

Welcome pack



Learning through play, fun all the way

Brooklyn Pre-school Playgroup Ltd
Registered Charity Number - 1131400
Bowling Lane
Norton
North Yorkshire
YO17 8EG
TEL: 01653 696754 (during session)
www.brooklynplaygroup.org.uk

Updated January 2018

Registered Charity Number 1131400
Ofsted Inspected (Ofsted No. EY488896)
Play Leader: Heather McIvor
Deputy Leader: Donna McBurnie
SENCo: Gemma Cottrell

Brooklyn PreSchool Playgroup, Bowling Lane, Norton, YO17 8EG
Telephone : 01653 696754
Email: info@brooklynplaygroup.org.uk

Welcome to Brooklyn Pre-school Playgroup. This pack contains all the information you will need to know about our playgroup. We aim to provide you and your child/children with an enjoyable and educational experience. Parents are the first and most important educators of their child, therefore we believe that working in partnership with parents will ensure that each child reaches their full potential.

Aims

- To help your child develop their own confidence, independence and social skills.
- We aim to begin with what the child already knows and can do.
- To provide a safe, secure, stimulating and friendly environment which ensure equality of opportunity for all children and their families.
- We aim to involve parents at all stages of their child's development.

What we can offer your child

- We follow the Early Years Foundation Stage (EYFS) set out by the department for education and skills.
- Each child is given their own Key person who will ensure the individual needs and interests of that child are met.
 - A high ratio of adults to children to ensure the best possible care (one adult to every four 2 year old children and one adult to every eight 3+ year old children).
- Many opportunities to learn through play.
- Each child has their own profile which follows their progress throughout their time at playgroup.

Admissions (see admissions policy for full details)

- Brooklyn Playgroup is registered for up to 35 child places per session.
- We admit children from the age of 2 - 4 years 11 months.
- When all places are full a waiting list will be in operation (see Admissions policy).

Committee

The preschool is run by a committee of parents/carers and volunteers. The committee is responsible for overall running of the playgroup, including fund raising, staff employment, policy updating, and general decision making. We **cannot exist** without a committee, they are the management and the employers. We welcome any parent or carer to join the committee, where they will be made welcome and encouraged to take part as much or as little as they wish. If you would like to come along to a committee meeting or for more information please speak to Heather or Donna.

Starting Pre-school

A child who is tense or unhappy will not be able to play or learn properly, so it is important for the pre-school staff to work together with parents to help the child to feel secure and confident in the group. Parents should not feel worried if their child takes a while to settle, as some children take longer than others. We encourage all parents to come into setting and stay with their child until they feel comfortable to leave them. We want to encourage parents to use this opportunity to have a chat with your child's key person, build a bond with them, discuss any concerns you have or even discuss a milestone your child has achieved at home. Parents can also phone the setting on 01653 696754 for an update on how their child is getting on.

In this pack is an "I am special" booklet. Please complete this with your child and bring it back to playgroup along with your registration form. This will help the child's Key Person to get to know the needs and interests of the child, helping them to settle into the group.

Child Profiles/Assessment

It is important that each child's development is recorded. To do this we use the 'Key person' system. Each child is assigned to a particular member of staff who is responsible for assessing that child and recording their progress and development. The key person also ensures that their needs and interests are met. We do have back up keyworkers who look after your child should their keyworker be absent. Each child has a 'Learning Journey' book where observations and pieces of the child's work are kept. These are not just for staff to contribute to, but parents/carers and children are also encouraged to add things to their own Learning Journey.

We record children's observations using software called 2Simple. This enables us to email parents photos and observations of what their child has been doing at playgroup. Please do not share these observations on social media (Facebook) as photographs of other children may be in the background.

The Learning Journey book will be used for North Yorkshire Early Years or "NY EY" assessment and for future planning of sessions. The "NY EY" system will be used to follow the child's development throughout their time at preschool and will be continued on at school until the end of their reception year. Parent/carers will have the opportunity to come in and discuss their child's progress on the "NY EY" system during our parent open week.

Food and drink

There is snack available during each session where the children have access to a healthy snack and a choice of milk or water to drink. Water is available throughout the session. Snack time is supervised by a member of staff who will encourage the children to be as independent as they are able to be.

Daily routine

Playgroup begins at 9am for a morning session and 1pm for an afternoon session. On arrival the children are encouraged to self-register by finding their name card and placing it on the board. The child's name cards have a photo of the child along with their name. After self-registration the children are free to choose their own activities from the wide selection on offer (following the EYFS). Activities are also available outside as soon as the register has been completed. Snack will be available after about three quarters of an hour. Child initiated activities continue all session. There will also be adult initiated activities with a focus on a specific area of learning. Fifteen minutes before the end of the session the children are encouraged to help tidy up. The tambourine sounds and all children and staff stop what they are doing and listen to the session leader. This is followed by group discussions, story and singing time. At the end of the session the children staying for lunch club (AM sessions only) are taken into a separate area to play. The remaining children are released to their carer at the main hall door one by one.

Lunch club

Lunch club runs from 12-1pm Monday-Friday. The children collect their lunch boxes and sit together around the tables with the adults. The children are encouraged to eat their lunch starting with their savoury food. The playgroup tries to follow a healthy eating ethos and we would appreciate it if parents/carers could provide their child with a healthy lunch. This could include a sandwich, fruit, salad, yogurts, dried fruit, cheese, etc. The lunch boxes will be stored in a fridge until needed. Please do not send fizzy drinks, chocolate bars or sweets as these will be returned in your child's lunchbox. Suitable treats for after healthy options include small bakes, biscuits, flapjacks and cereal bars.

Funding

We accept 3&4 year old universal funding which enables all 3&4 year olds to 15 hours of free childcare a week. We also accept the top up 15 hour funding for all eligible 3 &4 year olds (The new 30 hour funding from April 2017).

Funding for 2 year old children who meet the criteria is also accepted (for more information on funding for 2 year olds please contact the Families Information Service, on 01609 533483 Or you can email us at: fis.information@northyorks.gov.uk).

Children are funded the term **after** their third birthday or second if receiving 2 year old funding. For example, if your child's birthday is in the autumn term (1st Sept - 31st Dec), they will receive funding from January the following year. For more information please ask Kate or Donna.

Arrival/collection procedures

On arrival, please wait outside with your child until a member of staff opens the main doors. Your child will be allocated a peg for their coat and bag (please be aware this may take a week as we add a photograph of your child to their peg). When you come into the main hall your child will be encouraged to self-register.

You are welcome to stay with your child until you feel they are settled .
*Please note we cannot open the doors before the start of their session time due to insurance reasons.

Please arrive in good time to collect your child and always remember to let a member of staff know if someone other than the appointed carers is to collect your child and share with them the password set for your child. We ask all parents and carers to please wait outside until a member of staff opens the door at the end of session.

**Please note if the session leader has not been informed of somebody else collecting your child, who isn't named on the registration form and does not have the password, we will not allow your child to go with them. We will contact you to confirm this person is allowed to collect your child. This is to ensure safeguarding for all the children who attend the setting.*

Parking

Please use the large main car park at the end of our lane (Bowls club entrance) . Do not park outside playgroup or along the road on either side, doing so poses a huge risk to the children and families at playgroup. Parking on corners is also illegal and an inconvenience to the local residents.

Policies

We have a full set of policies/procedures which we follow to help playgroup run smoothly and to ensure all relevant legislation and recommendations are met. These cover areas

such as, Equal Opportunities, Special Needs, Behaviour Management, Health and Hygiene, Safeguarding Children, Confidentiality, etc. Our policies are reviewed regularly and comments and suggestions from parents are always welcome. A full set of policies are available for parents to read and copies will be available upon request.

Additional Educational Needs

We encourage each child to progress and develop as his/her own rate in all areas of their development. Children with additional needs and or learning difficulties are supported at playgroup though establishing individual care plans set out by the key worker and the child's parents. We work in close liaison with other professionals, outside the setting in order to help the child progress. Please note involvement from outside agencies is only sought once parental consent has been granted.

If you would like to discuss any worries or concerns you may have about your own child's additional needs or our ability to meet those needs, please talk to Gemma Cottrell our Special Educational Needs co-ordinator (Senco).

Illnesses and injuries

Please report all previous injuries to your child upon arrival to your child's Keyworker or session leader. We will inform you of any injuries your child has at preschool. These will be recorded in an accident book which will require a signature from the person collecting the child.

Children who are unwell should be kept at home and remain away from playgroup until 48 hours after their symptoms have gone. This will ensure that the spread of infections are kept to a minimum.

If your child becomes unwell while at playgroup, they will be kept as comfortable as possible until someone is able to collect them.

Children who have not been clear of sickness and diarrhoea for a minimum of 48hours will not be permitted to attend their session. This is to prevent cross infection within the setting.

Measures to be taken if your child is not collected from Playgroup

If a child is not collected at the end of a playgroup session the parents/carers or the emergency contact person will be telephoned. If we cannot contact any of the named people, we will continue to try. If, after 30 minutes no one collects the child we apply our Safeguarding Children procedures and contact our local authority social services department. Late collection of your child will result in a charge.

The Playgroup phone number for parents to leave a message in an emergency is 01653 696754

*Please note: If we do not have a telephone number to reach you on in an emergency your child cannot stay in the setting.

Confidentiality Measures

All information we receive about the children in our care and their families is confidential, and as such should not be discussed elsewhere. Personal forms, documents etc are kept securely locked away, but may be requested at any time by parents.

Any information given by the parents which may affect the child's well-being in playgroup will be shared with the other staff, but must be treated as confidential and not shared with other parents. Notification of infectious diseases however must be shared with other parents.

At times information has to be shared with the playgroup treasurer, County Hall and the Early Years' Partnership. This is factual information... names, addresses, dates of birth, number of sessions attended etc. The information is kept confidential by the other agencies.

When a child moves on to their next setting (i.e. school) "NY EY" assessments are passed on to the next teacher, but only when signed permission has been given by the parents.

Social media

Please be aware staff are advised not to accept friend requests from parents of children who attend the setting. Staff are not permitted to discuss playgroup on their personal Facebook account or any other social media. Please phone the setting if you have any questions regarding playgroup 01653 696754.

Arrangements in place for Safeguarding Children

(KEEPING CHILDREN SAFE AND AWAY FROM THOSE WHO HAVE NOT BEEN CHECKED FOR WORKING WITH CHILDREN)

All visitors to the building are asked to sign in and out.

The use of mobile phones is prohibited in all areas excluding the office and staff room. Visitors to playgroup are asked not to use their mobile phones.

All the children are expected to arrive at the appointed time for each session. Any parents arriving late, or any visitors will need to press the doorbell on the outside of the building to be buzzed in.

Outdoors we have erected a permanent fence to make the outdoor area secure. At all times a member of staff will be with the children outside, and child ratios will be adhered to.

Please ensure your child is accompanied along the footpath along the building and in the car park (to avoid any accidents).

Lost Children

Should a child disappear from playgroup during a session the supervisor will be alerted, who will then carry out an immediate search of the area. If the child is not found, the police will be informed. A member of staff will check the register to make sure all other children are present. If the child is not found after all checks are complete in accordance with the Missing Child Policy, the parents or emergency contact person will be contacted and a search of the local area will take place.

Staff are obliged to follow up any concerns regarding safeguarding children. All procedures are to be followed in the event of allegations of abuse or neglect and are set out in the Safe Guarding Children Policy.

Trial Sessions/ Sharing day

You and your child will be invited to experience time at playgroup before they join our group. When you have been allocated a place you will be contacted and given a start date, where you will be expected to spend time with your child and keyworker, to go through relevant paperwork. Please remember your child's birth certificate (as evidence in preparation for funding).

The preschool invites all parents/carers to join us on a sharing day (including dads, grandparents, childminders, etc). This gives you the opportunity to see your child at play and to have some fun. When parents/carers come into the playgroup it would be helpful if they could do some of the following things:- write names on paintings, put on aprons, help children to wash hands, wash up cups and bowls, etc. It really means keeping your eyes and ears open and helping where you can - it really is a valuable help to the staff.

If you wish to share a session with your child please let your child's keyworker know, the date of the sessions of your choice. If you feel unable to come along to a session but would like to be involved in any other way, please talk to a member of staff who will be pleased to help.

Clothing

Please send children dressed in suitable clothing for playgroup. We like to remind our families we often have "messy" activities available and so clothing which isn't too new or special enables your child to feel free to be fully involved in the group's activities. Also clothing with easy fastenings enables your child to be more independent when using the toilet. Please ensure all spare clothing has the child's name in. Spare clothing is advisable as children have access to the outdoor area, every session, whatever the weather.

Many children wear the Playgroup uniform. It is available for purchase in the form of polo shirts and sweatshirts with the playgroup logo on. Uniform order forms are available in the cloakroom.

Nappies

We accept that not all children will be clean and dry when they start pre-school. Playgroup staff are happy to change a child's nappy, all we ask is you bring in spare nappies (enough for the session or enough for all day if your child is there all day) in a named bag and we'll do the rest! If you don't send enough nappies we will provide them at a cost of 50p per nappy. You will be asked to sign the nappy changing record sheet, and the fee will be added to your next bill.

Complaints Procedure (please see Complaints policy for full details)

Allegations against staff:

Any allegations of mis-management of children, inappropriate teaching, bullying, prejudice, physical punishment etc. by staff members or assistants should be reported to the chairperson of the Playgroup Committee in writing. This will then be investigated and appropriate action taken. (see Staff Allegation Procedure)

Sexual Abuse

All staff and committee members will have the appropriate Ofsted/DBS checks (including Social Services and Police) when they work for the Playgroup. Any allegations of sexual abuse of children by staff members or assistants must be put in writing and reported directly to the Chair of the Playgroup Committee. If appropriate, the person concerned will be immediately removed from working with the children whilst the allegations are looked into by the Playgroup Committee. The Committee will seek advice on how to deal with the problem from the local Safe Guarding Children services. If the allegations are found to be true the person concerned will lose their job in the playgroup, and the appropriate authorities will deal with the matter.

Complaints to:

The Chairperson

c/o Brooklyn Pre-School Playgroup

**Bowling Lane
Norton
Malton
North Yorks
YO17 8EG**

Tell: 01653 696754 E-mail: committeechair@brooklynplaygroup.org.uk

If parents are not satisfied by the response of the committee to a complaint, they can take the complaint to Ofsted. The Complaints and Enforcements telephone number is: **0300 123 1231** or in writing to:

**Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD**

Code of Practice

1. All staff and helpers to actively promote a warm, secure relationship with the children for whom they are responsible.
2. The individual needs of each child will be catered for as far as possible.
3. All children will be actively encouraged and enabled to fulfil their potential. Physical, intellectual, emotional and social skills will be monitored and regularly discussed with parents/carers. All activities provided will ensure the child is working towards the Stepping Stones in the Early Years Foundation Stage (EYFS).
4. No member of staff or helper will discriminate against any child or parent on grounds or race, culture, religion, gender, disability, lifestyle or sexuality.
5. Staff and helpers will remain aware of and sensitive to differences of culture. Equipment and activities will positively reflect today's multi-cultural society.
6. Safety is of paramount concern, whatever the activity. Adult/child ratios as laid down in the EYFS will be monitored and adhered to. All equipment should comply with approved British and EC Standards.
7. A good standard of hygiene will be maintained at all times.

8. Children's behaviour will be positively managed at all times. No physical chastisement whatsoever will be allowed. No child will be humiliated, embarrassed or frightened. Bullying by other children will not be permitted.
9. All accidents will be reported immediately and entered in to the Accident Book without delay. Parents/carers will be informed as soon as possible and any necessary action taken to prevent the accident happening again.
10. All concerns regarding 'Safeguarding Children' will be noted by the staff and discussed with parents and relevant services informed where deemed necessary.
11. All parents/carers are entitled to full information about the activities and the care received by their child. Time for discussion with parents will be made available and 'NY EY' reports completed each term.
12. The playgroup has a full set of policies, a copy of which may be obtained from the playgroup if requested.

Notes on the Curriculum

The playgroup belongs to the North Yorkshire Early Years Partnership and follows the Early Years Foundation Stage covering seven learning areas.

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through the 7 areas of learning and development.

Children should mostly develop the 3 prime areas first. These are:

- *Communication and language
- *Physical development
- *Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas.

- *Literacy
- *Mathematics
- *Understanding the world
- *Expressive arts and design

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Privacy Notice - Data Protection Act 1998

We **Brooklyn Preschool Playgroup Ltd** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care,

This information includes your contact details, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the setting without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority, North Yorkshire County Council and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact us.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.northyorks.gov.uk/schoolrecords>

and <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact North Yorkshire County Council or DfE as follows:

Data Management Officer
North Yorkshire County Council,
County Hall,
NORTHALLERTON, North Yorkshire,
DL7 8AL website:www.northyorks.gov.uk email:datamanagement.officer@northyorks.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
Website:www.education.gov.uk email:<http://www.education.gov.uk/help/contactus>
Telephone:0370 000 2288

