

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 May 2015



Learning through play, Fun all the way.
Registered Charity Number 1131400
Ofsted Inspected (Ofsted No. EY488896)
Play Leader: Kate Grainger

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 30 child places per session.
- We admit children from the age of 2 - 5 years.
- 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.

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 are happy for parents to stay with their child until they feel comfortable to leave them.

Every child is given an "I am special" booklet when they start playgroup, to be completed by the parent/carer and child, alongside their keyworker. 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 and ensuring 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 'Child Profile' 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 profiles.

The child profiles 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 at termly meetings.

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 put things away in the correct containers. The tambourine sounds and all children and staff stop what they are doing and listen to the session leader. This is followed by group story time 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 begins at 11.30am (at the end of the playgroup session). The children play or take part in activities. At 12.00 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 and sweets.

Fees

At present our fees are £8.00 per playgroup sessions, £4.80 per lunch club session and £20.80 for an all-day session. We ask parents to pay fees half-termly within the first two weeks of each half term. You pay for your child's place at playgroup, so any missed sessions have to be paid for except in exceptional circumstances. Your bill will be available for you to collect from the first day of term. All fees are to be paid in full by the settlement date printed on the invoice. If you do have difficulties paying half-termly

please discuss this with Kate Grainger or Donna Mcburnie. Please note if you do not pay your bill it will jeopardise your child's place at playgroup.

Did you know you may be able to claim for some of your child care costs through Working Families Tax Credit or employer vouchers? Tax Credit Helpline- 0845 300 3900

Funding

From September 2011 the government pay for up to 15 hours of childcare per week per 3 year old child and 2 year old child who meet the criteria (for details on requirement for 2 year old funding criteria see notice board or ask your child's keyworker). 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 see the notice board.

Arrival/collection procedures

On arrival, please wait with your child in the cloakroom until a member of staff opens the main doors. Your child will be encouraged to self-register as they come through the doors. You are welcome to stay with your child until you feel they are settled and can be left. *Please note we cannot allow children in the main hall 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. There is a book to fill in with the details of this person. If the carers could wait in the cloakroom and they will be let in at the end of the session. (We may ask for a password to be used). *Please note if the session leader has not been informed of somebody else collecting your child, who isn't named on the registration form, 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.

Policies

We have a full set of policies/procedures which we follow to help playgroup run smoothly. These cover areas such as, Equal Opportunities, Special Needs, Behaviour Management, Health and Hygiene, Safeguarding Children, Confidentiality, etc. Our policies are reviewed regularly by the committee and staff and comments and suggestions from parents are always welcome. A full set of policies are available throughout a playgroup session 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. This applies to children with or without disabilities or learning difficulties. We work in close liaison with other professionals, outside the setting across the range of additional needs in order to help the child progress. This would be done with the parents' consent. 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 our Special Educational Needs co-ordinator, (Senco) or the preschool leader.

Illnesses and injuries

Please report all previous injuries to your child upon arrival to your child's Keyworker or Playgroup Leader. Likewise 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 Safe Guarding Children procedures and contact our local authority social services department.

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 accessed at any time by parents if requested.

Children's files, progress sheets are available to access during the session but will be locked away at all other times.

Any information given by the parents who 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.

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.

It is important that we keep the children in a secure area. Parents and children will use the main double doors into the cloakroom and then the double doors into the hall.

Parents and children are asked to wait in the cloakroom and will be admitted to the main hall when the staff open the doors. All the children are expected to arrive at the appointed time for each session. Once all the children have been left in the main hall the double doors will be secured. 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.

It is also important that children are 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 will be invited in with your child to come and familiarise yourselves with the setting. This gives both of you a chance 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). On your child's second session you will meet with the keyworker and agree a settling in plan for your child ensuring the child's needs are being met.

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 easily washable clothing, including coats, and items that are not too new to ensure your child feels free to be fully involved in the group's activities. (Please note there will be "messy" activities both inside and outside every session). Also clothing with easy fastenings enables your child to be more independent when using the toilet. Please ensure all spare clothing and outdoor 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)

Mis-management of children

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.

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:

Mrs Mary Windsor (Chairperson)

c/o Brooklyn Pre-School Playgroup

Bowling Lane

Norton

Malton

North Yorks

YO17 8EG

Tell: 01653 696029 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 of 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

