) year). We do have a very small number of places for 2 year olds that are either in receipt of 2 year funding, or there are special circumstances that we will consider on an individual basis.

Most children leave in July before starting their Reception (F1) year at school, although a few move to school nurseries before this date. Once children are 2½ years they generally attend for up to five hours per week, usually taken as two sessions (either 9.15 – 11.45am or 12.30 – 3pm). From the term after their third birthday children are eligible for up to 15 funded hours per week.

APPLICATIONS

We encourage prospective families to visit playgroup. If you feel we are the right place for you and your child please complete an application form, which will then secure your child a place on our waiting list. We have a volunteer Bookings Secretary who administers the waiting list. Children enter playgroup in September, January or April. You will usually receive a call from the Bookings Secretary the term before your child is due to start. Please see our admissions policy which

explains how places are allocated.
bookings@FringfordPlaygroup.co.uk

CURRICULUM

We believe that children learn through play and we organize our resources and activities to encourage children to follow their own particular interests whilst covering all seven areas of learning in the Early Years Foundation Stage (EYFS);

Prime Areas: Personal Social and Emotional Development
Communication and Language
Physical Development

Specific Areas: Literacy,
Mathematical Development
Understanding of the world
Expressive Arts and Design

If you would like to know more about the EYFS please ask a member of staff or look at the Department for Education website (www.education.gov.uk) and follow the 'Early learning and childcare' link.

Children over three years old have the opportunity to do PE. We are fortunate to have the use of Fringford School hall for a PE session on Wednesday morning. This is an excellent opportunity for those children who will be moving on to Fringford School to become familiar with the building and some of the staff. Children do not need special clothing for this session, although as we do PE barefoot it is preferable not to wear tights/complicated footwear. For insurance reasons children need to be at least three years old to join this session.

On a Monday morning we take the younger group to the hall for music and movement, this gives them the opportunity to gain independence by learning to take their shoes and socks off and putting them on again in a small group, they have lots of space to explore, while listening to the music and following the

instructions. It has proved very popular with them. The older group take this opportunity of spending time having fun with phonics and working as a small group in preparation for school in September.

KEY WORKER APPROACH

Each child is assigned a member of staff as their key worker whose role is to maintain contact with you and build a positive relationship with your child, enabling them to feel secure at playgroup; the key worker also puts together your child's 'learning journey' (profile) documenting their activities and achievements. Should you have information to share, any concerns or questions please discuss them with your key worker or with the Supervisor or Deputy.

PARENTAL SUPPORT

All parents are members of our playgroup and are welcome to join our sessions with their child if they choose. We encourage parents to stay with their children until they are fully settled and value their expertise.

We welcome Parents/Carers to join us as a Parent Helper for a session. This scheme is also a great opportunity for fathers and grandparents to come in and see what happens at playgroup.

Twice a year we arrange a weekend Gardening Day where we ask families for help maintaining our outside area – this might involve shed painting, pruning, pressure washing the large outside toys, weeding and planting. Children are most welcome - lunch and refreshments are provided.

As part of our commitment to the environment we use washable flannels for the children to dry their hands. We do not have a washing machine at playgroup so rely on parents to take a bag of flannels home to wash, dry and return – if every family took a bag home it would only be one wash each 5 to 6

weeks. Please help.

If you have a particular skill, occupation or interest you would like to share with the children please let a member of staff know – this may be playing a musical instrument, using the computer, gardening, sewing, cooking, crafting, driving a tractor or fire engine, 'playing' - for example - a nurse, chef, shop assistant or mechanic in the role play area, or sharing aspects of another language or culture.

COMMITTEE AND ANNUAL GENERAL MEETING

At our AGM in October all parents have the opportunity to elect a new committee. If you are interested in joining the committee either taking on one of the officers' roles or simply becoming more involved with the running of the Pre-school please contact the Chairperson or any committee member for more details. Our committee meetings are open to all parents, the date and time will be posted on the board and on the website. Minutes will be put on the website.

FUNDRAISING

As a charity we rely heavily on fundraising and donations to maintain our high standards. We currently have a strong and very sociable fundraising team who are always keen to welcome new members. Please contact any one of the fundraising team, email funds@fringfordplaygroup.co.uk or come along to a meeting. Ad Hoc meetings dates are posted on the Playgroup door.

PERSONAL CARE

We encourage the children to become independent in their personal care – managing their own clothing and following good hygiene procedures when using the toilet and washing hands. We are happy to reinforce toilet training routines you are following at home; if your child is in nappies or pull-ups please let your child's key worker or the supervisor/deputy know and send a bag in containing changes of clothes,

nappies, wipes and nappy sacks.

CLOTHING

Please send your child to Playgroup in comfortable clothes you don't mind getting messy. We like to paint, stick, dig in the mud and generally get stuck in! This also applies to outdoor clothing as we try to spend as much time as possible outdoors. A bag with a change of clothes is useful.

Children need a pair of named indoor shoes – e.g. doodles or plimsolls. Wellington boots are practical outside and easy for children to put on and take off themselves – again these should be clearly named.

You will receive a playgroup T-shirt when you have registered. Extra T-Shirts and sweatshirts (red with our logo on) are available; should you wish to purchase these please complete an order form and put it in the Bookings Folder.

FOOD AND DRINK

Fresh drinking water is available for children to help themselves throughout the day. If preferred, children can bring a drink in a named flask or bottle from home.

Adults and children sit down together for a snack and a chat mid-way through the morning and afternoon. The snack consists of a drink of water or milk, a portion of fruit and either a plain biscuit, toast or something made by the children during the session – maybe potato wedges, pasta, cake or bread. We try to involve the children in the preparation of snack whenever possible – growing our own strawberries, potatoes, sweet corn and broccoli in the garden and baking/cooking at least twice a week. If you have a glut of potatoes, apples, tomatoes...whatever at home we are always happy to help out!

Children are able to bring a packed lunch to playgroup the term after their third birthday. Lunchtime is a social occasion and

children sit together to eat, helped by two lunchtime assistants. We are keen to promote healthy eating and ask that your child's lunchbox does not contain sweets or fizzy drinks. As we do not have the space to refrigerate lunchboxes please include an ice pack to keep food fresh. After lunch children are encouraged to brush their teeth, then relax for a short time either playing quietly, watching a DVD or sharing a story.

PLEASE NOTE PLAYGROUP IS A NUT FREE ZONE

Please ensure that **no** nut-based snacks/spreads are in your child's lunchbox; this includes: peanut butter, nutella, pesto, praline or sesame snacks. Thank you.

MEDICAL CONDITIONS/ALLERGIES

It is important that any medical conditions or allergies your child has are known to playgroup staff. Please make sure you complete the relevant sections on the admissions form and if additional training is required (e.g. for anaphylaxis/epi-pen, diabetes) we have as much notice as possible to organise this.

Any medication to be administered at playgroup has to be in the original packaging with the child's name and dosage on it, and information entered in the medication record book.

ILLNESS

If your child is unwell please do not send him/her to playgroup. Should your child become unwell at playgroup you will be contacted to come and collect them. Please refer to the attached information sheet for symptoms of common illnesses and periods of exclusion.

FEES

The Vice-Treasurer is responsible for processing all invoices at the start of each term. You should receive your invoice in your child's drawer by the 2nd week of term. Payments are to be placed in the locked white box behind the door in the staff

cloakroom. Please make sure your payment is in an envelope, clearly marked with your child's name. If you have not received your invoice, have difficulty paying, or wish to query your bill please speak directly Sharon or Sam.

VOUCHER FUNDING

The term after your child turns 3 they are entitled to 15 hours of funded sessions per week. Early in the term you will be asked to complete and return a 'Funded Session Declaration Form' which has to be sent off by a particular date in order for us to receive funding. At the time you make your first claim you will need to show the Supervisor or Deputy proof of your child's date of birth; this can be the original birth or adoption certificate, child's passport or NHS card. We do not need to keep or make copies of these.

Once children are funded there are a variety of ways in which the funded hours can be used. Children often work up to the full number of hours gradually as the leap from five hours to 15 can be hard to adjust to at first. You may select to use the hours as you wish. For example, you may choose five mornings and two lunches; or three five hour days finishing at 2.15pm; or two whole days and a morning; or a variety of days and half days, subject to availability.

PLEASE NOTE

We can only receive funding from Oxfordshire County Council (OCC) for whole or half hours, a quarter hour would be charged to you at the pro-rata hourly rate - for example - 14³/₄ hours per week would break down as 14¹/₂ hours funded, 15 minutes chargeable to you.

POLICIES AND PROCEDURES

These are available for you to read in the red file on the 'Welcome Board' in the cloakroom. We review our policies on a rolling programme and welcome parental involvement.

Our Policies include:

Behaviour Management
Equality and Diversity
Safeguarding Children
Late Collection of Children

Working in Partnership
Inclusion
Settling In

LETTERS/NOTICES/ONGOING INFORMATION

At present letters and information are circulated via the children's drawers. A copy is usually displayed in the cloakroom. We are now on-line at www.fringfordplaygroup.co.uk. To minimise paper wastage we hope to be able to email information to parents who would prefer to receive it this way, and all letters and information will also be posted on the website.

We look forward to getting to know you and your child, and wish you many happy times here at Fringford.

CONTACT DETAILS

Shelswell and Fringford Pre-school Playgroup
c/o Fringford Primary School
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Oxfordshire
OX27 8DY

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07518 839306 (Bookings) - bookings@fringfordplaygroup.co.uk

www.fringfordplaygroup.co.uk