

# WELCOME TO ROUNABOUT PLAYGROUP

This booklet aims to provide you with information and guidance making your child's stay at Roundabout Playgroup most enjoyable.

Roundabout Playgroup is a community playgroup, run as a registered Charity by a Committee of parent volunteers. The aims of our Charity are:

- To ensure that each child has opportunity to learn through play
- To enhance the development and education at a parent-involving, community based group
- To provide a safe, secure and stimulating environment where children are supported to broaden their experiences
- To work within a framework which ensures equality of opportunity for all children and families.

## ADMISSION

We offer education and care for children from 2 years 6 months until school starting age. Children attending our pre-school should be toilet trained as we do not have adequate nappy changing facilities. However, if you feel your child is ready for pre-school but still in pull-ups please speak to our Playgroup leaders who will try to accommodate your situation.

## SESSION TIMES

Our playgroup meets for morning sessions Monday to Friday with afternoon session on Tuesdays and Wednesdays (term time only). Our opening hours are:

Monday, Thursday & Friday	from 09.15am until 12.15pm
Tuesday & Wednesday	from 09.00am until 12.00pm from 12.00 until 03.00pm

## FEES

Children who are 3 years and older are funded for 15 hours (or five sessions) by the Nursery Education Grant from the term after their third birthday. Our Playgroup Leaders can provide you with further details.

Fees for children, who do not receive funding, are £9.50 per session, payable in advance every half term. You will receive a slip notifying you of the total payment due for the term. We accept payment by cash, cheque or childcare vouchers.

Fees continue to be paid if a child is absent without notice or for a short period of time. In cases of prolonged absence, parents should consult the Committee about fee payment.

Each child's place in Playgroup is conditional upon continued payment of any necessary fees or grants.

## REGULATING BODIES

Roundabout Playgroup is Ofsted registered and we follow the foundation stage of the early learning goals. We are inspected regularly for standards of education and care and there are regular checks on the premises. The Playgroup must present acceptable philosophy of care in writing and the majority of staff must be appropriately trained. Our latest Ofsted report is available on line at [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or ask one of the Playgroup Leaders for a hard copy. Our Ofsted registration number is EY271307.

## STAFF

All staff are suitably qualified and experienced in the care of young children and regularly CRB checked.

Our Business Manager, Maren Swift, takes care of financial and administrative tasks and supports the Committee's work. If you

have any queries regarding invoices and payments, please get in touch directly via [mweichbrodt@yahoo.co.uk](mailto:mweichbrodt@yahoo.co.uk).

## **KEYWORKERS**

Each child is assigned a Keyworker on starting Playgroup. A personal profile is kept on each child's progress which parents are welcome to see and contribute to at any time. This profile contains examples of their experiences at Playgroup, notes of key achievements in each of the curriculum areas and may also contain photographs and art and craft work. Please feel free to add your comments in the child's profile and discuss any concerns you may have about your child with your Keyworker.

## **LEARNING THROUGH PLAY**

Our topic lead curriculum provides our children with experiences in the main areas of learning and development:

1. Personal, social and emotional development
2. Creative Development
3. Physical Development
4. Communication, Language and Literacy
5. Knowledge and Understanding of the World
6. Problem solving, reasoning and numeracy

Individual care and attention is made possible by a high ratio of adults to children and the support of a personal keyworker. We also actively encourage you and your family to get directly involved with the activities of the group and your children's own progress.

## **STARTING PRE-SCHOOL**

### **New pre-school Parents Meeting**

Before the end of every academic year, we have a meeting for new parents whose children will be starting at Roundabout Playgroup in September/ October that year. This provides an opportunity for parents and children to have a look around the setting, ask questions, and meet the Committee, staff and other parents.

## **THE DAY AT ROUNDABOUT**

Parents are very welcome to attend trial sessions with their child to get to know our setting together. These can be arranged with our Playgroup leaders.

Each child is different in how they settle into nursery and our staff is very experienced in helping children adjust to Playgroup. It is important for staff and parents to work together to help the child to feel confident and secure in the group. This takes longer for some children than others and parents should not feel worried if their child takes a while to settle.

Our sessions are usually structured as follows:

Self-registration: On arrival each child picks-up their name tag and places it on our Roundabout.

Circle time: The children enjoy games and activities as a group and staff take the register.

Snack Time: The children share a healthy snack, which also provides an opportunity for the children to sit

together and talk.

Getting Busy: The children can chose to play in- or outdoors.  
Areas of Play: Sand & water, construction, role play, reading/  
book corner, numeracy, painting/ sticking,  
playdough.

Tidy-up time: We encourage the children to look after their  
toys and help tidying up at the end of  
playtime.

Story time: The children settle down on the carpet for a  
story and sing together (i.e. Happy Birthday or  
Topic related songs).

Home time: Please come in to pick-up your child and  
collect your child's artwork, our newsletters  
and any other correspondence with you from  
the table.

## **PRACTICAL INFORMATION**

### **Spare Clothes**

Please bring a bag (labelled with your child's name) with spare clothes. These can be left on the pegs with your child's coat.

Although we encourage the children to roll up their sleeves and to wear aprons, please dress your child in suitable clothing, which you do not mind getting marked.

We use our outdoor area nearly every day, so your child will almost always need a coat. In sunny weather, please apply sun cream to your child before coming and bring a labelled sun hat.

### **Use of toilets**

The children are encouraged to practice the skills, which will make them independent. Simple clothing that they can easily handle themselves will enable them to go to the toilet when they want to

without being dependent on other people's help. Our staff is very understanding if an accident happens and will quickly change the child into their spare set of clothes.

### **Fruit for Snack Time**

We would appreciate it if your child could bring a piece of fruit to Playgroup with them to contribute towards snack time. If your child is attending more than 3 days, then please only bring 2 or 3 pieces in each week, as we hate to waste left over fruit at the end of the week

### **Packed Lunch**

Children who are staying for morning *and* afternoon sessions are requested to bring in a packed lunch & drink (other than water and milk which are available at playgroup).

### **Special Needs**

The number of adults present in the Playgroup enables us to provide individual attention to each child. Each child progresses at her/ his own rate in all areas of development, and this is true for children with or without learning difficulties or disabilities. We are experienced in working in close liaison with professionals across the range of special needs. If you would like to discuss the group's ability to meet your own child's special needs, please talk to the Playgroup Leaders and our Special Needs Coordinator, Carri Sharrat.

### **Accidents**

If a child has an accident, it will be reported in the accident book. A member of staff will make you aware of the incident when you collect your child and you will be required to sign the accident book.

## **Illness**

Please inform us of any infectious illness that your child might have so we can inform other parents/ carers. In case of sickness or diarrhoea, we request your child to be at least 48 hours symptom free before re-joining the playgroup.

## **Security and Parking**

On arrival, please bring your child right into Playgroup and, at the end of each session, please come right in to collect your child from the story corner on the right. Please also remember to close all doors and gates as you come in and out of the building and outdoor play area.

Newlathes School requests parents/ carers not to park inside the school gates. If you could please please park on the road and not park in the turning circle outside Playgroup!

## **Committee**

The Playgroup is run by an elected committee, which ensures that major decision-making is in the hands of the parents who use the preschool. The Committee is responsible for reviewing policy and practice, for the employment and appraisal of members of staff, for monitoring income and expenditure and for fundraising. Our Annual General Meeting, at which the Committee for the following year is elected, takes place in October and parents are informed in good time so that they are able to attend.

The Playgroup's legal structure means that we cannot operate without a volunteer Committee of at least two people (Chair and Treasurer). We also have Committee posts for Secretary and Fundraisers, plus general Committee members without portfolio. Bearing this in mind, we actively encourage parents to take part in the running of Playgroup and to take Committee roles.

## **Nursery Newsletter**

Finally, we produce a newsletter for each half-term outlining the topics and events keeping you informed about what is going on at Roundabout Playgroup.