

Welcome pack



‘Learning through play, fun all the way’

Brooklyn Pre-school Playgroup Ltd
Registered Charity Number – 1131400
Ofsted Inspected – EY488896
Bowling Lane
Norton
North Yorkshire
YO17 8EG

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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) curriculum 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 and meaningful interactions with practitioners.
- Each child has their own Learning Journey profile which follows their progress throughout their time at playgroup.

Admissions (see Admissions policy)

- Brooklyn Playgroup is registered for up to 35 child places per session.
- We admit children from the age of 2 – 4 years 11 months. Children can start on their second birthday but not before.
- When all places are full a waiting list will be in operation

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 ask all parents/carers 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

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 and a "Getting to know me" sheet, Please complete these with your child and where possible with your child's new key person, and bring them 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 your child from day 1, helping them to settle into playgroup.

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. Each Key Person is part of a small key group, who also look after your child should their key person be absent. Children whose key person is absent are given a key buddy on a daily basis to ensure that their needs are met.

We record children's observations for their online Learning Journeys 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. You will receive an email from 2Simple which you need to open and accept to begin viewing your child's online Learning Journey.

The Learning Journeys will be used for North Yorkshire Early Years (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 at any time by making an appointment to see their child's key person or coming to one of our Parent Meet and Greets.

Famly

We also use a Management software called Famly which is an online system we use to store all children's details and keep them up to date, generate invoices and send them out to parents/carers, Sign children in and out of the setting, update the newsfeed with newsletters and information and add important dates to the calendar. Parents will be added to Famly using the email addresses provided from the registration forms. Here you can access your own child's personal information, change any personal details, passwords and permissions and contact the Office staff with any queries. Parents are reminded to check Famly for invoices each new half term as fees are due within the first 2 weeks back. If you are having difficulty logging into Famly please contact Donna McBurnie on donnamcburnie@brooklynplaygroup.org.uk.

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 day. Snack time is supervised by a member of staff who will encourage the children to be as independent as they are able to be and to try new foods. Occasionally the children help to prep different snack which are then enjoyed at snack times such as, cheese straws, pizza breads and biccuits – alongside fruit and drinks.

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 from 9:45am for 1 hour. Child initiated activities continue all session and adult initiated activities with a focus on a specific area of learning. Fifteen minutes before the end of the session the tambourine sounds and all children and staff stop what they are doing and listen to the session leader who encourages the children to help tidy up. This is followed by group discussions, stories and song time. Staff and children use Makaton in setting alongside most popular songs and are also encouraged to use Makaton throughout the day. At the end of the session the children staying for lunch club are taken to wash their hands and sit down for lunch while the remaining children are released to their parent/carer at the main hall door one by one.

Lunch club

Lunch club runs from 12-1pm Monday-Friday. The children all wash their hands and find their name card on the table, they are given their lunch boxes and sit together around the tables with the adults. The playgroup tries to follow a healthy eating ethos by HENRY, Healthy starts for Brighter Futures, Please see the link below:

<https://www.henry.org.uk/henryapproach> . We would appreciate it if parents/carers could provide their child with a healthy lunch. The children are encouraged to eat their lunch starting with their savoury foods such as sandwich, wraps, cooled pasta, rice or pasties, followed by some fresh fruit or dried fruit, yoghurts, cheese and then a small treat. Please note we cannot serve hot food to children for insurance purposes. The lunch boxes will be stored in a fridge until needed. Please do not send fizzy drinks, chocolate bars or packets of gummy sweets as these will be returned in your child's lunchbox. Suitable treats for after healthy options include small bakes, chocolate 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 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). The children enjoy being able to find their own pegs however this becomes difficult when the cloak room is full of buggies and bikes, so may we ask that these are not left behind between sessions as it makes it harder for families to navigate around the cloak room during afternoon collections and drop offs.

When you come into the main hall your child will be encouraged to self-register.

We encourage all parents/carers to stay with your child to help find their name and to touch base with their key person from time to time. Parents/carers are welcome to stay and play until their child settles or call the setting to see how their child is getting on.

*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 are 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. 12pm, 1pm and 4pm.

**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.*

Should you need to collect your child early for doctors/ dentist appointments, vaccines, or your child is not well, please let the shift leader know. Repeat missed sessions or early collections will be challenged as not only does it interrupt children routines, it can affect your child's funding and we as a setting could lose our right to offer funded spaces.

Parking

Please use the large main car park at the end of our lane (Bowls club entrance) which is only a few minutes walk to setting . Do not park outside playgroup as this is our emergency bay or along the road on either side, doing so poses a huge risk to the children and families walking to playgroup. Parking on corners or within 15ft of a corner is illegal and poses a huge risk in residential areas as larger vehicles such as ambulances and bin trucks cannot manoeuvre around them. It is also an inconvenience to the local residents when cars are parked in front of their houses and near the bends. Parents/carers will be politely reminded to move their cars and asked to use the car park provided.

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. The Policies can also be found on our website <http://www.brooklynplaygroup.org.uk/policies>

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). We will require evidence from GP's regarding any disabilities or Special Educational Needs your child may have before we can access any additional funding that may be available to you.

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 sustains at preschool. These will be recorded in an accident book which will require a signature from the person collecting the child. In cases of serious injuries we may call you to collect your child or call an ambulance. All children will require parental consent prior to starting playgroup which allows the setting to act in Loco Parentis. - Such as taking your child to hospital if we cannot get hold of parents/carers.

Children who are unwell should be kept at home and remain away from playgroup until 48 hours after their symptoms have gone or they have started antibiotics. 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 48 hours will not be permitted to attend their session. This is to prevent cross infection within the setting.

Please see our Infectious Diseases Booklet for more guidance and advice

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 uncollected Child procedures and contact our local authority social services department. Repeat 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. You can also contact a member of the office team via Famly.

*Please note: All children need a minimum of 2 emergency contact numbers otherwise they cannot attend the setting, this is for safeguarding reasons.

Confidentiality

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 may be shared with the other staff depending on the nature of the information, but must be treated as confidential and not shared with other parents. Notification of infectious diseases however must be shared with other parents but will be anonymous.

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 not permitted 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 platform. Please do not be offended if staff do not accept your

requests or delete you from their pages. Please phone the setting if you have any questions regarding staff and parent/carer friendships on 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.

CCTV is fitted for security and safeguarding of children, staff and parents/carers.

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. Only shift leaders can open the door and answer the phone.

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 Safeguarding 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 and 'getting to know me' form. Please remember your child's birth certificate and parent/carers National Insurance Number (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 etc..

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 the leadership team 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 clothing including spares has the child's name in. Spare clothing is advisable as children have access to the outdoor area, every session, whatever the weather. Please name your children's clothing so they can be easily identified and placed in your child's bag.

Many children wear the Playgroup uniform. It is available for purchase in the form of polo shirts and sweatshirts with the playgroup logo on and book bags are available too. Uniform order forms are available in the cloakroom. Please also name these items as they are easily mixed with others.

Should we send your child home in spare clothes for any reason please can we ask that parents/carers wash and return them to setting as throughout the year our stocks of spare cloths does diminish. We are always happy to accept any donations of spare clothes should you have any.

Nappies

Children's nappies are changed twice daily and in between where necessary. Please ensure you send in enough nappies and wipes for the day in a named bag. Creams can be added to your child's bag so long as they are not prescribed by the doctor, these need to be signed into setting in the medication book with a parent/carers signature and instructions for application. Each time your child is changed it will be recorded in setting for safeguarding reasons and a nappy changing slip added to your child's bag with the time they were changed. Please note we do have spare nappies in setting in the event that your child runs out by accident, however if these are repeated being used a charge will be incurred at 50p per nappy. This charge 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)

committeechair@brooklynplaygroup.org.uk

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 Chairperson of the Playgroup Committee. If appropriate, the person concerned will be immediately removed from working with the children whilst the allegations are investigated by the Playgroup Leader and Committee. The Committee will seek advice on how to deal with the problem from the local Safeguarding 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

Brooklyn Preschool Playgroup

Bowling Lane

Norton

Malton

North Yorkshire

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.