



Kings Road
Fleet
Hampshire
GU51 3AR

Information Pack

WELCOME...

to St. Philip & St. James Playgroup

We provide a happy, caring environment
Where children can learn through **PLAY**

OUR AIMS

At St. Philip and St. James Playgroup we believe that in a happy and secure environment young children learn how to socialise and co-operate with others.

We encourage their development by following the Early Years Foundation Stage with a big emphasis on learning through play and developing their social skills.

Activities will be provided so that children are stimulated and challenged but at the same time having lots of fun.

They will be encouraged to be confident within the playgroup not only as an individual but also with their peers.

We aim to provide equal opportunities for all children and families within our setting and will follow the Children's Safeguarding Procedure at all times. A full list of all our policies and procedures can be found on our parent table and we advise every parent to read our policies. A copy is available to read through at home.

ADMISSION POLICY, TIMES and FEES

Our Playgroup is open to all families in our community. We have procedures in place to accommodate the individual needs of the children and their families and everyone is welcome.

We accept children from 2 years 6 months through to school age.

Fees are £4.50 per hour and our opening times are as follows:

Monday - Friday	Morning	9.15am - 11.45am
Wednesday only	Lunchclub	11.45am - 12.45pm
Monday, Tuesday, Thursday & Friday	Afternoon	11.45am - 2.45pm

It is very important to us that you and your children enjoy the time spent with us and if you have any problems or queries then please do not hesitate to contact us.

Our OFSTED number is EY346347 and a copy of our recent inspection is available to view on-line. Our last inspection was on 6th April 2011 and we were rewarded with an OUTSTANDING rating.

CONTACTS

TRACEY WEAVER	01252 645301	MANAGER
SUE LOCK	07787 196981	MANAGER

AT
ST PHILIP AND ST JAMES PLAYGROUP
WE ARE KIND TO EACH OTHER
WE SHARE OUR BOOKS AND TOYS
AND ABOVE ALL WE HAVE LOTS OF
FUN

YOUR CHILD MAY NOT ALWAYS CHOOSE
TO BRING HOME A PRODUCT OF THEIR DAY
BUT WE HOPE THEY ALWAYS BRING
HOME A **HAPPY DAY AND A **SMILE****

www.hampshireplaygroup.co.uk

Sue Lock	Health and Safety and Equality Officer
Clare Hickey	SENCO (Special Needs Co-ordinator) and Behaviour Management practitioner
Tracey Weaver	Lead Practitioner in Safeguarding

It is our duty to protect children in our care and we are obliged to inform the Children Service's Department if we have concerns about a child being at risk from being abused.

FUND RAISING AND SPECIAL EVENTS

We have various events throughout the year to try and raise funds to buy the children new equipment. This is normally in the form of a sponsored event but we also have coffee mornings where you can meet other parents and experience some of the activities your children do – all are welcome at these events so feel free to invite grandparents and friends.

The playgroup try to join in local events such as the carnival and the Christmas Tree festival as well as having our own events at Christmas, Easter and Summer.

For all these events to be successful we do need the support of our parents but these activities are normally very rewarding for both the children and the parents.

OTHER INFORMATION

Children are welcome to bring in a named water bottle to playgroup so they have access to a drink at any time (water only please).

During a morning session the children can have a snack and a drink of either milk or water. To keep costs down we ask parents to bring in some fruit or raw vegetables (carrot sticks/cucumber etc.) in a named bowl.

Children are welcome to chop up soft fruit i.e. banana; strawberries for themselves.

All children coming to the afternoon sessions need to bring a packed lunch in a named lunchbox – no sweets, fizzy drinks or nuts(including peanut butter) please.

Children are welcome to stay for the whole day on Thursday and Friday.

All 3-4 year olds in our setting can claim the Nursery Education Grant.

Parents can claim up to 15 hours free a week starting the term after their child's third birthday

ILLNESS AND INFECTION

If your child is unwell please do not bring them to playgroup.

Any child that has suffered from sickness or diarrhoea should not return to playgroup for 48 hours.

If your child is going to be absent through sickness then please ring to inform us and if your child has an illness or infection that is contagious such as chicken pox or head-lice then it is important to let us know so we can inform other parents.

CLOTHING

All children are required to wear soft shoes for safety reasons and it is advisable to wear comfortable clothes so the children can safely play on the physical equipment. Please also bear in mind the children will be painting, gluing and enjoying various messy activities.

All items of clothing should be named.

SPECIAL EDUCATIONAL NEEDS

The Special Educational Needs Co-ordinator (SENCO) ensures that the special educational needs of children are met. We work closely with parents and have access to outside agencies who can make their expertise available to all. Parents are fully informed, consulted and involved in all programmes of support.

RECORD KEEPING

Photographs and written records of the child's day at playgroup will be taken to show the various activities as part of our record keeping. It is a requirement that we keep records of achievement for those children who become eligible for funding. You are welcome to look at your child's records at any time.

KEY WORKER SYSTEM

A Key Person has special responsibility for a group of children. Parents and children will know the name of their Key Person from the beginning of their involvement with the playgroup. The Key Person ensures the individual needs of the child are recognised and assists with the settling in of the child into the group.

THE EARLY YEARS FOUNDATION STAGE

For all our children we follow the national framework which sets the standard of development.

A UNIQUE CHILD

- Child development
- Inclusive practice and identify need for additional support
- Keeping safe
- Value and respect all children and families equally

POSITIVE RELATIONSHIPS

- Warm and loving and a sense of belonging
- Supportive learning and independence
- Positive Key person relationships
- Consistent in setting clear boundaries
- Stimulating environment

ENABLING ENVIRONMENTS

- Stimulating resources relevant to child's culture
- Value learning through play
- Support children to take risks and explore

LEARNING AND DEVELOPMENT

- Play and exploration
- Active learning
- Creativity and critical thinking



THE PRIME AREAS OF LEARNING WITHIN THE FRAMEWORK ARE:

PERSONAL, SOCIAL AND EMOTIONAL

- Children are encouraged to work and play in groups
- Develop self esteem and self confidence
- Learn self-care – washing hands, dressing skills etc.
- Behaviour and self control
- Making relationships and have a sense of community

COMMUNICATION AND LANGUAGE

- Listening and Attention; Children are encouraged to listen and join in discussions
- Speaking; learning to express themselves effectively
- Understanding; Children follow instructions and learn to answer 'how' and 'why' questions.

PHYSICAL DEVELOPMENT

- Moving and Handling; good control and co-ordination in large and small movements
- Health and Self Care; the importance of a healthy life style.
- Using tools, small equipment and materials

THE SPECIFIC AREAS OF LEARNING ARE:

MATHEMATICS

- Numbers
- Shape, space and measures

UNDERSTANDING THE WORLD

- People and communities
- The world
- Technology

EXPRESSIVE ARTS AND DESIGN

- Exploring and using media and materials
- Being imaginative

LITERACY

- Reading
- Writing