

St Mary's Playgroup

Policy Statement

Introduction

St Mary's Playgroup is a community group with a charitable status and run by YOU the parents of its children through a committee, which is elected annually at the annual general meeting.

The AGM is usually held in the Autumn term, and each family is entitled to one vote at this meeting. Parents are encouraged to use this opportunity to have their say in the running and organisation of the playgroup.

The committee is elected to manage the playgroup and to administer and be responsible for the policies of the playgroup. All parents are eligible to stand for the committee and all parents are welcome to attend committee meetings.

St Mary's Playgroup is a member of the Pre-School learning alliance and is inspected and registered by OFSTED. Parents are welcome to read the Ofsted report which is also available on the OFSTED website.

Starting at our setting

Before your child starts playgroup, you will be asked to fill in a registration form, settling in sheet and consent forms for your child. Please fill in all information as this will help us with your child. Forms are available to download off the website.

You will find copies of all of our policies and procedures on our website (www.stmarysplaygroupbanbury.org), or in our policy books. We do encourage all parents and carers to read all of these.

If you do not have access to a computer to view our policies on our website, please ask a member of staff if you would like to borrow a copy of our policies to take home.

Policies are reviewed and updated on a regular basis. Parents will be notified when policies have been updated.

Clothing

We ask that you send your child to playgroup in play clothes as Playgroup cannot be held responsible for clothes spoiled by paint, glue, etc. We do provide aprons for messy activities.

We also ask that parents bring spare clothes in a named bag for their child. However, we do have spares if they forget their bag one day.

Please make sure your child has a named coat and sensible shoes for outdoor play.

Sun cream

In the summer months, we ask you to have a named sun hat to keep at playgroup and put sun cream on your child before they come into a playgroup. All day children - we will put sun cream on the children before they go out to play in the afternoons. You will be asked to give your written consent for this when you register your child with us.

Toilet

If your child is not yet toilet trained, please make sure they have adequate spare pull ups in their bags. We do have a changing mat, as we are not equipped with a proper changing unit. Staff do wear protective clothing when changing a child.

We ask that you take your child to the toilet before they come in to playgroup. This is for safety reasons.

Please send your child to playgroup in clothes they can pull up easily, not belts and buttons that the children cannot use themselves. This does not mean the children are not supervised it just means doing themselves helps with their self-esteem.

We will not discriminate against a child who has a special need.

Admissions Policy

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Methods

St Mary's Playgroup accepts children from 2 years up to the age of 5 years. Children are able to attend a minimum of two sessions up to a maximum of 12 sessions per week, providing space is available.

Children are able to stay for lunch; a full day counts as two sessions.

Afternoon children are asked to bring a packed lunch; this is so that all children can sit down for lunch together.

Attendance

Playgroup is open during term times only on the following:

Monday)
Tuesday)
Wednesday) - 9.00 am – 12.00pm
Thursday)
Friday)

Monday)
Tuesday) - 12.00pm -3.00pm
Wednesday)
Thursday)
Friday..)

Parents will be asked half way through the term which sessions they require for the following term but, please only ask for a number of sessions you will use for your child. We try to accommodate preferences as much as possible, where spaces are available.

Please let us know if your child is going to miss a session due to illness or holidays or for any other reason. This is so that the absences can be recorded, as required by Ofsted. You can notify us by sending a text or calling the playgroup mobile phone number or telling us in person.

Please note: we are unable to switch sessions around at short notice to accommodate changes in commitments. This includes switching your child's session, or sessions, with those of another child (even if the other parent is happy to switch).

It would be disruptive to the running of the playgroup if we allowed changes to be made at short notice. Also, it would be unfair and unprofessional of us to accommodate some requests and not others. So, to be fair to parents, staff and children we have adopted this policy of keeping to allocated sessions.

Please let us know in plenty of time when your child will be leaving to attend school or another Setting.

We do require one month's written notice; this gives us time to bring your child's profile and paperwork up to date.

Picking up your child

A lunchtime, children will be playing behind the barriers. Please come into the playgroup room and collect your child. At the end of the session, children will be seated at their tables. Please come into the playgroup room and collect your child off their seat. There is always a member of staff at the door, but for safety reasons we cannot have children being called from the door by their parent.

Please let playgroup know in advance if someone else is coming to pick up your child. Staff will not release a child to an adult who we do not have prior notice for collection. A password can be set up if needed.

Please ensure you collect your child promptly at the end of each session. It's not nice for any child to have to wait for their parent to collect them.

On some occasions, we understand that sometimes a parent may be running late. However, if a parent continues to be late on a regular basis, you will be charged £10.00 per 15 minutes you are late.

If you need to pick up your child early on a regular basis, please talk to the staff and they can have your child ready for you to collect.

If you do just turn up early to collect your child, please be patient with staff as it may take a few minutes to collect all your child's belongings.

St Mary's Playgroup Aims

Our setting aims to:

- Provide high-quality care and education for children under the age of five.
- Work in partnership with parents to help children learn and develop.
- Offer children and their parents a service that promotes equality and diversity.
- Aim to offer a safe, secure and happy environment in which children can learn as they play.
- Playgroup provides opportunities for children to make friends and prepare for going to school.

Themes and activities

Activities are chosen to offer a range of experiences around the seven areas of learning.

We plan for individual children as well as small and large groups. Activities are offered inside and outside. We use our observations and children's interests to choose our themes.

Staff will encourage children to do an activity, but we cannot make children do a particular activity. Children will not always bring something home; sometimes we do activities for the wall and children's files but this does not mean the children have not done anything in the session.

Photographs

At playgroup we may take photographs of the children to backup work we do for OFSTED, or occasionally for a special event we may ask the local newspaper to come and take

children's photographs. Photos may also be posted on our website where permission has been given. We also take photographs of the children to go in their profiles.

Parents will be asked to sign a consent form when their child starts playgroup to give the playgroup permission to do this.

Safety

Please do not let your children play in the garden before the sessions start or allow them to run in the corridor. Children are your responsibility out of session times. There is a yew tree in the back garden (which is a protected tree). We take precautions to make sure children are kept away from this at play times.

Smoking is not allowed on playgroup premises

No dogs allowed on playgroup premises

September 2019

Review Date January 2021