**Shelswell and Fringford**

**Pre-School Playgroup**



**Prospectus 2019 - 2020**

**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 Level 3) - Deputy Supervisor/Safeguarding

Sharon Smythe – (Level 3 Diploma) – Finances and Funding

Natasha Hart (NNEB) (SENCO)

Gina Stephens (Level 2 Certificate - currently studying for Level 3 Diploma)

Mandy Jones (Health and Safety)

Camilla Deeley (NNEB Level 3)

Anita Matthews (Level 3 Diploma)

All staff hold current advanced paediatric first aid certificates, DBS checked and are trained in Child Protection.

We take the safety of the children in our care very seriously. Playgroup has a legal obligation to report any concerns regarding the welfare of children to the Regulatory Bodies. This body is the Oxfordshire Safeguarding Children Board.

**OPENING TIMES**

Playgroup is open daily from 9.00 /9.15 am 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**

We accept children from the start of the September, January and April terms after they turn 2 years 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).

Most children leave in July before starting their Reception (F1) year at school, although a few move to school nurseries before this date. From the term after their third birthday all children are eligible for up to 15 funded hours per week, some children will be eligible for 30 hours funding, you can check if you are eligible on the government website. Although you may be eligible for 30 hours, we may not be able to offer them all at our setting. You are able to split this funding with other settings and childminders if necessary.

**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 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

Bookings Secretary Mrs Emma Moore 07518 839306.

**CURRICULUM**

We believe that children learn through play and we organise 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);

1. Prime Areas: Personal Social and Emotional Development
2. Communication and Language
3. Physical Development
4. Specific Areas: Literacy
5. Mathematical Development
6. Understanding of the world
7. 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 day changes depending on availability). 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.

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.

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, 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.

# 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 essential.

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 ask a member of staff.

**FOOD AND DRINK**

Fresh drinking water is available for children to help themselves throughout the day.

Adults and children sit down together for a snack 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. We try to involve the children in the preparation of snack whenever possible. If you have a glut of potatoes, apples, tomatoes...whatever at home we are always happy to help out!

Children bring their own lunch boxes for lunch. Lunchtime is a social occasion and children sit together to eat, alongside members of staff. 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. We then have a 15 minute quiet time either watching a DVD or sharing a story.

**PLEASE NOTEPLAYGROUP 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

Sharon Smythe is responsible for processing all invoices at the start of each term. You should receive your invoice in your child’s drawer by the 4th week of term. Payments can be made electronically, if you pay by cheque or cash 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 to Sharon or Sam.

# VOUCHER FUNDING

The term after your child turns 3 they are entitled to 15 hours of funded sessions per week for 38 weeks of the academic year. Early in the term you will be asked to complete and return a ‘Funded Session Declaration Form’ which has to be submitted by a particular date in order for us to receive funding. At the time you make your first claim you will need to show a member of staff 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.

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 - 14¾ hours per week would break down as 14½ hours funded, 15 minutes chargeable to you.

Policies 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 Working in Partnership

Equality and Diversity Inclusion

Safeguarding Children Settling In

Late Collection of Children

# 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 also online at [www.fringfordplaygroup.co.uk](http://www.fringfordplaygroup.co.uk) and have a Facebook page which is regularly updated with news. 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

The Green

Fringford

Oxfordshire

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

www.fringfordplaygroup.co.uk