

# Welcome to Silverhill Playgroup



Childs Name.....

Start Date.....

## **Contents**

<a href="#">Introduction.....</a>	<a href="#">4</a>
<a href="#">Fees for Sessions.....</a>	<a href="#">5</a>
<a href="#">About Playgroup.....</a>	<a href="#">5</a>
<a href="#">Starting Playgroup.....</a>	<a href="#">7</a>
<a href="#">When you drop off and collect your child.....</a>	<a href="#">8</a>
<a href="#">On Arrival.....</a>	<a href="#">8</a>
<a href="#">Collecting your Child.....</a>	<a href="#">9</a>
<a href="#">Security.....</a>	<a href="#">9</a>
<a href="#">Progress and Development.....</a>	<a href="#">10</a>
<a href="#">Meet the Staff.....</a>	<a href="#">11</a>
<a href="#">The Committee.....</a>	<a href="#">12</a>
<a href="#">What can you do to help?.....</a>	<a href="#">13</a>
<a href="#">Uniform.....</a>	<a href="#">13</a>
<a href="#">Useful Information.....</a>	<a href="#">15</a>

## Introduction

At Silverhill Playgroup we like our children to feel at home from the very start of their time with us. We work with parents for this to be accomplished.

In this pack you will find information on our fees, the playgroup, progress and development, our security, staff and committee, uniforms and more.

Also included is an enrolment form for your child. This must be completed fully and passed to the manager before the first session. Without this you are not able to leave your child with us. You must also provide a copy of your child's birth certificate. This will be kept in a confidential locked file.

There is also a child profile to complete so we can gain some insight to your child's needs, ability and interests.

If you have any concerns or questions at anytime please contact any staff or committee member. (Contact details can be found on the Useful Information sheet in this pack). We also have a suggestion box in the waiting area available to use. The playgroup have their own notice boards which are situated at either end of the hall and to the left and right of the main door. The notice board displays information including Ofsted inspection reports, constitution, policies, our registration and other important information. A dry wipe board is used by staff in the waiting area to inform you about anything specific about the session or to ask for items for the following week. Please check these when you drop off or collect your child.

Please read our policies and procedures. A hard copy is available on the table in the waiting area. If you prefer, you can borrow a copy to download to your computer or if you supply us with your email address we can email you a copy.

***You make an agreement that you understand and will abide by these policies and procedures when you sign the admission form.***

For up to date information please like our Facebook page ([www.facebook.com/silverhillplaygroup](http://www.facebook.com/silverhillplaygroup)). We hope that this welcome pack is useful and would like to thank you for choosing Silverhill Playgroup.

## Fees for Sessions

Fees are £4.50 per hour. You are still required to pay if your child is absent through illness or holiday.

You will receive an invoice monthly in advance. We accept cash, cheque and bacs payments (please use your child's name as the reference, account details can be found on the Useful Information sheet). Payment MUST be received BEFORE your child's session. If payment for a session is not received in full, your child will be unable to attend Playgroup. Any sessions that are not attended due to lack of payment are still chargeable.

Please choose one of the options below and inform us of your chosen option with your first payment:

Option 1 - Weekly

Option 2 - Monthly

Option 3 - Full Term ( if you require a full term invoice please ask a member of staff)

If you receive funding\* for your child you will still receive an invoice, the funding will show as payment received. If your child is attending sessions in addition to those covered by funding this amount will need to be paid.

We require 2 weeks written notice if you decide to leave, fees will be payable for the full 2 weeks even if you choose not to attend these sessions.

\*If you have any questions regarding funding you can look at our F.A.Q's on our website ([www.silverhillplaygroup.co.uk](http://www.silverhillplaygroup.co.uk)), visit the governments website (<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>) or speak to a member of staff.

## **BREAKFAST CLUB AND AFTER SCHOOL CLUB**

We are now able to offer Breakfast Club Monday to Friday mornings from 8.15am to 9am. The cost is £2.50 and includes a choice of cereals, toast and fresh fruit. Breakfast club needs to be booked in advance.

We are also now offering an After school club on Mondays, Wednesdays and Thursdays from 3pm to 3.45pm. The cost is £2.50 and

includes a healthy snack. After school club needs to be booked in advance

## About Playgroup

At Playgroup your child will be spending part of their day away from you and their home, possibly for the first time. We aim to make this separation as easy as possible for you and your child. You are welcome to stay with your child for as long as it takes to settle your child.

We aim to provide a happy, caring and stimulating environment in which your child will develop in all areas while finding it fun and enjoyable. We believe physical touch is an essential part of human relationship and will offer cuddles to your child in a safe practice environment.

We provide a number of activities that include:

Painting	Home Corner	Slide/Climbing	Train Set
Play dough	Building Bricks	Singing	Music
Puzzles	Colouring	Cooking	Role Play
Story Time	Sand Play	Water Play	Construction
Puppets	Play Tunnel	Number Work	Parachute
Ball Games	Outdoor Games	Sticking	Science
Cars	See-Saw	Books	Letter Work
Interest Table	Computer	Balance Beams	Trikes / Buggys
Messy Play	Floor Play	Rhymes	Sorting Games

Children are born ready, able and eager to learn. They actively reach out to interact with other people and the world around them. Each unique child should have opportunities to interact in positive relationships and enabling environments as stated by the Early Years Foundation Stage (EYFS) Statutory Framework (Department of Education 2012).

We never underestimate the value of play; through play the children discover new things about the world. They develop new skills and build new relationships.

At Silverhill Playgroup we use numbers, developing language, books, investigate the real world and use a variety of tools and equipment (including a laptop computer and tablets). We will explore texture,

cooking, planting seeds, making things from everyday items, making cards, junk models and simple woodwork. We also explore other cultures through stories, clothes, pictures, foods, simple math activities and science experiments.

We engage the children in the three prime areas of learning and development which are 1) Personal – social and emotional, 2) Communication and language, and 3) Physical development.

As these areas quickly develop we support learning in the specific areas of literacy, mathematics, understanding the world and expressive art and design. These are all interconnected and underpin each child's learning and development.

## Starting Playgroup

Every child is different. Some children will settle quickly while others may need more reassurance. We suggest that you are guided by the staff in either the Butterflies (2-3 year olds) or the Owls (3-5 year olds) class. We do like you to stay for at least part of your child's first session and to say goodbye to your child before leaving.

Please ensure your child arrives at the beginning of the session and telephone or text us should your child be absent (*See the useful information sheet for contact information*). Ensure your child is collected promptly at the end of a session as children can get distressed if you are late.

Your child will need the following and all MUST be clearly named.

- All clothes clearly named. (*Uniforms are available but not compulsory*)
- A Bag (with spare clothes in case of accidents or spillages)
- Lunchbox (when children are there for a full day)
- P.E. Kit – Polo shirt, shorts and trainers. (*This is for the Badgers class in the third term*)

If your child is still in nappies please inform a staff member. Please make sure your child's nappy is clean and dry before you leave and supply all the necessary items to change your child if necessary. (e.g. Nappies, bags, wipes etc). If this is unable to fit into your child's Playgroup bag please provide another named bag.

Please bring in a piece of fruit or vegetable for snack time, there is a fruit bowl in the waiting area.

We will provide your child with a named bottle or cup (depending on what class they are in) and give them access to water at all times. Milk will be offered during snack time

We encourage a healthy lunch and do not allow sweets of any sort to be part of a lunch. We will encourage your child to eat sensibly and what they do not eat we will leave in their box so you can see what has been eaten each day. We are unable to store lunches in a fridge so we ask you to put in a small freezer block to ensure dairy and meat products are kept cool.

Children are welcome to bring in toys but we do ask for them to be clearly labelled and if they would prefer other children not to play with them to be kept in their bags.

During the summer we can apply sun cream to children. A permission form will be given to you informing you of the brand Playgroup are currently using. If you would prefer to use your own sun cream or for us not to apply it to your child you can indicate this on the form. If you do provide your own sun cream please make sure it is clearly labelled.

## **When you drop off and collect your child**

Whenever you enter or leave Playgroup, please make sure the gate is closed behind you.

## **On Arrival**

Playgroup provides a waiting area indoors. When you enter the Playgroup, there are hooks with children's names on for the children's coats and bags. If this is your child's first visit to Playgroup they may not have a name tag yet, please use a spare hook.

There is a lunch trolley for the Owls class and one for the Butterflies class (they are both named). If your child has brought lunch with them, please put their lunch on the correct trolley.

There is a fruit bowl in the waiting area for your child's contribution to snack time. If staff need to make you aware of anything they will put a notice board up in the waiting area for you to read. If someone other than a parent/carer is collecting your child or you have any concerns/questions/information you would like us to know please inform a member of staff.

There is a basket in the waiting room with lost property inside. If your child has lost anything please check this basket (and comment on the Facebook page to reach other parents).

Your child is your responsibility while they are in the waiting area.

A staff member will open the door into the main hall when the Playgroup is open. You are welcome to come in with your child and help them settle.

## Collecting your Child

Please collect your child's bag and coat from their hook and replace their name in the basket above. In the main hall you will find a trolley with lunch boxes on them. Please check the tables for artwork (your child's name will be written on them), and the lost property basket will also be on the table.

If your child has had an accident while they were at Playgroup a member of staff will inform you and ask you to sign the accident book.

There may be important notices from staff in the hall, and artwork and letters can also be placed directly into the child's bag so please check it every day.

## Security

Silverhill Playgroup is very security conscious.

You are responsible for closing the main gate. Your child is secure with us only when they have entered the hall.

Parent/carer access can be made by phoning or ringing the doorbell at any time.

During sessions doors are locked internally or a chain is on the main gate. During the day the children will be able to play freely inside and outside once the gate is padlocked. The main gate and main doors are open approximately five minutes before the end of each session to allow parents/carers into the waiting area. A member of staff stands at the main door to prevent children leaving without their relevant parent/carer.

### **PLEASE CLOSE THE GATE BEHIND YOU AT ALL TIMES**

If you have arranged for anyone else to collect your child you must ensure that you inform a member of staff with the relevant details when you arrive with your child that particular morning. Staff are only authorised to let children leave with their usual parent/carer, or with the person named on the security log. We also have a password system should it be an emergency.

If you have not arrived 15 minutes after your child's session has finished you will be charged for an hours care (see fees). If your child is still waiting 30 minutes after their session has ended, it is our policy to inform social services local office and/or the police to report your child as abandoned.

All visitors are asked to sign in. If any accident or incident involving your child occurs during the session it is recorded in the accident book. You will be asked to read and sign the book and be given a copy for your records.

## **Progress and Development**

We chart your child's development and progress by using the EYFS assessment. We do this through making regular observations of your child at play and planning the environment to encourage their next steps. You and your child will have a named key worker and manager assigned to enable you to discuss any worries or give information which may help us provide the best care and education for your child. You are welcome to arrange a meeting with either the manger or with the child's key worker at any time.

We invite you to a ten-minute informal meeting every term where you can share your child's achievements at home with the key worker/manager. This is so we can discuss their own personal development, talk about their current interests and experiences. This informs and supports our planning for them during next term.

Most of your child's work and creations are taken home but some pieces of work will be kept at Playgroup to become part of their learning journey or put on our display boards.

We encourage children to follow our behaviour guidelines. They need to know what's acceptable and what's not acceptable at Playgroup. As your child's level of understanding increases they will need to be made aware of our Playgroup rules:

- Toys must not be thrown or kicked around
- Other children's work must not be spoiled
- No fighting
- No bullying or hurting other children
- Help with tidying up
- No climbing on the tables or chairs
- No swearing or using inappropriate language

If a child's behaviour is unacceptable the child will be quietly and calmly told what s/he did wrong and why it was wrong. The focus will be on how it made the other child feel. The explanation will be made at a level and pace dependent upon the child's level of understanding.

Staff will not dwell on the situation once it has been dealt with. We do not feel it is necessary to report back to parents every episode as this may humiliate the child. If the behaviour is more serious and is repeated over and over again, a meeting with the parent/carer will be arranged to discuss reasons why the child is behaving in such an inappropriate fashion.

## **Meet the Staff**

Manager – Rebecca Dixon

Assistant Manager – Catherine Bune

SENCO – Hazel Mitchell

Practitioners – Hannah Merry, Kate Cornwall, Jude Gillham & Heather Fewell

Administrator – Carol Clarke.

Playgroup staff hold relevant qualifications for childcare which between them include:

- Early Years Professional Status
- BA (PSLD)
- Foundation Degree Early Years Care and Education
- NVQ Child Care and Education Levels 2, 3, 4 & 5
- Special Needs and Inclusion Training
- Paediatric First Aid
- Food Hygiene
- Basic Child Protection and Advanced Child Protection
- Health and Safety
- First Aid at Work
- Makatron Signing and Medication Administration Certificate

All Playgroup staff undergo early years training, safeguarding, personal professional studies and courses to develop the setting and to ensure good practice which enhance their own knowledge and skills.

Sometimes you will see other people in the Playgroup setting. These people could be College/School placements, support workers, inspectors, committee/church members or parents.

If you are unsure of someone please speak to a member of staff.

## **The Committee**

The Playgroup is run by a committee. Our committee is made up of past and present parents and two representatives from St Luke's Church.

Chair Person – Vera Burgess

Secretary – Pauline Thunder

Treasurer – Kathy Porter.

Our AGM is held in the Autumn Term, it is important that parent/carers attend this meeting to re-elect officers and elect new members of the committee. The committee are legally and financially responsible for maintaining the Playgroup, and the Playgroup cannot operate without a committee of at least five members.

On average the committee meet once a term, sometimes with meetings in between. If you join the committee and cannot make a meeting, you can send your apologies. As long as five members are

present, the meeting can be held. All committee members must be DBS checked

If you or a grandparent would like to join to the committee and be part of this important role to the Playgroup please speak to a staff member or committee member.

### **What can you do to help?**

We invite parents involvement with the Playgroup.

One of the biggest ways to be involved is to join the committee, and this can be very rewarding.

Sometimes parents are asked to help out on special occasions, walks in the park, fundraising events, parties and more. We collect vouchers for new equipment and have a box in the waiting area where these can be deposited.

Any items for children to play with or use for art and crafts (e.g. wool, cardboard boxes, yoghurt pots etc) are always appreciated. The Playgroup is a charity and needs donations and fundraising to help purchase new equipment. You do not need to be a committee member to help with fundraising, please just speak to a staff or committee member.

We have a Give as you Live page where you can make a donation at no cost to you when you shop online.

Please put the flyer up (included in this pack) at your home or somewhere it can be seen.

### **Uniform**

A uniform is not compulsory at Silverhill Playgroup. It can be beneficial to the children as it allows them to get used to wearing a uniform

before School. Also, some activities (such as painting) can get messy and wearing a uniform to Playgroup can protect their home clothes. We have polo shirts and jumpers available in various sizes. These can be purchased from Super Stitch, either via their shop or their website [www.superstich86.co.uk](http://www.superstich86.co.uk)

Second hand items are usually available in September when children move up to School.

## Useful Information

Telephone Number: 07939 113 303

Address: Silverhill Playgroup  
St Lukes Church Hall  
Alma Terrace  
St Leonards-On-Sea  
East Sussex  
TN37 6QT

Email: [info@silverhillplaygroup.co.uk](mailto:info@silverhillplaygroup.co.uk)

Website: [www.silverhillplaygroup.co.uk](http://www.silverhillplaygroup.co.uk)

Facebook: [www.facebook.com/silverhillplaygroup](http://www.facebook.com/silverhillplaygroup)

Charity Number: 1130755

Ofsted URN: 109504

We are open Monday to Friday at the following times:

Monday 9am-3pm  
Tuesday – 9am-12pm  
Wednesday – 9am-3pm  
Thursday 9am-3pm  
Friday 9am-12pm

Our sessions run from 9am-12pm, and 12pm -3pm. If your child is staying all day you will need to provide lunch. Breakfast club runs from 8.15am to 9am daily. After school club runs on Monday, Wednesday and Thursday from 3pm to 3.15pm

Bank: Lloyds Bank

Bank Account Number: 02919419

Sort Code: 30 97 66

(please use your child's name as a reference)

Uniform is available from <http://www.superstitch86.co.uk/>