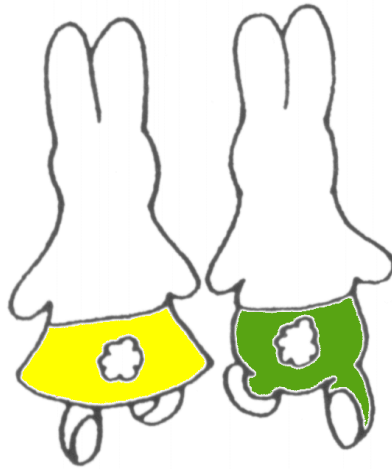


# BARNS GREEN



# PLAYGROUP

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Charities No: 1033658

## **STAFF**

SUPERVISOR:

Bev Liley

ASSISTANTS:

Sharon Duke  
Amanda Page  
Sarah Wenzel  
Anna Sharp

Nikki Johnson  
Adrienne Kriel  
Nicky Holder  
Ellen Mcleod

## **COMMITTEE**

CHAIRPERSON:

Alex Hyland

TREASURER:

Martyne Pearson

SECRETARY:

Fran Crossley

## **Introduction**

Barns Green Playgroup is a registered charity established in 1978 with the purpose of providing a playgroup setting in the village, and welcoming Children from the surrounding areas.

We are members of the Preschool Learning Alliance, a national organisation which provides the playgroup with valuable guidance and support. We also receive support from the Early Years Development and Childcare Partnership (EYDCP).

Playgroup is run by a voluntary committee of parents and staffed by a team of qualified and experienced supervisors and assistants.

We are regularly inspected by OFSTED and the latest inspection report is available on request, or visit [www.ofsted.gov.uk/](http://www.ofsted.gov.uk/)

We operate from Barns Green Village Hall which has a beautiful setting, looking onto the village green with nearby country walks. Playgroup has its own garden which enables children to enjoy indoor and out door activities throughout the year.

Playgroup is open Monday – Friday from 9.15am –12.15pm with an optional lunch club every day until 1.30pm, during Itchingfield School term time.

Children can begin playgroup at the beginning of the term that they turn 2 ½. If a child turns 2 ½ during the Christmas, Easter or Summer holiday they will begin at the beginning of the following term.

### **Our setting aims to:**

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

### **Parents**

Parents are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

As a community based, voluntary managed setting, we also depend on the good will of parents and their involvement to keep going.

### **We aim to ensure that each child:**

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children.
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

## **Children's development and learning**

The provision for children's development and learning is guided by The Early Years Foundation Stage (DCSF 2007). From September 2008 the Early Years Foundation Stage became law. This brings together Birth to Three Matters and the Curriculum Guidance for the Foundation Stage. Our provision reflects the four key themes and 16 commitments of the Early Years Foundation Stage.

### **A Unique Child**

Child Development: Skilful communicator, competent learner.

Inclusive Practice: Equality and diversity, children's entitlements, early support.

Keeping Safe: Being safe and protected, discovering boundaries, making choices.

Health and Well-being: Growth and developing, physical and emotional wellbeing.

### **Positive Relationships**

Respecting Each Other: Understanding feelings, friendship, professional relationships.

Parents as Partners: Respecting diversity, communication, learning together.

Supporting Learning: Positive interactions, listening to children, effective teaching.

Key Person: Secure attachment, shared care, independence.

### **Enabling Environments**

Observation, Assessment and Planning: Starting with the child, planning, assessment.

Supporting Every Child: Children's needs, the learning journey, working together.

The Learning Environment: The emotional environment, the outdoor environment, the indoor environment.

The Wider Context: Transitions and continuity, multi-agency working, the community.

### **Learning and Development**

Play and Exploration: Learning through experience, adult involvement, contexts for learning.

Active Learning: Mental and physical involvement, decision making, personalised learning.

Creativity and Physical Thinking: Making connections, transforming and understanding, sustained shared thinking.

Areas of Development and Learning.

## **How we provide for development and learning**

Children start to learn about the world around them from the moment they are born. The care and education offered by Barns Green Playgroup helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning comprise:

- personal, social and emotional development;
- communication, language and literacy development;
- problem solving, reasoning and numeracy;
- knowledge and understanding of the world;
- physical development; and
- creative development.

For each area, the practice guidance sets out the Early Learning Goals. These goals state what it is expected that children will know and be able to do by the end of the reception year of their education. The practice guidance also sets out in 'Development Matters' the likely stages of progress a child makes along their learning journey towards the early learning goals. Barns Green Playgroup has regard to these matters when we assess children and plan for their learning.

### **Personal, social and emotional development**

Our programme supports children to develop:

- positive approaches to learning and finding out about the world around them;
- confidence in themselves and their ability to do things, and valuing their own achievements;
- their ability to get on, work and make friendships with other people, both children and adults;
- their awareness of, and being able to keep to, the rules which we all need to help us to look after ourselves, other people and our environment;
- their ability to dress and undress themselves, and look after their personal hygiene needs; and
- their ability to expect to have their ways of doing things respected and to respect other people's ways of doing things.

### **Communication, language and literacy**

Our programme supports children to develop:

- conversational skills with one other person, in small groups and in large groups to talk with and listen to others;
- their vocabulary by learning the meaning of - and being able to use - new words;
- their ability to use words to describe their experiences;
- their knowledge of the sounds and letters that make up the words we use;
- their ability to listen to, and talk about, stories;
- knowledge of how to handle books and that they can be a source of stories and information;
- knowledge of the purposes for which we use writing; and
- making their own attempts at writing.

### **Problem solving, reasoning and numeracy**

Our programme supports children to develop:

- understanding and ideas about how many, how much, how far and how big;
- understanding and ideas about patterns, the shape of objects and parts of objects, and the amount of space taken up by objects;
- understanding that numbers help us to answer questions about how many, how much, how far and how big;
- understanding and ideas about how to use counting to find out how many; and
- early ideas about the result of adding more or taking away from the amount we already have.

## **Knowledge and understanding of the world**

Our programme supports children to develop:

- knowledge about the natural world and how it works;
- knowledge about the made world and how it works;
- their learning about how to choose, and use, the right tool for a task;
- their learning about computers, how to use them and what they can help us to do;
- their skills on how to put together ideas about past and present and the links between them;
- their learning about their locality and its special features; and
- their learning about their own and other cultures.

## **Physical development**

Our programme supports children to develop:

- increasing control over the large movements that they can make with their arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift;
- increasing control over the small movements they can make with their arms, wrists and hands, so that they can pick up and use objects, tools and materials; and
- their understanding about the importance of, and how to look after, their bodies.

## **Creative development**

Our programme supports children to develop:

- the use of paint, materials, music, dance, words, stories and role-play to express their ideas and feelings; and
- their interest in the way that paint, materials, music, dance, words, stories and role-play can be used to express ideas and feelings.

## **Our approach to learning and development and assessment**

### **Learning through play**

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the practice guidance Early Years Foundation Stage to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the practice guidance to the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.



## **Staff Profiles**

Bev Liley (Supervisor) has a Diploma in Pre-school Practice Level 3 (including special needs), training in Child Protection, Paediatric First Aid and Food Hygiene. She has vast experience with children from 0-16 including child minding, cub pack helper for 2½ years and she ran a youth football team for 6 years. Bev's 3 children have all attended Barns Green Playgroup, and she has been actively involved with the playgroup since 1993 and employed as a member of staff since 1997. Bev is the Child Protection and Behaviour Management Co-ordinator for playgroup.

Sharon Duke (Assistant) has worked at the Playgroup since 2001. She is the INCO (inclusion co-ordinator or SENCO Special Educational Needs Co-ordinator) and supervises sessions in Bev's absence. Sharon holds the following qualifications – NVQ3 in Childcare, child protection, first aid and Foundation Stage Special Needs. Sharon has two children who have both attended Barns Green Play Group, during which time she was on the committee in a variety of roles including fundraising for the group.

Nikki Johnson (Assistant) has spent 15 years working as a care assistant, 10 years at Wellcross Grange and 5 years at Kingsmead Nursing Home. She has carried out voluntary work at Southwater Infant School, helping Reception and Year 1 children with their reading, art, crafts and other activities. Nikki has a Diploma in Pre-school Practice Level 3 and training in First Aid and Child Protection and is Playgroups nominated person for Health & Safety. She has two children of her own.

Amanda Page (Assistant) was employed as bank staff in January 2007. She became a permanent member of the staffing team in January 2008. Amanda has had previous experience working with pre-school children doing voluntary work at a crèche. She has 3 children of her own one of which attended playgroup when they moved to the area in 2006. During this time Amanda helped out at fund raising events for playgroup. She has a Diploma in Pre-school Practice Level 3, training in first aid and Child Protection and is Playgroups nominated person for First Aid.

We have supplementary members of staff who can be called upon in the event of illness or emergency.

## **How parents take part in the setting**

Our setting recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping at sessions of the setting;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of the setting;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- joining in community activities in which the setting takes part; and
- building friendships with other parents in the setting.

## **The parents' rota**

The setting has an optional rota where parents can arrange a date with the Supervisor to come in if they would like to help at a particular session or sessions of the setting. Helping at the session enables parents to see what the day-to-day life of the setting is like and to join in helping the children to get the best out of their activities.

## **Joining in**

Joining the rota is not the only means of taking part in the life of the setting. Parents can offer to take part in a session by sharing their own interests and skills with the children. Parents have visited the setting to play instruments for the children, show pictures and items from their travels, and to share different languages and cultures with the children.

We welcome parents to drop into playgroup to see it at work or to speak with the staff.

## **Key persons and your child**

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from the setting's activities.

## **Learning opportunities for adults**

As well as gaining qualifications in early years care and education, the setting staff take part in further training to help them to keep up-to-date with thinking about early years care and education.

The setting also keeps itself up-to-date with best practice in early years care and education, as a member of the Pre-school Learning Alliance, through the Under 5 magazine and publications produced by the Alliance.

Barns Green Playgroup has strong links with the Billingshurst Children and Family Centre. They visit in a mobile unit on the second Wednesday of each month, and offer help and advice to families, information about courses such as first aid and provide a book and toy library service.

## **The setting's timetable and routines**

Barns Green Playgroup believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in the setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

## **The session**

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

## **Snacks**

The setting makes snack and lunch club a social time at which children eat together. Parents are asked to bring in some pieces of fruit/veg each week and healthy snacks, such as breadsticks each half term. Do tell us about your child's dietary needs and we will make sure that these are met.

## **Policies**

Barns Green Playgroup's Policies and Procedures are available for you to see at the setting on the Parent Information table. Our policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents. The staff and parents of the setting work together to adopt the policies and they all have the opportunity to take part in the review of the policies. This review helps us to make sure that the policies are enabling the setting to provide a quality service for its members and the local community.

## **Safeguarding children**

### **Designated Person for Child Protection: Bev Liley**

Barns Green Playgroup has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

## **Special Educational needs**

### **Special Educational Needs Co-ordinator: Sharon Duke**

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2001).

## **The management of our setting**

A parent management committee - whose members are elected by the parents of the children who attend the setting - manages the setting. The elections take place at our Annual General Meeting. The committee is responsible for:

- managing the setting's finances;
- employing the staff;
- making sure that the setting has, and works to, policies that help it to provide a high quality service; and
- making sure that the setting works in partnership with the children's parents.

The Supervisor-

- Manages the staff;
- Is responsible for the day to day running of playgroup; and
- Reports to the committee.

The Annual General Meeting is open to the parents of all of the children who attend the setting and is usually held in July. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

## **Admissions Policy**

Barns Green Playgroup adopts a policy of non-discrimination on the grounds of sex, race and disability. It seeks to help each child develop socially and physically, maintaining a positive attitude towards him/herself, others, the staff and committee.

Playgroup will do its best to provide a place for your child on your requested days, from the beginning of the term your child reaches 2½ years old. It is recommended that children attend 2 sessions per week in the first instance, but as some children will cope with attending playgroup better than others at this young age, this can be discussed with the supervisor.

We encourage parents to attend 2/3 sessions with their child at the beginning of the term that they are due to start. This enables new children and parents to become familiar with the staff, other children and routines before the big day arrives. There will be no charge for these sessions.

We have an admission charge of £50.00, this fee is to ensure that your child's place is guaranteed and is payable once you accept a place and return all the relevant paperwork. You will then receive a Welcome Pack, which contains relevant information to make their start at playgroup as enjoyable as possible. If you have any questions or concerns regarding the payment, please feel free to speak to our Supervisor in confidence.

Please note that £25.00 of this fee is refundable when your child leaves playschool to attend primary school. The remainder of this fee is for administration costs and other costs incurred when taking on new children.

Parents/carers must provide children in nappies with a named bag containing nappies, wipes and nappy sacks. Please provide spare clothing in case your child is in need of a change. Playgroup do have a limited amount of spare clothing for emergencies, but request that parents return the washed clothes as soon as possible. Staff are here to support your child through potty training, always feel free to discuss this with the Supervisor or Key worker.

Please provide your child with a change of clothes and in colder weather ensure that they bring a coat and

Wellingtons. In hot weather please provide them with a sun hat and apply sun cream. All articles should be named.

The number of sessions per week can be increased as required until he/she is attending 5 sessions each week, subject to availability. Children can remain at playgroup until they attend reception class at school, whenever in the school year that may be.

In accordance with our policy and to establish routine and continuity, we recommend that you inform us of any other playgroup/nursery setting that your child is attending. This is to enable us to liaise with the other group in order to provide the best care for each child and cater for their individual developmental needs.

## **Fee Paying and Free Entitlement Policy**

### **Deposit**

We have an admission charge of £50.00, this fee is to ensure that your child's place is guaranteed and is payable once you accept a place and return all the relevant paperwork. You will then receive a Welcome Pack, this pack contains a school t-shirt and any other relevant information or items to make their start at playgroup as enjoyable as possible.

£25.00 of this fee is refundable when your child leaves playschool to attend primary school. The remainder of this fee is for administration costs and other costs incurred when taking on new children. If a child leaves to attend another setting you will not be entitled to the £25.00 refund.

### **Fees**

Our current charge is £9:75 per session.

Payments will be invoiced during the second week of each half term. If you prefer you can pay at the beginning of each session however, in order to keep places open and to meet our costs, days missed (due to illness or holidays during term time etc) must still be paid for irrespective of payment arrangements. It is not normally possible to substitute one missed day for another. This would have to be discussed with the supervisor and would depend upon availability of spaces.

## **Sibling Discount**

### **Sibling Deposits**

If two or more siblings or children from the same family attend playgroup at the same time the £50.00 deposit is carried over for the next child. The £25.00 will be refunded when the last child from the family leaves to attend school.

### **Fee paying siblings**

Should a family have two fee paying siblings or children at playgroup we will offer a one full price and one half price option. When one of the siblings becomes funded the fee paying sibling will need to pay full fee. This will be in the case of twins or children close enough in age.

## **Early Years Free Entitlement**

The government pays the Early Years Free Entitlement from the term following a child's 3<sup>rd</sup> birthday. Each child is entitled to 15 hours per week. This can be claimed as a 3 hour session, an hour for lunch club or a combination of both. You will be required to state how you will be claiming the hours at the beginning of each term. (E.g. If your child attends 4 three hourly sessions you can also claim for 3 lunch clubs) This is claimed directly by playgroup.

In some circumstances the Supervisor may be able to help you access funding for 2 year olds. If you have any questions or concerns regarding the payment or funding, please feel free to speak to the Supervisor in confidence.

## **Premises & Equipment**

Our Playgroup sessions are held in the Barns Green Village Hall. There is a spacious main hall with safety glass doors opening onto an enclosed patio and garden. We set up play items outside (e.g. sand/water play), and we have access to the village green for more sports activities. Each day we have an outdoor playtime giving the children at least one opportunity during every session to explore outside. We also make the most of the nearby woods, arboretum and local ponds. There are separate toilets for boys and girls, with pegs for the children's coats. The main hall has a small kitchen attached. This is used by the staff to prepare refreshments and to bake things made by the children.

Playgroup has an extensive range of toys and educational aids, including larger pieces of equipment for a home corner (i.e. oven, sink etc. for role play), indoor climbing equipment, rope bridge, water and sand tray. We also have a varied range of dressing up clothes, a laptop, a book corner and all the usual smaller equipment for painting, drawing, creativity, manipulative play and cognitive development. The equipment available each day is monitored and rotated, so that all children have the opportunity to use the full range throughout the term, and to make sure that they have access to activities which they find interesting and enjoyable.

## **Technotots**

Each Monday we have a company called Technotots who come along to playgroup. They run sessions to teach playgroup/nursery age children about computers. The children use laptop computers in small groups and they learn how to switch a computer on and off safely. They learn to operate programs which cover the six desirable learning outcomes including number and letter recognition, and it helps to develop their hand/eye co-ordination.

The charge per session is £2.50 per child which they provide for us a greatly reduced rate from their standard charge which is £5.00

## **Lunch Club**

We operate a lunch club Monday to Friday. Playgroup staff supervises the children from 12.15 -1:30pm while the children eat their lunch. At least one member of staff sits with the children to encourage them to eat their lunch. You will be required to provide your child's lunch in a clearly labelled box or bag. Please also provide your child with a drink. (No glass bottles, fizzy drinks or sweets please.)

Please use cold packs where necessary as there is no cold storage available for lunch boxes.

This is a good preparation for the children before they start school. The cost is £2.00 per lunch session.

On Wednesday's Playgroup children must be collected from the door by the left of the kitchen window to allow the toddler session to start at 1pm in the hall.

## **Toddler Session**

On Wednesdays we run a Parent and Toddlers session from 1-3pm. Everyone is welcome to come along with their children or grandchildren of all ages from birth to 5 years old. There is free play, a craft activity and refreshments for you and your child. It is a good opportunity to get to know other parents. The session cost is £3.00 per family.

## **Parent and Toddler Group Policy**

**At Barns Green Parent and Toddler group we adopt a policy of non-discriminative practice. We welcome all families.**

### **Staff responsibilities**

- At least one Playgroup staff member will be on duty to set up and pack away equipment and provide refreshments
- This member of staff will have first aid training
- A first aid kit will always be on the premises
- Staff will record any accidents in the accident book
- Staff will remove any damaged equipment and report damage of any kind to the supervisor
- Staff will deal with any spillages
- Fire Evacuation procedures will be displayed at exits
- Rules for safety will be displayed every session
- Staff will enforce the rules where necessary to help make a safe environment for all families

### **Parent/Carer Responsibilities**

- To be responsible for children in their care, indoors and out.
- To sign in and out so staff are aware of who is in the building for safety reasons
- Close doors on entering and leaving the building
- To be aware of the rules for safety and abide by these rules
- To report any damage to equipment, the building or outdoor area to a staff member
- To report any accidents or spillages
- To leave promptly at the end of the Toddler session, allowing the staff to pack away equipment

## **Complaints**

We aim to run a playgroup that has happy children and happy carers. We are however human and problems may sometimes arise. In this case we want to be the first to know.

Any minor concerns should be discussed first with the supervisor. She is present at all sessions and will be able to quickly deal with the matter or pass it on to the chairperson of the committee.

For all more major concerns, please contact the chairperson. She/he will discuss it with the secretary and/or treasurer, the staff and the rest of the committee, as appropriate. Confidentiality will be maintained within this arrangement.

The most important consideration is the safety and welfare of the children.

On the parent's information table there is a file containing all of playgroups policies and procedures. This includes our complaints policy and procedures and contacts for officials e.g. Ofsted, Social Services etc. On this table there is also a compliments and complaints book and a suggestion box. We welcome your suggestions and are always ready to listen to any concerns that you may have.

## **Fundraising Policy**

Playgroup committee is made up of a chairperson, treasurer and secretary and four or more fund-raisers. The fund-raisers' aim is to raise money for use by playgroup to purchase new equipment and to fund outings and our Christmas Party or at such times that our number of children attending are low help with the running costs to keep the group open.

The annual target is at least £3,000, but the more money raised the better.

To achieve this target, various events are held throughout the year and parents are urged to support these events enthusiastically. After all, your children will benefit from the proceeds.

We hold an Annual General Meeting in July each year and all parents and staff are invited. A statement is presented to this meeting by the fund-raisers and details are given of the funds raised at each event.

Anyone wishing to become involved in the committee is encouraged to approach a committee or staff member before this meeting to find out which positions will be available.

## **Sweatshirts & T-shirts**

T-shirts and sweatshirts are ideal for playgroup as they are machine washable and practical; they also solve the problem of what to wear. Buying one is an easy way of helping with fund-raising.

The sweatshirts come in green with a white playgroup logo on them.

T-shirts are yellow with a green and white logo.

If you would like to buy one, please speak to any member of staff.

Sweatshirts	Age 3-4 or 5-6	£7.50
T-shirts	Age 3-4 or 5-6	£7.00
Sun Hats		£4.00

We hope that you and your child enjoy being members of Barns Green Playgroup, and that your families find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.